

## AGENDA

Joliet Public Library Board of Trustees Meeting  
150 North Ottawa St. – Burnham Meeting Room  
December 19<sup>th</sup>, 2019

### AGENDA NOTICE

Agendas are posted  
48 hours prior to a meeting  
at this site and on the Library's  
website at [www.jolietlibrary.org](http://www.jolietlibrary.org).

- 1) Convene and Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call of Trustees
- 4) Agenda revision and approval
- 5) Minutes review, revision, and approval  
November 21<sup>st</sup> Board of Trustees Meeting Minutes
- 6) Treasurers Report –
  - a. Schedule of Accounts Payable
    - i. Accounts Payable December 19<sup>th</sup>, 2019 - \$99,252.83
    - ii. Checks Written Since Last Board Meeting on November 21<sup>st</sup>, 2019- \$108,120.20
    - iii. Electronic Payroll Transfers 11/29/19, 12/13/19 - \$247,815.88

**TOTAL ACCOUNTS PAYABLE \$455,188.91**

- b. Financial Reports
    - i. Balance Sheet 12/19/2019
    - ii. Report of Accounts, Cash Drawers
    - iii. Tax Distribution Report
- 7) Public Participation (Regarding the current agenda's ACTION ITEMS)
- 8) Executive Director's Report
- 9) Deputy Director's Report
- 10) Unfinished Business
- 11) New Business

**ACTION ITEMS:**

- Review Chapter 3 in Serving our Public 3.0: Personnel
- Review Chapters 11 – 14 in The Trustee Facts File
- Motion to approve ELL/Spanish Services Job Description
- Motion to approve revised Fee Schedule
- Motion to approve Ordinance establishing a Special Reserve Fund for the purposes authorized by 75 ILCS 5/5-8 OR for emergency expenditures for the repair of the Library's building or equipment
- Motion to approve Resolution to Adopt the Special Reserve Fund Plan

- 12) Public Participation
- 13) Staff Reports
- 14) Announcements
- 15) Closed Session
- 16) Adjournment

FYI - The next meeting of the Joliet Public Library Board of Trustees is scheduled for 7:00 p.m., Thursday, January 16<sup>th</sup>, 2020 in the Burnham Meeting Room at the Ottawa Street Branch, 150 North Ottawa Street, Joliet, IL 60432. Any person needing an accommodation for a disability in order to attend a Board Meeting at the Library should contact a Community Engagement staff member by telephone at 815-740-2669, by email at [business@jolietlibrary.org](mailto:business@jolietlibrary.org) or in writing, not less than five (5) working days prior to the meeting.