

# Parlin-Ingersoll Public Library

## Board of Trustees

Agenda: Jan. 20, 2016

**A.) Call to Order: 4 p.m.: Chris Duvendack, President**

**B.) \*Dec. 2, 2015 Minutes**

**C.) Public Comments**

**D.) Communications**

- New copy machine and wireless printing installed
- Payroll with ADP
- eRate update on bids
- Staff changes
- Possible ICC internship
- Property Tax Exemptions filed
- Annual Library Certification filed
- Statement of Economic Interest list sent to the County Clerk
- Director activities in December: Presentation for Westview Elementary School Library Staff; ACA trainings with City Clerk, Diana Pavley-Rock; Rotary Fruit Pick Up; Rotary/Salvation Army Bell Ringing; Rotary Board meeting; Rotary Lunches; Library Directors' Lunch; Chamber of Commerce Coffee; City of Canton Insurance Committee Meeting

**E.) Agenda Items**

- 1.) **\*Consent Agenda for November and December 2015:** Action Item
- 2.) **\*Review of Closed Session Minutes from January 14, 2014 and January 15, 2014:** Action Item
- 3.) **Roofing Project Updates, Future Building Maintenance Timeline from Bill Phillips, and Finances:** Possible Action Item
- 4.) **\*EDGE Initiative:** Report
- 5.) **Board Vacancy Updates**
- 6.) **\*Program Room Policy:** Action Item
- 7.) **Charles D. Ingersoll Trust Update**
- 8.) **Elson Project:** 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.

1/15/2016