

Mattoon Public Library Board Meeting Agenda

December 8, 2025

5:15 p.m. Kinzel Room, Mattoon Public Library

Call to order

1. Reception of visitors

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. Action may be deferred to a later board meeting.

2. Consent Agenda

Items listed on the Consent Agenda will be passed by a single motion unless a Board Member requests an item(s) to be considered separately.

- a. Minutes of the previous board meeting
- b. Bills
- c. Treasurer's Report
- d. Circulation Report

Action items

1. Set holiday dates to close library in 2026
2. Consider approval of quote from Commercial Refrigeration for \$5,360 to replace heat exchanger in HP-11.

3. Discussion Items:

4. Report on RFQs received
5. Report on where library stands against recommended standards of Illinois Library Association.

3. Program Report

- a. Grant writing
- b. Cocoa & Creations
- c. Mario Kart

4. Director's Report

- a. Audit
- b. Spanish Language materials grant
- c. Big Dig (Presentation on December 11)
- d. Floyd Hayes, pianist
- e. Holiday party
- f. Employee bonuses
- g. Tax levy

8. New Business

9. Executive Session

Members of the Board of Trustees adjourn to executive session to discuss matters per section 5 ILCS120/2 (C) 1, and members of the public, staff members and others are asked to leave.

1. Evaluation of Library Director

10. Adjournment

Next regular board meeting is January 13 in the Kinzel Room of Library at 5:15 PM.