

TRI-CITY PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

AGENDA

Tuesday, November 19, 2024

7:00 pm Tri-City Public Library

- I. Call to order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Recognize Visitors/Public Presentations to Board**
- V. Approval of Agenda**
- VI. Approval of minutes from October 15, 2024 meeting**
- VII. Approval of Special Meeting minutes October 29, 2024**
- VIII. Treasurer's Report/Reading of Bills for Approval**
 - A. Balance sheets/expenditures (HANDOUT)**
 - B. Bills to be Approved for October-November (HANDOUT)**
- IX. Correspondence and Communications**
- X. Committee Reports**
 - A. Fundraising**
 - B. Personnel**
 - 1. Completion of Calla Patton's probationary period**
 - 2. Introduction of new library assistant, Vanessa Robnett**
 - C. Technology**
 - D. Building and Grounds**
 - E. Program Planning**
- XI. Library Director's Report (HANDOUT)**
 - A. Holiday hours**
- XII. Old Business**
 - A. Revision and Update of Employee Handbook**
- XIII. New Business**
 - A. Revision and Update of Library Policies**
 - B. Review of chapters 12 AND 13 of Serving Our Public: Standards for Illinois Public Libraries 4.0**
- XIV. Adjournment**

Upcoming Dates to Remember

December 9, 2024: First day (113 days before 4/1/25 consolidated election) to file certificates of nomination and nomination papers for Library Board of Trustees with election official. (10 ILCS 5/10-6)

December 16, 2024: Last day (106 days before the 4/1/25 consolidated election) to file certificates of nomination papers for Library Board of Trustees with election official. (10 ILCS 5/10-6)

December 27, 2024: Last day (within 180 days after fiscal year end) to file Audit Report and Annual Financial Report with Comptroller and County Clerk. (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1)

December 31, 2024: Last day (last Tuesday of December) for secretary to file a certified copy of levy ordinance which incorporates budget and appropriation ordinance with County Clerk (75 ILCS 16/30-85)

December 31, 2024: Last day (statute requires bi-annual compliance) for second half year review of minutes of all closed sessions under the Open Meetings Act as to whether or not the minutes should remain sealed or can be publicly disclosed. (5 ILCS 120/2.06)

December 31, 2024: Last day (within 6 months after fiscal year) for library treasurers to prepare sworn report of receipts and disbursements and file with County Clerk. Also last day to published said reports, if necessary.

January 10, 2025: Last day (within 10 days of publication) for publisher of Report of Receipts and Disbursements to file a Certificate of Publication with the County Clerk (30 ILCS 15/3)

NEXT BOARD MEETING

December 16, 2024