

**TRI-CITY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

AGENDA (DRAFT)

Tuesday, May 21, 2019

Tri-City Public Library 7:00 pm

- 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 April 16, 2019 Board Meeting
- VII. Treasurer's Report/Reading of Bills for Approval
 - A. Balance sheet/Expenditures (HANDOUTS)
 - B. Approval of April-May bills (HANDOUT)
- VIII. Correspondence and Communications
 - A. Requirement to report board vacancies to State Librarian.
 - B. Encourage Census participation.
- IX. Committee Reports
 - A. Fundraising
 - B. Personnel
 1. Head Librarian Evaluation and Employee Salary Discussion (CLOSED SESSION)
 - C. Steering
 - D. Building Finance
 - E. Program Planning
- X. Head Librarian's Report
- XI. Old Business
- XII. New Business
 - A. FY 2020 Budget (Discussion)
 - B. Search strategy to find person to appoint to vacant Board seat.
- XIII. Swearing-in ceremony for Elected Board Trustees
- XIV. Adjournment

UPCOMING DATES

June 17, 2019: Last day (within 74 days of election) for new Board of Library Trustees to hold first organizational meeting, execute Oaths of Office, elect President and Secretary. (75 ILCS 16/30-40)

June 30, 2019: Fiscal year ends. (75 ILCS 16/35-40)

June 30, 2019: Last day (statute requires bi-annual compliance) for first half year review of the 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)

July 1, 2019: New fiscal year begins. (75 ILCS 16/35-40)

July 1, 2019: Schedule of regular Library Board of Trustees' meeting dates including the time and location, must be prepared and made available to the public. This information, however, may be presented at the beginning of the calendar year instead of the beginning of the fiscal year. (At least 5 meetings must be held.) (5 ILCS 120/2.03 and 75 ILCS 16/30-50)

August 16, 2019: Last day (60 days after organization of the Board of Library Trustees) for secretary of Board to file certificate with County Clerk and Illinois State Librarian listing the names and addresses of the Trustees and officers and their respective terms in office. (75 ILCS 16/30-40)

August 26, 2019: Last day (30 days before adoption of ordinance and hearing thereon) to make the tentative budget and appropriation ordinance available for public inspection and publish notice for hearing thereon. (50 ILCS 330/3 and 75 ILCS 16/30-85)

August 30, 2019: Last day (within 60 days from July 1) for treasurers to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for the preceding six months and showing all names, addresses, positions, and salaries of every employee. [The statement shall be furnished for reference on request to all daily newspapers, the library, the Circuit Court Clerk and City, Village or Town Clerk.] (50 ILCS 305/1)

August 30, 2019: Last day for library to authorize payment of obligation incurred in prior fiscal year with funds from that year up to 20 percent of these appropriations. (75 ILCS 16/30-90)