

MATTOON LIBRARY BOARD MEETING

July 7, 2008

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
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
6. BILLS
7. DISCUSSION
 - A. Action to send unused and broken furniture to city auction on July 11th, 2008.
 - B. Discussion to offer direct Deposit to staff members.
 - C. Action to create signature card so the new Director can sign checks.
 - D. Discussion about paying bills. Suggest that bills less than \$500 need only 1 signature on check to pay bill and anything over \$500 require 3 signatures.
 - E. Discussion on Dividends of Tobacco stock.
 - F. Action to remove non-active people from the LSCA –US Bank Account.
 - G. Update on Flag Pole.
 - H. Update on Vacant board seats.
 - I. Update on Recent Donation by the Arnold and Mable Beckman Foundation
8. APPROVAL
 - A. Vote to approve changes and updating of Xerox contract.
9. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
10. RECONVENE – NO ACTION EXPECTED TO BE TAKEN
11. ADJOURN

NEXT REGULAR BOARD MEETING: Aug. 4, 2008 in Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

August 4, 2008

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
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
6. BILLS
7. DISCUSSION
 - A. Increase of Electric bills and what to do about it in the long run.
 - B. Beckman Donation and items coming in
 - C. Dale Ritter's visit and what was asked of the library
 - D. Clarification of Tax status
 - E. Bill Payment Policy
 - F. Stock Certificates and Lock Box, and File Weeding
8. APPROVAL
 - A. To use the US Bank Building Funds to buy Programmable Digital Thermostats for the building
9. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
10. RECONVENE – NO ACTION EXPECTED TO BE TAKEN
11. ADJOURN

NEXT REGULAR BOARD MEETING: September 1, 2008 in Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

September 8, 2008

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
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
6. BILLS
7. DISCUSSION
 - A. Review materials and sign papers concerning the annual Per-capita grant.
 - B. Bill payment policy
 - C. Meeting Room policy
 - D. Approval of formal job descriptions
 - i. Circulation Assistant 1
 - ii. Circulation Assistant 2
 - iii. Custodian
 - E. Discussion of Evaluation forms
 - i. Staff Evaluation Forms
 - ii. Director Evaluation forms
 - F. Discussion of Energy and comments from Industrial and Tick Tock Energy
 - G. A Brief discussion of Director's future goals for herself and the library
 - H. Discuss the election and the kick off of the GO District referendum.
8. APPROVAL
 - A. To be determined.
9. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
10. RECONVENE – NO ACTION EXPECTED TO BE TAKEN
11. ADJOURN

NEXT REGULAR BOARD MEETING: October 6, 2008 in Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

October 6, 2008

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
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
6. BILLS
7. DISCUSSION
 - A. Discuss the election and the kick off of the GO District referendum.
 - B. Review materials and sign papers concerning the annual
 - C. Per-capita grant.
 - D. Bill payment policy
 - E. Discussion of Energy and comments from Industrial and Tick Tock Energy
 - F. A Brief discussion of Director's future goals for herself and the library
8. APPROVAL
 - A. Approval of formal job descriptions
 - i. Circulation Assistant 1
 - ii. Circulation Assistant 2
 - iii. Custodian
 - B. Approval of Evaluation forms
 - i. Staff Evaluation Forms
 - ii. Director Evaluation forms
 - C. Meeting Room policy
9. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
10. RECONVENE – NO ACTION EXPECTED TO BE TAKEN
11. ADJOURN

NEXT REGULAR BOARD MEETING: November 3, 2008 in Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

November 3, 2008

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
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Bill Payment Policy
 - B. 2008 Calendars
 - i. Board meetings
 - ii. Holiday Schedule
 - C. Internet Use Policy
 - D. Selection Policies
7. DISCUSSION
 - A. Eric Pals, Tick Tock Energy
 - B. Reader's Bridge
 - C. Director's future goals
 - D. Staff Appreciation dinner?
8. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
9. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
10. RECONVENE – NO ACTION EXPECTED TO BE TAKEN
11. ADJOURN

NEXT REGULAR BOARD MEETING: December 1, 2008 in Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

December 1, 2008

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, TREASURES REPORT, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Reader's Bridge
 - B. Policy Reapproval
 - i. Deselection
 - ii. Library Card Rules
 - iii. Confidentiality of records
 - iv. Borrowing privileges
7. DISCUSSION
 - A. Go District
 - B. Director's future goals
 - C. Staff Day
8. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
9. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
10. RECONVENE – NO ACTION EXPECTED TO BE TAKEN
11. ADJOURN

NEXT REGULAR BOARD MEETING: January 5, 2009 in Kinzel Room of Library at 5:15 PM