



MINUTES
BOARD OF TRUSTEES MEETING
September 13, 2023
Carman Community Room

Trustees present: Budmen, Gouger, Hewitt, Hluchy, Mainville, McLaughlin, Wood
Staff: S. Reckhow, Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board;
R. Meier, Library Clerk I

REGULAR MEETING

A. CALL TO ORDER

President Gouger called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT AUGUST MEETING MINUTES

D. CORRESPONDENCE: none

E. AGENDA CHANGES: Budmen requested a discussion of a Library Director Evaluation Policy be added to the agenda as G4.

F. REPORTS TO THE BOARD

1. Staff Report – Robin Meier, Library Clerk I

- Library Clerk Meier has worked part-time at LPL since May 2022, and told the Board how happy she is to be part of a great team. Meier described some of her duties and said she enjoys interacting with the patrons and finding solutions for them such as locating a book, or assisting a computer user. She emphasized what a great resource the library is for the community.

2. Financial Report

- The Board received the Budget Status Reports through August 2023 electronically prior to the meeting.
- Bank Statements through June 2023 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- The Independent Claims Auditor reviewed each invoice for the period of August 10, 2023, through September 13, 2023.

Budmen made a motion to authorize payment of the audited invoices. McLaughlin seconded the motion.

Aye: Budmen, Gouger, Hewitt, Hluchy, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. President's Report: no report

4. Director's Report

- A Strategic Plan Request for Proposals (RFP) for has been sent out to 12 firms with a proposal deadline of 9/25/2023. A committee will review the proposals and make a recommendation.
- Staff Development Day will be held offsite on October 24th and the Board are welcome to attend.

- We have a fun program this coming weekend with a new programming partner, CENTRO. Participants will be able to board the bus which will go around the village and there will be a story time during the bus ride. We are very pleased with our CENTRO partnership and look forward to future collaborations.
- The Haunted Garage will be held on Saturday October 21st with a walk through from 5:30-6pm followed by a drive through period from 6-7:30pm. Staff will be passing out goody bags.
- Youth and Family Services Coordinator, Murry, has started a new program for youths with Type 1 diabetes and their parents. The kids and parents meet separately to learn from, support, and share information with others. The program is based on another successful LPL program for individuals with ADHD and their families.

5. OCPL Report:

- Dawn Marmor has been appointed Executive Director after serving as Interim Director since March 2023.
- The circulation and catalog system, Polaris, will be moved from local servers to a cloud based service which should improve performance.

6. Trustee Advisory Council: no report

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Appointment	Gatchell, Joseph	Guard (pt)	\$16.00 p/h	8/14/2023
Appointment	Strathmann, Steven	Public Info Assistant	\$24.00 p/h	9/11/2023
Resignation	Keeling, Michaelangelo	Custodial Worker I		9/8/2023

Motion by Wood to accept the Personnel Changes as presented second by Budmen.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

2. Collection Policy for second reading and final approval

Motion to approve the policy for second reading and final approval by Budmen second by Hewitt.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. Credit Cards Policy for second reading and final approval

Motion to approve the policy for second reading and final approval by Wood second by Hluchyj.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

4. Director Evaluation Policy

The board discussed a Library Director Evaluation Policy and procedures.

H. OPEN FORUM: no comments

I. BOARD FORUM: There was a brief discussion regarding the Haunted Garage event to be held on Saturday, October 21, 2023.

J. ADJOURNMENT: The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Martina St Leger

Martina St.Leger, Clerk to the Board