

Larsen-Sant Public Library
Board Meeting Agenda
Monday, Feb 12th, 2023 1:00 pm

Roll Call: Laura Wheatley, Teresa Rasmussen, Shannon Crowther, Max Excell, Richard Stewart

Public Comments: No Public Attendees

Action Items:

Approve Minutes: Shannon moved that the minutes be approved with the two changes. (Spelling of Giselle's name, Max's Volunteer hours.)

Approve bills: Shannon moved that the bills be approved, Richard seconded the motion, all approved.

Trustees: Comments

: Volunteer hours (adjust last month's minutes)

Max- 2

Richard-2

Shannon-1

Treasurer: Finances- The January statement amounts
DBF- \$ 922,811.96 LGIP- \$83,626

Librarian: Community Room Patron- A wellness group would like to meet twice a month as a group. They are wondering if they could get the yearly rate vs. an hourly rate. The board discussed the issue, and feel that there could be products sold and it's not an organizational group. Shannon moved that the wellness group request for a yearly rate be denied, Richard seconded the motion, all approved.

Computer Use Policy-Some libraries in the state have had issues with a certain person coming into their libraries and changing or taking bios and other private information off of the public computers. Our library will also take precautions by copying a driver's license of for all

guest patrons that use a computer, and keeping watch over patrons. We will get with our tech guy to find out if there is anything else we can do to protect our computers.

Audit Report- The auditor came to the library two weeks ago. Laura was asked to make changes in the process of approving the bills. The chairman will go through all of the bills before the meeting along with each payroll and card purchases. Then it will be brought to the board meeting for approval. The Assistant Director will need to go through expenditures with the Director of the monthly budget divisions and expenditures. Depreciation documents from the auditors were passed around for each board member to approve and sign.

Assistant Report: Dr Seuss-Books and Ice-cream donated from Casper's will be taken to the Preston Elementary Schools in celebration of Dr. Seuss's Birthday at the end of this month.

Policy Approval: None this month.

Expansion: Some of the expansion committee meeting and board members have been attending local city council meetings. They will be attending Preston City this evening. The Manning's, Laura and Teresa will also attend.

Policy Committee Meeting- Feb 26th

Adjourn: Richard moved that we adjourn at 2:15, Shannon seconded the motion, all approved.