

Heyworth Public Library District  
119 E. Main Street/PO Box 469 Heyworth, IL 61745/Ph. (309) 473-2313

**November 8, 2016**

All citizens are invited to the Heyworth Library Board meetings. Regular meetings are held at 7:00 pm on the 2<sup>nd</sup> Tuesday of each month (no Dec. meeting).

- A. Call to order – 7:00 p.m.
- B. Roll Call of Trustees
- C. Public Hearing: An Ordinance Levying the Annual Taxes for the Library Purposes in the Heyworth Public Library District, for fiscal year 2016-17 (Ordinance 16-8).
- D. Correspondence, Communications and Public Comments
- E. Secretary’s Report, Kathy Moore
- F. Read and approve minutes of previous month’s board meeting.
- G. Treasurer’s Report, by Susan Wagner
  - a. Status of Funds
  - b. Approval of Payable and Transfers
- H. President’s Report, Dennis Lawyer
- I. Reports from Trustees
  - a. Tami Koch, Vice President
  - b. Michael Lamb
  - c. Kira Stevens
  - d. Kathy Clesson
- J. Committee Reports
  - a. Grounds and Maintenance:
    - i. Rain Barrel project is ongoing.
    - ii. JKE Heating and Cooling did routine yearly maintenance to HVAC systems.
    - iii. Community Room door nearest restrooms is rubbing on floor. We don’t see a problem with hinges.

- iv. Window on children's side has a broken roll out lever. It will not retract the window shut once opened.

K. Librarian's Report of preceding month:

- a. Circulation and discussion of data and statistics of library usage.
- b. Memorials –
- c. Discuss Per Capita Grant 2017
- d. Other Items of Interest

L. Old Business (Action Items)

- a. Ongoing Review of Employee Handbook – new VESSA (The Illinois Victims' Economic Security and Safety Act) goes into effect on Jan 1, 2017. Proposed Policy attached.
- b. Establishing Meeting Dates ordinance 16-7
- c. Consider Consent Agenda
- d. Consider Self-Insurance Fund Ordinance
- e. Accept Comptroller's Report

M. New Business (Discussion Items)

- a. Consider Working Cash Fund Ordinance/Resolution
- b. Consider updates to circulation policies
- c. Consider wording for Resolution of The Government Travel Expense Control Act

N. Adjournment

- a. Next Meeting January 10, 2017