



**Messenger Public Library Board of Trustees | Meeting Agenda
Thursday, November 10, 2016 | 7:00 p.m. | Library Conference Room**

- I. Call to Order/Roll Call**
- II. Presentation & Approval – FY 2016 Financial Report and Audit – Brian LeFevre – Sikich**
 - a. Approval – FY 2016 Annual Audit and Financial Report
- III. Approval of Meeting Minutes**
 - a. Board Meeting – October 13, 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 and 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. Approval Resolution 11 – 2016 – West Wing Renovation Project – L.J. Morse Construction Payment Application and Certification #1 - \$51,218.41 - Transfer of Funds from Illinois Funds Reserve Account to Old Second Checking Account.
 - b. Approved/Noted - Auditing Purposes: Approval - Resolution 12– 2016 – Boiler Room Replacement Project – Kluber May 2015 Facility Plan Deferred Maintenance Project - \$30,000 - Transfer of Funds from Illinois Funds Reserve Account to Old Second Checking Account. *[This transfer occurred on October 12, 2016 and this expense had been approved by Board on June 9, 2016]*
 - c. Approval – 2017 Library Holiday and Closing Calendar
 - d. Approval – 2017 Library Board of Trustee Board Meeting Calendar
 - e. Approval - Meeting Room Reservation Policy – Addition of two new spaces for patrons to reserve in the Library facility.
 - f. Approval - Library Employee Personnel Policy Manual – Sick Leave Policy Revision – Per Illinois Employee Sick Leave Act 099-0841
 - g. Approval - Library Employee Personnel Policy Manual – Bereavement Leave Policy Revision – Per Illinois Child Bereavement Act 099-0703
 - h. Approval – Approval - Resolution 13– 2016 - Library Operations Policy Manual – New Policy – Library Board of Trustees and Library Employee Travel Expense Reimbursement Policy/Procedure – Per Local Government Travel Expense Control Act 2016 - 099-0604
 - i. Approval - 80th Anniversary of Library’s Founding - 1937 - 2017–Sunday August 6, 2017 -Open House and Library Renovation Celebration Party – Formulation of a Joint Board / Staff Ad Hoc Planning Committee
 - j. Discussion – Ceasing Garbage Stickers / U.S. Postage Stamps Sales Service to Library Patrons – Effective December 31, 2016**
- XII. Trustee Comments**
- XIII. Adjournment**