

AGENDA
January 8, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Quickbooks report
- V. Librarian's Report
 - A. Approve excess sick leave payment for Holtgrave
 - B. December library happenings
 - C. Part-time position
- VI. Committee reports
- VII. Unfinished Business
 - A. Children's room upgrade
- VIII. New Business
 - A. Employee health insurance

Next Meeting: February 5, 2018



AGENDA
February 5, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Quickbooks report
 - B. Budget
 - 1. Four months to go in the fiscal year - where do we stand?
 - C. Employee health insurance benefits
- V. Librarian's Report
 - A. January happenings
 - 1. Large donation of books - will circulated 71 of them
 - 2. Artwork in Adult Fiction of library
 - 3. List of new titles now available for patrons
 - B. Upcoming events
 - 1. Adult History Series: Feb. 28, Mar. 28, April 25 (the last Thursday of the month at 6pm)
 - 2. Children's Storyteller Sherry Norfolk on April 29th
- VI. Committee reports
- VII. Unfinished Business
 - A. Part-time position
 - B. Children's room upgrade
- VIII. New Business

Next Meeting: March 5, 2019



AGENDA
March 5, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Quickbooks report
- V. Librarian's Report
 - A. Statistics from 2017-2018
 - B. February happenings
 - 1. LIVE History was a success
 - 2. Office 2019 will be installed on all machines
 - 3. Received a laptop donation from Boy Scouts that can be checked out by patrons
 - C. Children's Room Update
 - 1. Stage - ADA compliance
 - D. Illinois Library Laws & Rules for local libraries (75 ILCS)
- VI. Committee reports
- VII. Unfinished Business
 - A. Vote on Ordinance
 - B. Vote on employee health insurance offerings effective now until Dec. 31, 2019
- VIII. New Business

Next Meeting: April 2, 2019



AGENDA
April 2, 2019

- I. Call meeting to order
 - II. Establish a quorum and approve agenda
 - III. Secretary's Report
 - IV. Treasurer's Report
 - A. Monthly Quickbooks report
 - V. Librarian's Report
 - A. March happenings
 - 1. LIVE History, Storytime, Teen Book Club, Adult Book Club
 - 2. Artwork by Mater Dei students located in Adult Fiction section
 - B. Upcoming events
 - 1. Kids Yoga, Mindful Meditation class for adults, Knits Nights now occurring only once a month, Sherry Norfolk April 29, National Library Week April 8-13
 - C. IMEA grant through City of Breese for LED replacement project
 - 1. To convert all existing light bulbs in library to LED
 - 2. Application due May 1st
 - D. Reschedule the June Library Board Meeting date
(Kelly attends Director's University training in Springfield, IL)
 - E. Children's Room Remodel Proposal
 - F. Approve new Fiscal Year Budget: May 1, 2019 - April 30, 2020
 - 1. Employee Benefits
 - 2. Personnel Salary/Wages
 - VI. Committee reports
 - VII. Unfinished Business
 - VIII. New Business
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Next Meeting: May 7, 2019



AGENDA
May 7, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Monthly Finance Report
 - 1. Notice the extra payment to City of Breese to resolve two errors made in 2018
 - B. End of Fiscal Year Report
 - C. Tax District Certification Letter from Clinton County Clerk
- V. Librarian's Report
 - A. April happenings
 - 1. LIVE History, 3 Kids Yoga classes, 2 Mindful Meditation classes, 2 All Saint Preschool storytime visits, Girl Scouts, Sherry Norfolk Children's Storytelling event
 - 2. National Library Week Book Shelfies initiative was a success
 - 3. Regular recurring events: Storytime, Teen Book Club, Adult Book Club, and Knit Night
 - B. Upcoming events: Illinois Speaks presentation by Sandra Pfeifer on May 16, Teen Book Club choices for the *Six Book Summer* launched, Summer Reading takes place in the month of July
 - C. Children's Room Update
 - D. Approve new Fiscal Year Budget: May 1, 2019 - April 30, 2020
- VI. Committee reports
- VII. Unfinished Business
- VIII. New Business
 - A. Need approval to sell 2 shelves and a lectern (located near the back entrance)

