

MATTOON LIBRARY BOARD MEETING

January 5, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Policy Reapproval
 - i. Free Information
 - ii. Library Behavior
 - iii. Disaster Plan
 - iv. Trustee Training
7. DISCUSSION
 - A. Go District
 - i. Court Date
 - ii. District Board
 - iii. Advertising and things left to do.
 - B. Building Fund
 - C. Budget update
 - D. Summer Reading
 - E. Staff Day – Wednesday March 4.
 - F. Director's future goals
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)
 - A. Staff Action
10. RECONVENE – NO ACTION EXPECTED TO BE TAKEN
11. ADJOURN

NEXT REGULAR BOARD MEETING: February 2, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

February 2, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Policy Reapproval
 - i. Guidelines for Paying Professional Fees
 - ii. At Will Employment
 - B. Cash Out UST Stock (Tobacco Stock) as required from the company which no longer exists
 - C. Close both the Flag Pole Account at First mid and the Open Account at US Bank.
 - D. Job Descriptions
 - i. Teen Services
 - ii. Children's Services
7. DISCUSSION
 - A. Go District Update
 - B. Staff Day – Wednesday March 4.
 - C. Director's future goals
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. ADJOURN

NEXT REGULAR BOARD MEETING: March 2, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

February 9, 2009

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. GO DISTRICT INITIATIVE
 - A. Progress Update
 - B. Website update
 - C. Project Plan for next months
 - i. Organizations
 - ii. Residents
 - iii. Open forum meetings
 - iv. Mailings
4. NEXT STEPS—SUCCESSFUL INITIATIVE
 - A. Hearing to appoint board members
 - B. Change in fiscal year
 - C. Discussion items with the city
5. NEXT STEPS—FAILED INITIATIVE
 - A. Working within the Budget
 - B. Must-Do Projects
 - C. Fund Raising Ideas
 - D. Next opportunity to Go District!
6. ADJOURN

NEXT REGULAR BOARD MEETING: March 2, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

March 2, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Moving the April Staff Board Meeting From April 6th, to April 13th to come after election
7. DISCUSSION
 - A. Go District Update
 - i. To Do list if Referendum Passes
 - ii. To Do list if Referendum Fails
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)
 - A. Budget discussion
10. ADJOURN

NEXT REGULAR BOARD MEETING: April 6, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

April 13, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Borrow money from the city to cover the end of the fiscal year while waiting for the Per Capita grant to come in.
 - B. Borrow money from the city for the first 3 months of the new fiscal year to be repaid when our taxes come in.
7. DISCUSSION
 - A. Go District Outcome
 - i. What comes next
 - B. Budget
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)
 - A. Staffing in new budget.
10. ADJOURN

NEXT REGULAR BOARD MEETING: April 27, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

April 27, 2009

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. TREASURER'S REPORT/BILLS
4. RECESS TO CLOSED SESSION PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PERFORMANCE OR DISMISSAL OF EMPLOYEES OF THE MUNICIPALITY (5 ILCS 120(2)(c)(1)).
5. RECONVENE FROM CLOSED SESSION; CONSIDER MOTIONS OR NOTICE OF MOTIONS PERTAINING TO TOPICS DISCUSSED IN CLOSED SESSION (5 ILCS 120/2 (c) 1)
6. APPROVAL
 - A. Motion to decrease staff because budgetary concerns. Due to City Ordinance layoffs will in order of sonority.
 - B. FY2009/2010 Budget and any actions required to coincide with new budget.
 - C. Close FY2008/2009 Year
7. ADJOURN

NEXT REGULAR BOARD MEETING: May 4, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

May 5, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Moving the June meeting to June 8th, due to absence of Director.
7. DISCUSSION
 - A. Discuss non-resident card fees.
8. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
9. ADJOURN

NEXT REGULAR BOARD MEETING: June 2, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

June 8, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Increase Non-Resident Fee \$15 each year for 2 years. On July 1, 2009, the Non-Resident fee will rise to \$60 and on May 1, 2010 it will rise to \$75. This will place the Non-Resident fee at the average paid though property taxes by city residents.
7. DISCUSSION
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)
 - A. Director's 1 year Review.
10. ADJOURN

NEXT REGULAR BOARD MEETING: July 6, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

July 6, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. DISCUSSION
 - A. Per Capita Grant
 - i. Chapter 8 standards
 - ii. Policies and Legal compliance
 - B. Air Conditioners
 - C. Hours
7. APPROVAL
 - A. Policy Break Up
 - B. Election of Board Officers
8. ADJOURN

NEXT REGULAR BOARD MEETING: August 3, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

August 3, 2009

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. John Carlota- Interim City Administrator visiting
3. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. DISCUSSION
 - A. Air Conditioners
 - B. Per Capita Grant
 - i. Policies and Legal compliance
 - ii. Library's Environmental Profile
 - C. Standards Chapter 9 – Programming
 - D. Self Check
7. APPROVAL
 - A. Policy Break Up
 - B. Item list for city auction
 - C. Close Tech bank account and transfer money to general fund.
8. ADJOURN

NEXT REGULAR BOARD MEETING: September 14, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

September 14, 2009

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. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
4. RECONVENE
5. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, AND CIRCULATION REPORT
6. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
7. BILLS
8. APPROVAL
 - A. Dismissal Policy
9. DISCUSSION
 - A. Self Checks
 - B. Per Capita Grant : Administrative Ready Reference
 - C. Standards: (Saved for October Meeting)
10. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
11. ADJOURN

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

MATTOON LIBRARY BOARD MEETING

October 5, 2009

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. ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO PERSONNEL (5 ILCS 120/2 (c) 1)
4. RECONVENE
5. READING AND APPROVAL OF MINUTES, TREASURERS REPORT, AND CIRCULATION REPORT
6. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
7. BILLS
8. APPROVAL
 - A. Self Checks
9. DISCUSSION
 - A. Standards Chapter 10
10. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
11. ADJOURN

NEXT REGULAR BOARD MEETING: November 2, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

November 2, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. Self Checks
 - B. 2010 Holiday Calendar
 - C. 2010 Board Meeting Calendar
7. DISCUSSION
 - A. Standards Chapter 11
8. COMMITTEES
 - A. BUILDING AND GROUNDS
 - B. FINANCE
 - C. TECHNOLOGY
 - D. POLICY
9. ADJOURN

NEXT REGULAR BOARD MEETING: Dec 7, 2009 in the Kinzel Room of Library at 5:15 PM

MATTOON LIBRARY BOARD MEETING

December 7, 2009

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, AND CIRCULATION REPORT
4. STAFF REPORTS
 - A. LIBRARY
 - B. TECHNOLOGY
5. BILLS
6. APPROVAL
 - A. 2010 Holiday Calendar
7. DISCUSSION
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
11. ADJOURN

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