

Parlin-Ingersoll Public Library

Board of Trustees

Agenda: Nov. 18, 2015

A.) Call to Order: 4 p.m.: Michelle Quinones, Secretary

B.) *Oct. 21, 2015 Minutes

C.) Public Comments

D.) Communications

- Hands-On activities in adult reference area
- Updates on Emergency Contacts sheets
- ILA Conference Summaries
- Director activities in October: Speaker at a local PEO meeting, Director's Lunch; Fulton/Mason County Crisis Center Open House for Rotary Service Project; Rotary District 6460 Conference; Illinois Library Association Conference; Chamber of Commerce Coffee; Rotary Board meeting; Rotary luncheon meetings

E.) Agenda Items

1.) *Consent Agenda: Action Item

2.) Board Vacancy and Appointment of a New Treasurer: Action Item

3.) Payroll Services: Possible Action Item

4.) *Copy Machine and Wireless Printing Quotes: Action Item

5.) Roofing Project Updates and Future Maintenance Issues: Possible Action Item

6.) *Checked Out and Unreturned Items for FY15: Report

7.) Closing of the Library for Staff Christmas Luncheon: Action Item

8.) Staff Bonuses: Action Items

9.) Charles D. Ingersoll Trust Update: Possible Action Item

Consent Agenda:

- *** Monthly Circulation and Activity Reports**
- ***Monthly Income and Expenditure Statements**
- ***Monthly MidAmerica Trust report and General Ledger (Finance Committee Only)**

*Denotes documents enclosed in board packet. Unless otherwise stated, enclosures go to all Board members.

10/15/2015