

**Divernon Township Library  
Library Trustee Board Meeting  
Tuesday, September 4, 2018 6:00 P.M.  
Agenda**

- I. Call to Order (6:00 P.M.)**
- II. Roll Call**
- III. Recognition of Visitors.  
A) Bill Knecht**
- IV. Public Comment: Visitors wishing to address specific agenda items will be granted three to five minutes at the discretion of the President, not to exceed a total of twenty minutes.**
- V. Minutes of Meeting, August 7, 2018**
- VI. Adoption of minutes, August 7, 2018**
- VII. Business**
  - a) Finance**
    - i) Treasurer's Report / Payment of Bills**
    - ii) Approval of Report / Payment of Bills**
  - b) Discuss and vote on purchasing a remote monitor for the generator; Jake will provide estimates for the monitor and associated fees**
  - c) Discuss and vote on purchasing a new laptop. Bill will prepare proposal for new laptop and advise value of old laptop**
  - d) Discuss and vote on contracting an outside agency to do payroll; Jake will discuss Paychex consulting firm.**
  - e) 2019 Board Election Information - Will be receiving a sample 2019 Candidacy Packet, as well as additional information prior to Sept. 18<sup>th</sup> (Jake, Kathi, Mary Lou and Susie)**

**f) Trustees review explanation regarding events leading to audit and annual financial reports and see signed proposal**

**g) Executive Session**

**VIII. Librarian's Report**

**a) Book Rating Slips**

**b) Discuss Security System**

**c) Lorraine planning on leaving end of Sept.**

**IX. Adjournment (Next meeting Tuesday, Oct. 2, 2018)**