

**Divernon Township Library  
Library Trustee Board Meeting  
Tuesday, November 5, 2019 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, October 1, 2019**
- VI. Adoption of minutes, October 1, 2019**
- VII. Business**
  - A. Finance**
    - i) Treasurer's Report /Payment of Bills**
    - ii) Approval of Report/Payment of Bills**
  - B. Discuss future plans on utilizing Special Reserve Fund, vote if possible**
  - C. Per Capita Grant Requirements**
    - 1. Review & discuss Chapter 3, Public Service: "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.;" Also, review check list and report on progress toward meeting any items left unchecked.**

- 2. Review and discuss Chapters 11-14 and all appendices of the “Trustee Facts”, Third or Fourth Edition.**
- 3. Continuing Education: Library staff and at least one trustee shall complete an educational program in calendar year 2019 focusing on organizational management. Indicate any modification to current practices or policies that may occur in the forthcoming year.**
- 4. Discuss creating a committee to update Library policies, Strategic Plan and Disaster Plan**

**D. Discuss scheduling of winterizing the restrooms**

**E. Discuss Christmas Party**

**F. Discuss and vote on any Old Business**

**G. Executive Session**

#### **VIII. Librarian’s Report**

- A. 2020 Board Meeting Schedule**
- B. New Router**
- C. Monthly Patron/Book & E-Book Count**
- D. Mascot’s Name**
- E. Story Hour/Movie Night**

#### **IX. Adjournment (Next meeting Tuesday, January 7, 2020)**