Next Meeting: June 11, 2019



AGENDA
June 11, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Monthly Finance Report
- V. Librarian's Report
 - A. May happenings
 - B. Upcoming events
 1. Summer Reading Program, Yoga, etc.
 - C. Children's Room Update
 - D. Gas mileage reimbursement
 - E. Christmas in July
- VI. Committee reports
- VII. Unfinished Business
- VIII. New Business

Executive Session: Staff salaries and wages

Next Meeting: July 2, 2019



AGENDA
July 9, 2019

POPEYE'S CHOPHOUSE at 6:30pm

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
- V. Librarian's Report
- VI. Committee reports
- VII. Unfinished Business
- VIII. New Business

Next Meeting: August 6, 2019



AGENDA
August 6, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Monthly Finance Report
 - B. Upcoming technology purchases
- V. Librarian's Report
 - A. Summer Reading Program wrap-up
 - B. Future events/programs
 - C. Need approval to sell table and chairs
- VI. Committee reports
- VII. Unfinished Business
- VIII. New Business
 - A. Election of Officers/Oath of Office
 - B. Ancestry.com Library Edition \$1,400/year

Next Meeting: September 3, 2019



AGENDA
September 3, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Monthly Finance Report
- V. Librarian's Report
 - A. Programs
 - 1. Storytime starts back up next week
 - B. Audit Meeting: Fick, Eggemeyer & Williamson, CPA's P.C.
 - 1. One member's initials on every credit card receipt and outstanding invoice
 - 2. Security/privacy in office
 - 3. In-house operational changes
 - C. Children's Room (replacement carpet and table)
 - D. Equitable Restrooms Act for single occupancy restrooms
 - 1. Effective Jan. 1
- VI. Committee reports
- VII. Unfinished Business
- VIII. New Business
 - A. Election of Officers/Oath of Office for Angie Becker
 - B. Need approval to sell items in storage room: 2 file cabinets and kids' chairs
 - C. New library cards
 - D. New patron printer

Next Meeting: October 1, 2019

*Will show furniture options for *Magazine Room* at this meeting



AGENDA
October 1, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Monthly Finance Report
- V. Librarian's Report
 - A. September Programs Recap
 - Storytime, Adult Book Club, Cub Scout Registration, Hoyleton Youth Services Registration, Girl Scouts Registration, Head Start, ASA Pre-School Visit, Yoga, and the Youth Librarian's Meeting
 - B. Upcoming events/programs
 - See calendar
 - C. New patron air printer working great
 - Patrons can print directly from cell phone, personal laptop, iPad, etc.
- VI. Committee reports
- VII. Unfinished Business
- VIII. New Business
 - A. Professional carpet cleaning needed?
 - B. Thanksgiving holiday hours

Next Meeting: November 5, 2019



AGENDA
November 5, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Monthly Finance Report
- V. Librarian's Report
 - A. Eye insurance went up 59 cents; see City of Breese email
 - B. Health insurance rates for 2020 to be released in early December. Decision must be made before Jan. 1.
 - C. October Events/Programs Highlights
 - Spooky Stories over 50 children / over 25 adults
 - D. Upcoming Events/Programs
 - See November calendar
 - E. New in 2020
 - 1000 Books Before Kindergarten
 - Library Crawl is Jan. 10-27
 - Adult Yoga twice a month starting in January
 - F. Returning programs in 2020
 - LIVE History series (Feb, Mar, April)
 - Storytime
 - a) Winter series in January
 - b) Spring series in March
 - Adult Book Club new 2020 list published
- VI. Committee reports
- VII. Unfinished Business

- VIII. New Business

Next Meeting: December 3, 2019



AGENDA
December 3, 2019

- I. Call meeting to order
- II. Establish a quorum and approve agenda
- III. Secretary's Report
- IV. Treasurer's Report
 - A. Monthly Finance Report
- V. Librarian's Report
 - A. November Events/Programs Highlights
 - Adult Book Club welcomed guest author Fred Venturini to join in
 - Teen Book Club, ASA 4th grade visit, Medicare 101, etc.
 - B. Children's chairs
 - C. Carpet replacement
 - D. Health insurance plan for 2020 to be decided at the City of Breese Finance meeting on Dec. 16th. Library Board will receive a letter with a breakdown of each plan on Dec. 17th.
 - City of Breese needs a letter stating the plan chosen by Dec. 18th.
- VI. Committee reports
- VII. Unfinished Business
- VIII. New Business

Next Meeting: January 7, 2020

