

**MORRIS AREA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
Monday, June 13, 2016 at 6:30 PM
Library Multi-Purpose Room**

1. Call to Order and Roll Call for Board of Trustees Meeting
2. Review of Agenda for Additions/Changes
3. Public Comment
 - Ruth and Sue from Friends of the Library have questions about the two bus trips the board approved.
4. Review and Approval of Minutes of the Meeting on May 9
5. Review and Approval of Bills & Payroll
6. Review and Approval of Treasurer's Report and Financial Reports
7. Director's Report
8. Old Business
9. New Business
 - Open bids on 113 W. Chapin Street
 - Prevailing wage
 - FY 17 meeting dates
 - Building Insurance renewal
 - Cassie Ferrari speaking for Northern Insurance
 - Tia Incapreo speaking for LIRA (Libraries of Illinois Risk Agency)
10. Committee Reports
 - a. Personnel
 - Staffing considerations – Increase the pay for part time Technical Service Manager position from \$15 an hour to \$20 an hour.
 - b. Policy
 - Proposal – Add section/page numbers to Table of Contents and Policy Manual
 - Limit spending – Committee feels a discussion with the full board is needed.

Current language - The Board of Trustees approves the issuance of a library credit card with a maximum transaction limit of \$500.00 and a monthly total card limit of \$3,500.

The Library Director is responsible for the issuance, accounting, monitoring, and retrieval of the credit card and for overseeing compliance with the credit card policy. The Director will establish a system of internal controls to monitor the use of the credit card.

The credit card may be used only for the purchase of goods or services for the official business of the library. Its use should be limited to purchases from companies that do not invoice or accept purchase orders, orders placed over the Internet, and other purposes approved by the Library Director. Documentation detailing the goods or services purchased, cost, date of the purchase and the purpose of the purchase should be submitted with each card usage.

**MORRIS AREA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
Monday, June 13, 2016 at 6:30 PM
Library Multi-Purpose Room**

The credit card will be issued to the Library Director, who will be responsible for the card's protection and custody and shall immediately notify the Library Board if the card is lost or stolen.

- Board of Trustees – Library Director Relationships
Current Language Section 4.a.1

Part 1 - BOARD OF TRUSTEES: DUTIES AND RESPONSIBILITIES

The Board is the legal policy-making body.

The Board shall select and employ the Library Director.

The Board shall encourage improved public relations and shall be concerned about interpreting the library program and its facilities to the community.

The Board shall lead the way in maintaining an ample budget, which will enable the library to meet its ever-increasing needs for service. It shall also be responsible for the administration of the budget.

Section 4.a.1 – no proposed changes

Section 4.a.2 Current language

Part 2 - LIBRARY DIRECTOR: DUTIES AND RESPONSIBILITIES

- a. The Library Director serves as chief executive of the library and is responsible for the administration of the library under the policies approved by the Board.
- b. The Library Director is directly responsible to the Board and through the Board to the community.
- c. The Library Director shall attend all regular meetings of the Board and is encouraged to speak on all subjects under discussion, but has no vote.
- d. The Library Director shall select the staff and direct said staff in carrying out the activities and services of the library by means of holding regular staff meetings.
- e. The Library Director is responsible for supervising book selection and purchase, according to library policies. Attention will be given to special requests if they are in keeping with the welfare of the library.

Section 4.a.2 Proposed changes - Revise language for D & E.

- Public Library School Relationships
Current language - The Morris Area Public Library District is aware of the important role a public library plays in serving school children. Within the limits dictated by the responsibility of the public library to serve the full community, the library considers such services among its most important functions.

**MORRIS AREA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
Monday, June 13, 2016 at 6:30 PM
Library Multi-Purpose Room**

The public library encourages the development of adequate school library facilities and tries to provide a selection of literature and reference materials that will supplement rather than duplicate those offered by the schools.

Proposed changes – Remove second paragraph

Current language – The library will accommodate visits of classroom groups to the library. Such visits should be scheduled a week in advance. It is suggested that the teacher concerned consult the Library Director for instructional materials available to aid in planning the visit.

Proposed language – Add the following paragraph – Outreach – The Children and Teen Librarians will provide coordination of services with local school districts.

c. Finance

- Approval of FY 17 budget
- Approval of Amended FY 16 Budget

11. Adjournment

All topics on the agenda are potential action items.

The Morris Area Public Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact the library administrator (815-942-6880) promptly to allow the Morris Area Public Library District to make reasonable accommodations for those persons.