



Messenger Public Library Board of Trustees | Meeting Agenda
Thursday, February 8, 2018 | 7:00 p.m. | Library Conference Room

- I. **Call to Order/Roll Call**
- II. **Additions or changes to the Agenda**
- III. **Approval of Meeting Minutes**
 - a. Board Meeting – January 11, 2018
- IV. **Public Comments**
- V. **Treasurer’s Report**
- VI. **Library Administrators and Departmental Staff Reports**
 - a. Library Administrator’s Report
 - b. Administrative Assistant’s Report
 - c. Library Department Heads Report
- VII. **Communications**
 - a. Library Board President
 - b. Correspondence
- VIII. **Committee of the Whole Reports**
 - a. Operations Committee of the Whole
 - b. Planning Committee of the Whole
- IX. **Unfinished Business**
- X. **New Business**
 - a. Approval – Freedom (F.O.I.A) of Information Act Policy and Procedures – Operations Policy Manual
 - b. Approval – Messenger Public Library Foundation Fund – Expenditure up to \$ 1,000 – Library Materials Collection Drop Box – Asbury Nursing and Rehabilitation Center
 - c. Update - HVAC Roof Top Unit Replacement Bid Project
 - d. Review – Library Disaster and Emergency Procedure Manuals Update
 - e. Review – FY 2018 Mid-Year June 2017 to January 31, 2018
 - f. Discussion/Review - FY 2019 Budget Preparation and Staff Evaluation Timeline February to May 2018
- XI. **Trustee Comments**
- XII. **Adjournment**

Future Public Meetings - Roof Top Unit (RTU) Replacement Project

Thursday February 15, 2018 – 2:00 p.m. -Pre-Bid Meeting for Contractors – RTU HVAC System Replacement Project – Location: *Main Meeting Room of Library*