

Agenda for November 18, 2019  
Loda Township Library  
Board Meeting  
5:00 p.m.

The Library Board of Trustees may take agenda items out of order, consider two or more items in combination, remove one or more items from the agenda or delay discussion on an item.

1. Call to Order
2. Roll Call
3. President's Report: Patricia Hamby
4. Secretary's Report: Approve Minutes of September 16, 2019.

*\*Public comment- copies of written comments may be given to the Board's Secretary for inclusion in the library's public records. No discussion or action may be taken on any matter raised under this public comment section until the matter has been specifically included on the agenda.*

5. Treasurers Report: Nancy Johnson
  - a. Monthly Update – Review Treasurer's Report from September 16, 2019
  - b. Yearly Update - Review Treasurer's Report from September 16, 2019
  - c. Monthly Update – for November 18, 2019
  - d. Yearly Update – for November 18, 2019
6. Directors Report : Teri Hennessy
  - a. Librarian's Statistical report
  - b. Library Promotion/Programs, etc.
7. Committee Reports
  - a. Policy Committee – Discussion on adoption of new policies
    - i. Authority to Spend Policy
    - ii. Disposal of Surplus Property Policy
    - iii. Collection Development Policy
  - b. Building and Grounds Committee
    - i. Gutter cleaning
    - ii. Bushes trimmed
    - iii. Furnace inspection
    - iv. Electrical inspection
    - v. Smoke alarm batteries
    - vi. Snow removal
    - vii. Terminix
8. Old Business (possible action items)
9. New Business: Policy approvals (3 mentioned above in #7 agenda items)
10. Adjournment

Public Comment Guidelines for the Loda Township Library

The purpose of these guidelines is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner. The Board will include an agenda item for public comment at each of its regular meetings. Persons wishing to make a public comment must be in attendance at the meeting and shall:

Speak only when recognized by the President of the Board or person conducting the meeting.

Rise and state their name

Limit their public comment time to three (3) minutes

Make public comment that relates to library business only.

Next Meeting January 21, 2020

5:00 p.m.

Loda Township Library Reading Room