

MATTOON LIBRARY BOARD MEETING

January 4, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. *MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.*
 - A. Morgan Mars
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. DISCUSSION
 - A. Staff Circulation Policy
 - B. New Year's Resolutions
 - C. New Board Members
7. APPROVAL
 - A. Staff Circulation Policy
8. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
9. ADJOURN

NEXT REGULAR BOARD MEETING: February 1, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

February 1, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. *MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.*
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Missing Policies
 - i. Disposal of Surplus Library Materials
 - ii. Friends of the Library
 - iii. Patron Discipline Policy
 - iv. Patron Unattended Children
 - v. Patron Conduct
 - vi. Copyright Restrictions
 - B. Standards: Chapter 1: Core Standards
6. APPROVAL
 - A. Missing Policies
 - i. Disposal of Surplus Library Materials
 - ii. Friends of the Library
 - iii. Patron Discipline Policy
 - iv. Patron Unattended Children
 - v. Patron Conduct
 - vi. Copyright Restrictions
7. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
8. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
9. RECONVENE
10. ADJOURN

NEXT REGULAR BOARD MEETING: March 1, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

March 1, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. *MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.*
 - A. Michael E. Wildman
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
 - A. Circ Report for January. No Feb Circ report
4. BILLS
5. DISCUSSION
 - A. Missing Policies
 - i. ALA Code of Ethics
 - ii. Ethics Statement for Board Members
 - iii. Library Bill of Rights
 - iv. By-Laws
 - v. Mission Statement
 - B. Library Overdue Fines and Fees
 - C. Standards Chapter 2 – Governance and Administration
 - D. ARRA and TIF Funds/Projects
 - E. Year to Date overview of Budget
6. APPROVAL
 - A. Missing Policies
 - i. ALA Code of Ethics
 - ii. Ethics Statement for Board Members
 - iii. Library Bill of Rights
7. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
8. ADJOURN

NEXT REGULAR BOARD MEETING: April 5, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

April 5, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. *MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.*
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Library Overdue Fines and Fees
 - B. Budget
 - C. New Board Members
 - D. Missing Policies
 - i. By-Laws
 - ii. Mission Statement
 - iii. Volunteers
 - iv. Reference Service
 - v. Investment of Public Funds
 - vi. Indemnification and Insurance
 - vii. Freedom to View
 - viii. Budget and Finance
 - ix. Bloodborn Pathogens
 - x. Acknowledgement and Disclaimer
 - xi. Oath of Office
 - xii. Authority to Spend
 - xiii. Accidents
 - xiv. Displays
 - xv. Division of Responsibility.
6. APPROVAL
 - A. Per Capita Grant Loan from the City of Mattoon
 - B. Tax anticipation Loan from the City of Mattoon
 - C. Missing Policies
 - i. Volunteers
 - ii. Reference Service
 - iii. Investment of Public Funds
 - iv. Indemnification and Insurance
 - v. Freedom to View
 - vi. Budget and Finance
 - vii. Bloodborn Pathogens
 - viii. Accidents
 - ix. Displays
7. ADJOURN

NEXT REGULAR BOARD MEETING: April 29, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

April 26, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. *MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.*
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Budget.
 - B. End of Year Reports
6. APPROVAL
 - A. Library Overdue Fines and Fees
 - B. Budget
 - C. End of Year Reports
7. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
8. RECONVENE
9. ADJOURN

NEXT REGULAR BOARD MEETING: May 4, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

May 3, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. *MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.*
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. City Auction List
 - B. Missing Policies
 - i. Accidents
 - ii. ALA Freedom to Read
 - iii. ALA Professional Ethics
 - iv. Authority to Spend
 - v. Board Policies
 - vi. By-Laws
 - vii. Division of Responsibility.
 - viii. Electronic Meetings
 - ix. Gifts to the library
 - x. Inclement Weather
 - xi. Meeting Rooms
 - xii. Mission Statement
 - xiii. Patron Discipline Policy
 - xiv. Patrons with Disabilities
 - xv. Records Retention
 - xvi. Retirement
6. APPROVAL
 - A. City Auction List
 - B. Missing Policies
 - i. Accidents
 - ii. ALA Freedom to Read
 - iii. ALA Professional Ethics
 - iv. Authority to Spend
 - v. Board Policies
 - vi. By-Laws
 - vii. Division of Responsibility.
 - viii. Electronic Meetings
 - ix. Food Allergies
 - x. Gifts to the library
 - xi. Inclement Weather
 - xii. Meeting Rooms
 - xiii. Mission Statement
 - xiv. Patron Discipline Policy
 - xv. Patrons with Disabilities
 - xvi. Records Retention
 - xvii. Retirement

C.

7. ADJOURN

NEXT REGULAR BOARD MEETING: June 7, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

June 7, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - a. New Board Members
 - b. ARRA Grant and included Projects
 - c. Phones
 - d. Set a strategic planning and disaster Meeting.
6. APPROVAL
 - a. Phones
7. ADJOURN

NEXT REGULAR BOARD MEETING: July 12, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

July 12, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - a. Phones
 - b. IPLAR
 - c. Fund Raising
6. APPROVAL
 - a. Phones
7. ADJOURN

NEXT REGULAR BOARD MEETING: August 2, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

August 2, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - a. Phones
 - b. Smoking Ban
 - c. Standards Chapter 3
 - d. Painting
6. APPROVAL
 - a. Phones
7. ADJOURN

NEXT REGULAR BOARD MEETING: September 14, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

September 13, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - a. Standards Chapter 7
 - b. Per Capita Grant
 - c. Grant Work
 - d. Name Tags
 - e. Fund Raising
6. ADJOURN

NEXT REGULAR BOARD MEETING: October 4, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

October 4, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - a. Per Capita Grant
 - b. Fund Raising
6. ADJOURN

NEXT REGULAR BOARD MEETING: November 3, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING – Updated 11.1.10
November 1, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
 - a. Michael Wildman
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - a. 2011 Holiday Calendar
 - b. 2011 Board Meeting Calendar
 - c. Fund Raising
6. ADJOURN

NEXT REGULAR BOARD MEETING: December 6, 2010, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

December 6, 2010

1. CALL TO ORDER
2. VISITOR'S COMMENTS. MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - a. LTLS Resolution
 - b. Reciprocal Borrowing and Interlibrary Loan
 - c. Future of Library
 - i. E-services
 - ii. 3rd Spaces
 - d. Fund Raising
 - i. Where should the funds go?
 - ii. What to do next?
 - iii. Other Forms of Fund Raising
6. APPROVAL
 - a. Cleaning Contract Increase
7. ADJOURN

NEXT REGULAR BOARD MEETING: January 10, 2011, in the Kinzel Room of Library at 5:15 PM