

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

**March 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. Correspondence, Communications and Public Comments
- D. Secretary's Report, Kathy Moore
  - a. Read and approve minutes of previous month's board meeting.
- E. Treasurer's Report, Michael Lamb
  - a. Approval of Payable
  - b. Status of Petty Cash
- F. President's Report, Dennis Lawyer
- G. Reports from Trustees
  - a. Tami Koch, Vice President
  - b. Michael Lamb
  - c. Kira Stevens
  - d. Kathy Clesson
- H. Committee Reports
  - a. Grounds and Maintenance:
    - i. Rear entrance door handle has broken. Randy Richard is no longer servicing locks, so he recommended Bill's Lock and Key. We are working them to get it fixed.
- I. Librarian's Report of preceding month:
  - a. Circulation and discussion of data and statistics of library usage.
  - b. Memorials
  - c. Other Items of Interest
- J. Old Business (Action Items)
  - a. Begin review of Employee Handbook.
  - b. Begin Budget discussions and salary recommendations.
- K. New Business (Discussion Items)
  - a. none
- L. Adjournment
  - a. Next Meeting April 12, 2016.