

TOWANDA DISTRICT LIBRARY

Meeting Agenda

February 21, 2023 7:00 pm

President's Comments

Opportunity for Public Comment

Review of Minutes and Motion to Accept

Review of Treasurer's Report and Motion to Pay Bills

Director's Report

New Business

- Mandatory Paid Leave Act
- FOIA/OMA Requirements
- Updated FOIA Policy
- Election Process Overview
- Building and Maintenance

Old Business

- Notary application
- Agreement with Unit 5 for library cards
- Review and approve purchase of mobile bookshelves for picture books and picture book bins
- Banking signature cards, etc.
- Direct Deposit

Closed Session (if needed)

Upcoming Board Meetings:

March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21

Legal Deadlines

April 4 - Consolidated election

April 30 - Last day to file Statement of Economic Interests to County Clerk.

May 15 - First day for new trustees to begin their term, if sworn (third Monday of the month next following the month of election)

June - Last month for Board of Trustees to complete FOIA and OMA training.

June 17 - Last day (within 74 days of election) for new Board of Trustees to hold first organizational meeting, execute Oaths of Office, elect President and Secretary.

June 30 - Last date to adopt Prevailing Wage Ordinance and publish and file with Labor Department.

June 30 - Approve Nonresident card service and determine fee and submit to RAILS and IL State Library.

June 30 - Last day (bi-annual) for first half year review of the minutes of closed sessions as to whether or not the minutes should remain sealed or can be publicly disclosed.

July 1 - Schedule of regular Library Board of Trustees' meeting dates including the time and location, must be prepared and made available to the public.

August 16 - Last day (60 days after organization of the Board of Library Trustees) for Secretary of Board to file certificate with County Clerk and IL State Librarian listing the names and addresses of the Trustees and officers and their respective terms in office.

August 28 - Last date (30 days before adoption of ordinance and hearing) to make Tentative Budget and Appropriation Ordinance available for public inspection and publish notice for the hearing.

September 1 - Last day to prepare and file written report including Secretary's Audit, boundary changes, outstanding liabilities, and bonds, etc. to State Librarian.

September 1 - Last day to file written report (IPLAR) including Secretary's Audit to State Library