

WESTERN DISTRICT LIBRARY
1111-4th St. PO Box 70 | Orion, IL 61273
Phone: 309-526-8375 | Fax: 309-526-3222
www.westerndistrictlibrary.org

TO: BOARD OF TRUSTEES and Meeting is Open to the Public
RE: Agenda of Board Meeting scheduled for 6:30 PM, Monday, September 23rd, 2019

- I. Call to order
- II. Public Comments
- III. Communications
- IV. Reports
 - a. Treasurer's Report
 - b. Circulation Report
 - c. Director's Report
- V. Committee Reports
 - a. Personnel (Sept 17th)
 - b. Finance (Sept 17th)
- VI. Old Business
 - a. Library building health; mold and fire alarm
 - b. Still waiting on proposals for Building Evaluation
 - c. Update on bank accounts and accounting setup
 - d. Budget and annual financial report documents and proof of publications submitted to county seats
- VII. New Business
 - a. Audit – with Kim Hoffman
 - b. Consider contract for cleaning company
 - c. Consider background check for new hires
 - d. Consider acknowledgement of 30 years working for Bill Stropes, ie gift
 - e. Review job posting for youth services librarian – starting wage
 - f. Consider change to food and drink item in patron behavior policy
 - g. Review 2020 Per Capita Education materials
 - i. Chapters 11 – Appendices of Trustee Facts File 3rd Edition
 - ii. Online training focusing on organizational management
 - iii. Becoming familiar with Digital Public Library of American <https://dp.la/> and the Illinois Digital Archives <http://www.idaillinois.org/>
 - iv. Staff will review “Serving our Public 3.0” Ch 3 on Personnel
 - h. Rock Island County EAV estimate received
 - i. Deposit slip from RIC tax distribution for August received
 - j. October 26th Trustee training at Hinckley Public Library about Forecasting the Financial Future
 - k. Book Fair brought \$1439.80 (!)
- VIII. Closed Session – 5 ILCS 120/2 (c)(1)
- IX. Other topics and future agenda items
- X. Adjourn