

Agenda for September 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: Discussion regarding attorney for library; Phillip Linzini represents over 200 libraries in Illinois
4. Secretary's Report: Approve Minutes of July 15, 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
  - b. Yearly Update: Did not receive Per Capita Grant Money yet
6. Directors Report : Teri Hennessy
  - a. Librarian's Statistical report
  - b. Grant Application: Community Foundation of East Central Illinois
  - c. Vacation coverage confirmed – taking 30 hours
  - d. Kuester Electric completed work on rewiring light fixtures and replacing bulbs
  - e. Window Genie completed work on cleaning windows and screens
7. Committee Reports
  - a. Policy Committee: Review Condolence Policy, Vacation Policy and Leave Policy
  - b. Discuss at next board meeting: Authority to Spend Policy, Dispose of Surplus Property, and Collection Management Policy
  - c. Building and Grounds Committee – Compiled a chart of seasonal tasks to be reviewed at board meetings
8. Old Business
  - a. TOIRMA and IPG coverage
  - b. Gutter and Stoop Repair
9. New Business
  - a. Vote on Condolence Policy
  - b. Vote on Vacation Policy
  - c. Vote on Leave Policy
  - d. East wall – Kurt Brust
  - e. Snow removal arrangements for the winter
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 November 18, 2019

5:00 p.m.

Loda Township Library Reading Room