

**Divernon Township Library  
Library Trustee Board Meeting  
Tuesday, August 6, 2013, 6:00 P.M.  
Agenda**

1. Call to Order (6:00 P.M.)
2. Roll Call
3. Recognition of Visitors.
4. Minutes of Meeting, July 2, 2013
5. Adoption of minutes, July 2, 2013 meeting
6. Business
  - A. Finance
    1. Treasurer's Report / Payment of Bills
    2. Approval of Report / Payment of Bills
  - B. Building Improvement Committee
    1. Discuss weed fabric, leveling & gravel between library & legion & around storage shed.
    2. Discuss & vote on rugs for the library.
    3. Discuss & vote purchasing new chairs for the library (Susie)
    4. Discuss & vote on back library door still needing fixed (Alan)
      - A. Bid from Terry Peat
    5. Discuss & vote on new storm door for back library door (Alan)
      - A. Bid from Terry Peat
    6. Discuss & vote on sidewalk from back door to Storage shed (Alan)
      - A. Bid from Terry Peat
    7. Discuss new battery needed for Emergency Light back door (Jake)
    8. Discuss outside security light back door (Jake)
    9. Discuss & vote trim on front of library and outdoor restrooms. (Alan)
      - A. Bid from John Duval
    10. Discuss & vote gutter needing new straps (Alan)
    11. Discuss & vote possible Landscaping under & around front library sign (Susie)
  - C. Discuss & vote purchasing a laptop computer & bookkeeping system for treasurer. (Susie)
  - D. Discuss & vote on purchasing a small digital camera for library.
  - E. Per Capita Grant

1. Review & Discuss Chapter 10 “Marketing, Promotion, and Collaboration” from the Most recent edition of Standards for Illinois Public Libraries. (Need volunteer to write narrative)

2. Discuss Question #10 Describe what the library is doing to position itself as vital service to the community. (Need volunteer to write narrative)

3. Discuss Question #11 Identify promotional tools employed by the library to enhance its image and services to the community. (Need volunteer to write narrative)

4. Discuss Question #12 Based on the information gleaned from the environmental scan of the community conducted by the board, identify the library’s strengths, weaknesses, opportunities and challenges in meeting the future needs of the service area. (Need volunteer to write narrative)

#### F. Executive Session

#### 7. Librarian’s Report

A. Cataloging classes

B. Interlibrary loan and reciprocal borrowing survey

C. Reading Program

D. Dorla

#### 8. Adjournment