

**Lester Public Library of Arpin Meeting Agenda**  
**8091 Cty Rd. E., Arpin, WI 54410    May 12, 2025, at 7 p.m.**

Called to Order: \_\_\_\_\_

Present:

Absent:

Guests:

**ACTION ITEMS**

**Approve April 2025 minutes**

Move to accept April minutes as presented / with changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

**Approve April 2025 expenses**

Move to accept April expenses as presented / with changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

**Approve April 2025 payroll**

Move to accept April payroll as presented / with changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

**Library Director Report & Updates:**

- Spring Programming & Library Stats
- Summer Library Program Update
- Purchasing Considerations

**Board Discussion:**

- Review/Update the Library Director Job Description
- Review/Update the Incident Report form
- Library Assistant Review & Wage Adjustment

**Approve the Library Director Job Description**

Move to accept the Library Director Job Description as presented / with changes.

\_\_\_\_\_ Seconded by \_\_\_\_\_

**Approve the Incident Report form**

Move to accept the Incident Report form as presented / with changes

\_\_\_\_\_ Seconded by \_\_\_\_\_

**Approve Library Assistant Review**

Move to accept the Library Assistant review with wage increase.

\_\_\_\_\_ Seconded by \_\_\_\_\_

**Future Agenda Items:**

- Review/Update the Internet Use policy
- Review/Update the Confidentiality of Patron Records policy
- Review/Update the Materials Selection and Collection Development policy
- Review/Update the Gift and Donation Policy

Motion to adjourn by \_\_\_\_\_ seconded by \_\_\_\_\_. \_\_\_\_\_p.m.

**Next meeting will be held Monday, June 9 at 7 p.m. Meetings are open to the public.**