

MATTOON LIBRARY BOARD MEETING

January 7, 2013

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. Staff Meet and Greet: Jasmine Jones
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Hazel Crosby Donation
 - B. Library Agenda for the next 5 months (changes and other implementations)
 - C. Heartland Update
 - D. Fund Raising
 - E. Circulation schemes
 - F. Friends of the Library
6. APPROVAL
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: February 4, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

February 4, 2013

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. Read-Across-Mattoon Reading Committee
 - B. Staff Meet and Greet: Laura Huddleston
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Fund Raising
 - B. Circulation Policy and Rubric
 - C. Budget
 - i. Staff
 - ii. Book Drop
 - iii. Roof
 - D. Security System
6. APPROVAL
 - A. Circulation Policy and Rubric
 - i. Changing the current circulation scheme from the various due dates and fine rates of various items to a flat 2 week circulation. Fines and renewal dates are adjusted accordingly to the new scheme. This also includes amending the current circulation policy to denote these changes.
 - B. Security System
 - i. Choosing a company and approving a plan to put security cameras throughout the library.
7. ADJOURN

NEXT REGULAR BOARD MEETING: March 4, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

March 4, 2013

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. Staff Meet and Greet: Wenche Nonaas
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Fund Raising
 - B. Roof
 - C. New Member
 - D. Budget
6. APPROVAL
7. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL, PATRONS, AND PROPERTY (5 ILCS 120/2 (c) 1)
8. ADJOURN

NEXT REGULAR BOARD MEETING: April 1, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

April 1, 2013

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. Staff Meet and Greet: Julie Fitzpatrick
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Budget
 - B. Surplus Disposal List
 - C. Policy Changes – System Updates
 - i. Borrowing Privileges
 - ii. Library Card Rules
 - iii. Computer Use
6. APPROVAL
 - A. Surplus Disposal List
 - B. Policy Changes
 - i. This is to update our current policies to reflect the changes made by the Illinois Heartland System Share Group for our automation system. It includes what items may be used as photo ID's, and driver's licenses.
 1. Borrowing Privileges
 2. Library Card Rules
 3. Computer Use
7. ADJOURN

NEXT REGULAR BOARD MEETING: April 29, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

April 29, 2013

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
 - i. Tax Anticipation Loan
 - B. Lawn and Garden Maintenance
 - C. Cancel May Meeting
6. APPROVAL
 - A. Annual Operating Budget FY2014
 - i. Tax Anticipation Loan
 1. This is an approval to borrow \$40,000 a month interest free from the City of Mattoon until the first property taxes are received.
This could be up to four months, but could also be zero months.
 - B. Lawn and Garden Maintenance
 - C. Cancel May Meeting
7. ADJOURN

NEXT REGULAR BOARD MEETING: June 3, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

June 3, 2013

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. Tax Anticipation Loan
 - B. Non-Resident Fee
 - C. Patron pick up of holds
 - D. New Board Members
 - E. Move July meeting from July1, 2013 to July 8, 2013
6. APPROVAL
 - A. Non-Resident Fee
 - i. The non-resident fee for FY2014 will hold at \$75 a year household based on the State Library's mathematical method of computation.
 - B. Patron Pick Up of Holds
 - C. Move July meeting from July1, 2013 to July 8, 2013
 - i. Moving the July Meeting because of the holiday and because of the national ALA conference in Chicago that half the staff will be attending.
7. ADJOURN

NEXT REGULAR BOARD MEETING: July 1, 2013 (unless change in schedule is approved), in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

July 8, 2013

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. IPLAR
 - B. Elevator
 - C. New Board Members
6. APPROVAL
 - A. Elevator
7. ADJOURN

NEXT REGULAR BOARD MEETING: August 5, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

August 5, 2013

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. New technologies
 - i. Books News/Online Book Club and Library Wish List
 - ii. Hoopla Trial
 - iii. Graphic Novels online.
 - C. New Website
6. APPROVAL
 - A. New Board Members
 - B. New technologies – Hoopla trial
7. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL, PATRONS, AND PROPERTY (5 ILCS 120/2 (c) 1)
8. ADJOURN

NEXT REGULAR BOARD MEETING: September 9, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

September 9, 2013

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. Board Seats
 - B. Per Capita Grant
 - i. Standards Chapter 10
 - ii. Environmental Scan of the Community
 1. A list of the Library's strengths, weaknesses, opportunities, and challenges in our service area. Also to include ideas on what we can do to better our library and the community.
6. APPROVAL
 - A. Board Seats
7. ADJOURN

NEXT REGULAR BOARD MEETING: October 7, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

October 7, 2013

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. Friends of the Library
 - B. Holiday Activities
6. ADJOURN

NEXT REGULAR BOARD MEETING: November 4, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

November 4, 2013

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. Hillary Budwig - Intern
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Concealed Carry Policy
 - i. This policy would prohibit Concealed Carry in the library and on our premises.
 - B. Vacant Secretary seat
 - C. 2014 Calendars
 - i. Closures – Holiday, training, etc.
 - ii. Board Meetings
 - iii. Library Links Golf Event
6. ADJOURN

NEXT REGULAR BOARD MEETING: December 2, 2013, in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

December 2, 2013

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. Esther Shook
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, CIRCULATION REPORT, AND STAFF REPORTS
4. BILLS
5. DISCUSSION
 - A. Lone Elm Painting – Possible donation or permanent loan to the Depot.
 - B. Concealed Carry Policy
 - i. This policy would prohibit Concealed Carry in the library and on our premises.
 - C. Vacant Secretary seat
 - D. 2014 Calendars
 - i. Closures – Holiday, training, etc.
 - ii. Board Meetings
 - iii. Library Links Golf Event
 - E. Budgets and Spending
6. Approval
 - A. Lone Elm Painting – Possible donation or permanent loan to the Depot.
 - B. Concealed Carry Policy
 - i. This policy would prohibit Concealed Carry in the library and on our premises.
 - C. Vacant Secretary seat
 - D. 2014 Calendars
 - i. Closures – Holiday, training, etc.
 - ii. Board Meetings
 - iii. Library Links Golf Event
7. ADJOURN

NEXT REGULAR BOARD MEETING: January 6, 2014, in the Kinzel Room of Library at 5:15 PM