

STEWART B. LANG MEMORIAL LIBRARY  
MONTHLY BOARD MEETING AGENDA (ANNUAL MEETING)

Date & Time: December 05, 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. Arrangements for outside bookkeeping services
  - b. Revise By-Laws to address trustee training (guidance pending from FLLS)
  - c. Board member search for 2023 (2 vacancies)
  - d. Director and staff performance evaluations (deferred from October)
  - e. Facilities open items:
    - Replace heating boiler (over 30 years old, well past expected life)
    - Building repairs & upgrades:
      - 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 1<sup>st</sup> 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?)
    - Parking lot signs and pavement stripes (Cato Village, deferred to 2023)
8. NEW BUSINESS
  - a. Officer elections for 2023
  - b. Committee assignments for 2023
  - c. Review of three boiler quotes, selection and approval of best option
  - d. Review of Whistleblower Policy
9. PUBLIC COMMENT PERIOD (3 to 5 minutes per person)
- 10 OTHER BUSINESS
11. DATE OF NEXT MEETING: January 09, 2023
12. ADJOURNMENT