

STEWART B. LANG MEMORIAL LIBRARY

MONTHLY BOARD MEETING AGENDA

Date & Time: October 03, 2022 @ 7:00 PM

1. CALL TO ORDER AND ROLL CALL
2. ADOPTION OF AGENDA
3. APPROVAL OF PRIOR MEETING MINUTES
4. DIRECTOR'S MONTHLY REPORT
5. APPROVAL OF TREASURER'S MONTHLY REPORT
6. COMMITTEE REPORTS:
 - a. Finance Committee (Cathy & Emily)
 - b. Planning Committee (Mary & Birgit)
 - c. Personnel Committee (Maryanne & Anne)
 - d. Facilities Committee (Jerry & Jim)
7. OLD BUSINESS
 - a. Update the Social Media Policy (Gayle to prepare draft)
 - b. Library promotional initiatives (e.g., yard signs, tee shirts, new cards, etc.)
 - c. Board member and officer search for 2023 (anticipating 4 vacancies)
 - d. Consider revising By-Laws to reduce number of trustees for 2023
 - e. Building & grounds open items:
 - Rebuild rear access ramp
 - Furnish and install new basement restroom utility sink, faucet and backsplash
 - Remove old thru-wall A/C unit, repair and finish wall area
 - Install baby changing table (furnished by Library) in 1st floor restroom
 - Furnish and install new shutoff valves on toilets & sinks (as needed)
 - Repair or replace malfunctioning ceiling light fixtures (as needed)
 - New item: new motion-activated security light over back entrance
 - New Item: electric outlet in basement (Gayle to specify location)
 - New item: monitor paint bubbling on basement west wall (garden drainage issue?)
 - f. Cato Village open items:
 - Parking lot & driveway repaving (shared cost with Village)
 - Parking lot signs (sign height and post depth)
 - Handicap parking pavement markings

(Continued)

October 03, 2022 Agenda (Continued)

8. NEW BUSINESS

- a. Accounting support for 2023 (contract an outside bookkeeper?)
- b. Revise By-Laws to incorporate trustee training (Gayle to draft wording)
- c. Director and staff performance evaluations (Personnel and Gayle)
- d. 2023 salary & wage recommendations (Personnel, Mary and Gayle)
- e. 2023 budget development for November approval (Finance, Mary and Gayle)
- f. Review of Building Use Policy
- g. West side garden renovation and drainage (pitch away from building)

9. PUBLIC COMMENT PERIOD (3 to 5 minutes per person)

10 OTHER BUSINESS

11. DATE OF NEXT MEETING: **November 07, 2022**

12. ADJOURNMENT