

**Divernon Township Library
Library Trustee Board Meeting
Tuesday, October 2, 2012, 6:00 P.M.
Agenda**

1. Call to Order (6:00 P.M.)
2. Roll Call
3. Recognition of Visitors
4. Minutes of Meeting, September 4, 2012
5. Adoption of minutes, September 4, 2012 meeting
6. Business
 - A. Finance
 1. Treasurer's Report / Payment of Bills
 2. Approval of Report / Payment of Bills
 3. Discuss & vote on transferring of funds to different accounts
 - B. Building Improvement Committee
 1. Discuss & vote bids for electrical service to library & breaker box with transfer switch.
 2. Discuss Bids & vote generator for library
 3. Discuss & vote on new carpeted mat for front entry way of Library & floor coverings for under patron computer chairs and librarian's computer chairs
 - A. Check on weekly service of carpeted mats (Jane)
 4. Discuss & vote gutter cleaning & bids for gutter guards (Alan)
 5. Discuss & vote purchasing new chairs for the library (Susie)
 6. Discuss & vote on putting new lights in front of library above librarian's desk and children's table. (Susie)
 - C. Per Capita Grant
 1. Discuss & need volunteer to write a narrative to describe how library staff collaborate with diverse populations within the service area in serving the community. (Question 8) (LeAnn)
 - D. Illinois Open Meetings Act Training (<http://foia.ilattorneygeneral.net/Default.aspx>)
 - E. Discuss & vote on hiring of part time help with computer knowledge to help librarian.
 - F. Executive Session

7. Librarian's Report
 - A. Library cleaning
 - B. Per Capita Grant
 - C. Carpet Laying
 - D. Connexion training
 - E. Back door
 - F. Story Hour.
 - G. Annual Report

8. Adjournment