

TOWANDA DISTRICT LIBRARY

Meeting Agenda

January 17, 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

- Electronic Meetings Policy
- Agreement with Unit 5 for library cards
- Discuss and approve purchase of gravel for parking lot repair
- Review and approve purchase of mobile bookshelves for picture books and picture book bins
- Director 90 Day Review/Discussion
- Banking signature cards, etc.
- Direct Deposit

Old Business

- Notary application
- Board of Trustee Vacancies - appointment
- Per Capita/ILLINET/RB (Director's Report)
- Update on return of book bin from patron

Closed Session (if needed)

Upcoming Board Meetings:

January 17, February 21, March 21, April 18, May 16, June 20, July 18

Legal Deadlines

January through March - Complete IL Library Certification and ILLINET and Per Capita Grant.

January 10 - Last day (within 10 days of publication for publisher of Report of Receipts and Disbursements to file a Certificate of Publication with the County Clerk.

January 26 - Last day for librarian or Secretary to certify candidates for the election authority

January 31 - Last day to certify Status of Real Estate for library exemption from real estate taxes

February 1 - Last day to prepare and send to County Clerk the alphabetical list of those required to file Statement of Economic Interests with addresses.

February 2 - Last date to file Declaration of Intent to be a write-in candidate

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.