

COLONA DISTRICT PUBLIC LIBRARY

January 9, 2018

6:30 p.m.

AGENDA

Mission Statement: The Colona District Public Library provides services and high interest materials in a variety of formats. This enables the district residents to obtain information to meet their personal and educational needs. Special emphasis is placed on stimulating young readers to use and enjoy the library and to provide services for students of all levels.

- I. Call to Order President
- II. Recognition of Visitors President
- III. Approval of Minutes President                      Approval
- IV. Reports
  - A. Treasurer's Report Treasurer                      Approval
  - B. Children's Report Children's Librarian      Information
  - C. Library Director's Report Director                      Information
- V. Old Business
  - A. Equipment
  - B. Staffing
- VI. New Business
  - A. Review Assigned Library Policies Board                      Approval
  - B. Assign Library Policies for March Review President                      Assignment
  - C. Ordinances and Resolutions Board                      Approval
  - D. Financial Board                      Approval

VII. Further Business

VIII. Adjournment

Next Meeting: March 13, 2018 at 6:30 p.m.

## Old Business

- Children’s Shelving in and proposed location (tour)
- Saturday Library Closure and Sunday Board Approval  
Hours for Shelf Installation and Rearrangement – 1 ½ for employees with over 40 hours  
Lunch for employees and volunteers

## New Business

### Review Assigned Policies

- Review Disaster Plan Board Approval
- Review Meeting Room Policy Board Approval

### Assign Policies for Review

- Assign Review of Prohibited Gifts and Drug Free Workplace President Assignment
- Assign Group “A” Policies President Assignment
- Assign Review Personnel Policy And Job Descriptions President Assignment
- New Long Range Plan President Assingment

### Ordinances/Resolutions

- Approve and Adopt a Sexual Harassment Policy Board Approval
- Approve and Appoint IMRF Authorized Agent - Sarah Alexander Board Approval

### Financial

- Certificate of Approval of Illinois Annual Financial Report Board Approval
- Doors, Inc. Board Approval
- Auditor’s Report Board Information
- Lowell N Johnson Gift Director Information
- Bonus for Staff Board Approval

### Further Business

- Movie – the Public
- Panic Buttons
- LRP – Carpet, computers and monitors