



Messenger Public Library Board of Trustees | Meeting Agenda
Thursday, February 9, 2016 | 7:00 p.m. | Library Conference Room

- I. Call to Order/Roll Call**
- II. Special - New Business Item - Presentation of Proclamation**
Approve - Resolution Proclamation – Recognition Posthumously - 19 Years (1998- 2017) of Community Service - William J. Middleton (1945 – 2017) - Messenger Public Library Board of Trustee and Trustee Secretary
- III. Special – New Business Item - Presentation – Library Patron Survey Results**
Laura Foutch & Nancy Wollwert, *Adult Services Department Librarians / Library User Experience (UX) Staff Committee Representatives*
- IV. Approval of Meeting Minutes**
 - a. Board Meeting – January 12, 2017
- V. Public Comments**
- VI. Treasurer’s Report**
- VII. Library Administrators and Departmental Staff Reports**
 - a. Library Administrator’s Report
 - b. Administrative Assistant’s Report
 - c. Library Department Heads Report
- VIII. Communications**
 - a. Library Board President and b. Correspondence
- IX. Committee of the Whole Reports - None**
- X. Unfinished Business – None**
- XI. New Business**
 - a. Approve – Appointment of Interim Secretary of Library Board –Until April 4th Trustee Election – Due to the Death on January 18 2017 of Trustee Secretary William Middleton
 - b. Review and Discuss - Succession Plan Revision
 - c. Review and Discuss – Library Disaster Plan Handbook Revision
 - d. FY2018 Budget Planning Schedule for Board C.O.W. Meetings - March and April 2017
 - e. Approval – Board Training Expenses – Per Illinois Local Government Travel and Expense Act (50 ILCS 150) - Expenditures / Registration Amount Totaling - \$460 - Illinois Library Association (ILA) Library Legislative Luncheon Meetup Monday February 13th and the ILA Annual Trustee Forum Workshop Saturday February 17th — Board Members Attending One or Both Events: President Marguerite Treest, Trustees Jim Hicks and Corinn Sparks
 - f. Approval (5 Items) – West Wing Renovation Project - Phase 2 – Invoices and Payment Vouchers For Approval and / or Auditing Purposes:
 1. Kingsley Co. – Invoice – Purchase of Seven (7) Replacement Library Material Book Return Bins - \$ 12,218
 2. Resolution 04-2017 - Payment Voucher #4 - \$ 58,880.25. (Paid on January 15, 2017) - L.J. Morse Construction Co.
 3. Kluber - Change Order # 3 - Contingency Expenditure - Additional Electrical /Lighting Work & Purchase of Visual/Wipe Boards Meeting Rooms - \$ 13,703.78
 4. Kluber - Change Order #4 — ASI Signage Co. - Quote Contingency Expenditure Amount - \$ 810.45.
 5. Resolution 05 – 2017 - Payment - \$2,828.10 -Construction Administration Expenses Per Contract - Kluber
- XII. Trustee Comments**
- XIII. Adjournment**