Agenda for July 15, 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: Gayle Lemenger, reelected trustee to take Oath of Office and sign Ethics Statement
4. Secretary’s Report: Approve Minutes of May 20, 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.*

1. Treasurer's Report: Nancy Johnson
   1. Monthly Update
   2. Yearly Update
2. Director's Report: Teri Hennessy
   1. Librarian’s Statistical report
   2. Library Promotion: Summer Reading Program, June 12-July 10
   3. Director’s University – June 3-7, 2019
   4. Illinois State Records Archives – What should be saved and for how long – State will come out and assess
   5. July 27th – Good Ole Days Saturday – Okay to close?
3. Committee Reports –
   1. Maintenance committee to be formed and list compiled of tasks to be completed monthly/yearly
   2. Policy Committee (Sue, Kay, Teri)– written employee contract to include salary schedule, sick days, personal days, jury duty, and vacation days and when effective
4. Old Business (possible action items)
   1. Insurance Update
   2. Gutter repair
   3. Stoop repair
   4. Shelf dusting
   5. Maintenance schedule: Quote from Window Genie,
5. New Business (possible action items)
   1. Kuester Electric will replace all fluorescent lighting with LED lighting (includes wiring and bulbs) for $1100.
   2. Non Resident Fee needs a vote at the current $70 so form can be submitted to IHLS
6. 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 September 16, 2019

5:00 p.m.

Loda Township Library Reading Room