

TOWANDA DISTRICT LIBRARY
AGENDA for September 20, 2022
Regular Meeting
7:00 PM

PRESIDENT'S COMMENTS

PUBLIC COMMENT

REVIEW OF MINUTES AND MOTION TO ACCEPT

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

DIRECTOR'S REPORT

BUSINESS

- IPLAR – due 9/1
- Per Capita Grant
- Building & Maintenance Levy Ordinance
- Truth in Taxation Certificate of Compliance
- Special Reserve Designation
- Designated Board Member to file B & M Levy Ordinance in September
- 2023 TDL Closure Dates
- Website Employee & Trustee Emails (towandalibrary.org | towandadistrictlibrary.org)
- Spring Election – Nominating Petitions starting 9/20
- OMA certification & FOIA certification – Rachel and Judy
- Getz annual fire extinguisher inspection –
 - Jen Zufal's notes said this was done in January 2022
- Review of Policy "Disposal of Library Property Policy"
- Review of Policy "Cyber Security Policy"
- Employee Handbook Revisions
 - "Disciplinary actions, remediation, and employee dismissal" section
- Director Search/Contracting of Library Services/Interim Director/Recruitment Firms
- Issuing New Library Cards

CLOSED SESSION

- Personnel

- Board Member Resignation
- Appoint Interim Director

UPCOMING BOARD MEETINGS

October 18, November 15, December 20

LEGAL DEADLINES

September 1 – IPLAR is due

September 20 – First day for candidates for Library Board of Trustees to circulate nominating petition sheets (for April 2023 election).

September 27 – Last day to enact B & A Ordinance and publish thereafter (with County Clerk and Normalite)

September 28 – Last day to file audit of Secretary's Book

September 30 – Last day to transfer unexpended funds from prior fiscal year to the Special Reserve.

December 6 – Last day to adopt and publish resolution to levy, which incorporates B & A (done)

December 12 – First day Trustees up for re-election can file certificates of nomination and nomination papers with local election officials

December 19 – Deadline for Trustees to file nomination papers

December 27 – Last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk

December 27 – Last day for Secretary to file certified copy of levy ordinance, which incorporates B & A, with County Clerk.

December 27 – Last day to file certificate of compliance with Truth in Taxation Act

December 31 – Report of Receipts & Disbursements filed with County Clerk