



**Messenger Public Library Board of Trustees | Meeting Agenda  
Thursday, July 14, 2016 | 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 – June 9, 2016
- IV. Public Comments**
- V. Treasurer’s Report**
- VI. Library Administrator’s Report**
- VII. Library Department Heads/Administrative Assistant Reports/Updates**
- VIII. Communications**
  - a. Library Board President
  - b. Correspondence
- IX. Committee of the Whole Reports**
  - a. Ad Hoc Building Committee – West Wing Renovation Project
  - b. Operations Committee of the Whole
  - c. Planning Committee of the Whole
- X. Unfinished Business**
- XI. New Business**
  - a. Review Progress – May 2015 – Kluber Facilities Ten Year Maintenance Operations Plan - Fulfills Requirement for Annual Building Facility Review for Illinois Library Standards
  - b. Approval - Illinois Public Library Annual Report (IPLAR) – File by July 31<sup>st</sup>/ Illinois State Library Secretary of State/State Librarian Office.
  - c. Approval – New - Annual - Prevailing Wage Resolution – Per State Law
  - d. Approval – Revised - Laptop Lending Policy
  - e. Approval – New - Security Camera Policy /Procedure/ Protocol
  - f. Approval – New - Disposal of Surplus Library Property - Per State Law/Admin. Code.
  - g. Approval - Interiors for Business (IFB) Batavia Illinois– West Wing Renovation Project – Up to \$7,000 for Furniture Design Layout Contract
  - h. Approve – FY 2017 Budget Amendment – Income - \$12,919.45 - Illinois State Library Secretary of State FY 2016 Per Capita Grant Award
  - i. Review - Canon Digital Copier/Scanner Lease Contract - \$ 815 per month / 60 months
- XII. Trustee Comments**
- XIII. Adjournment**