

**Divernon Township Library  
Library Trustee Board Meeting  
Tuesday, October 2, 2018 6:00 P.M.  
Agenda**

- I. Call to Order (6:00 P.M.)**
- II. Roll Call**
- III. Recognition of Visitors.**
- 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, September 4, 2018**
- VI. Adoption of minutes, September 4, 2018**
- VII. Business**
  - a) Finance**
    - i) Treasurer's Report / Payment of Bills**
    - ii) Approval of Report / Payment of Bills**
  - b) Lorraine Allen's last day is today. Discuss and vote on a gift and Thank you bonus.**
  - c) Discuss and vote on contracting an outside agency to do payroll; Jake will discuss Paychex consulting firm.**
  - d) Discuss and vote on purchasing a portable scanner for the Treasurer.**
  - e) Discuss and vote on Personal Time and Holiday Reimbursement for Staff.**
  - f) Discuss and vote on applying for the Energy Efficiency Program (free LED Light Bulbs) from Enersol/Ameren.**

- g) Discuss and vote on contracting Lorraine Allen for future assistance with Graphic Designs if needed.**
- h) Discuss and vote on a Volunteer Program.**
- i) Executive Session**

#### **VIII. Librarian's Report**

- a) Story Hour -Movie Night**
- b) October -National Book Month**
- c) New Laptop purchased and given to Mary Lou**

#### **IX. Adjournment (Next meeting Tuesday, Nov. 6, 2018)**