

# TOWANDA DISTRICT LIBRARY

Meeting Agenda

May 16, 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

- Decennial Committee Update
- Appointment of Trustees to fill vacancies
- Officer Elections
- Working Budget Draft
- Disposal of Surplus Property: Pressboard bookcases (6) and Public Access Computers (3)

### Old Business

- Mandatory Paid Leave Act (change handbook)
- Email Addresses update

### Closed Session (if needed)

### Upcoming Board Meetings:

June 20, July 18, August 15, September 19, October 17, November 21, December 19

## Legal Deadlines

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

September 26 - Last day to enact a B&A Ordinance and certified estimate of revenues which shall be published. Within 30 days of adopting a certified copy must be filed with the County Clerk.

September 28 - Last day for audit for the audit of the records kept by the Board's Secretary to be filed.

September 30 - Last day to pay obligations incurred in the prior fiscal year.

September 30 - Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund.

December 5 - Last day to adopt Levy Ordinance incorporating B&A.