



Messenger Public Library Board of Trustees | Meeting Agenda
Thursday, December 14, 2017 | 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 – November 9, 2017
 - b. Board Close Meeting Minutes – November 9 2017
- 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 – Annual Per Capita Grant Application FY 2018 (Filing by January 15, 2018) – Illinois State Library – Secretary of State Office.
 - b. Approval – Resolution 16-2017 – Sexual Harassment Policy – Per Illinois P.A. 100-0554 – Effective November 16, 2017 and Personnel Policy Manual – Revised – Sexual Harassment Policy
 - c. Approval – Personnel Policy Manual – Revision – Promotion Policy
 - d. Approval – Personnel Policy Manual – Revision – Paid Time Off (PTO) Policy
 - e. Approval – Operational Policy Manual – Revision - Fund Balance Policy and Reserve Fund Capital and Deferred Facility Maintenance Projects 2018 – 2028 - \$ 700,000.
 - f. Approval – Resolution 17-2017 – \$ 200,040 - Transfer of Funds - Prime Fund to Reserve and Maintenance Reserve Fund – FY 2017 and Misc. Prior FY Fund Balances
 - g. Approval – Resolution 18 – 2017 – Special Reserve Fund Purpose Amended and Revised
 - h. Approval – New Tables - Main Meeting Room – Interiors for Business - \$ 8,829.12 – Reserve Fund Expenditure
 - i. Approval – Sikich IT 360 Managed IT Services Contract Effective January 1, 2018 - \$4,800 per month for one year effective January 1, 2018
- XI. Trustee Comments**
- XII. Closed Session Meeting of Board**

Adjournment of Regular Session to Open Closed Session to discuss:

 - a. Employee Matters - Illinois Open Meeting Act: ILCS 120/2 (c) (1) – Employee Leave of Absence - Review of Return to Work After December 31, 2017
 - b. Security Matters – Illinois Open Meetings Act: ILCS 120/2 (c) (8) – Patron and Staff Interaction

Return to Open Session Following Adjournment of Closed Session
- XIII. Adjournment**