**AGENDA:**

Call to order – Renee KeeneyRoll Call: Donna Donato, Sue Holmes, Renee Keeney, Jan Knutson, Robert Pechacek, Michelle Rappuhn

 Excused: Kim Hohf, Loretta Swanson

1. Roll call and minutes
2. Public comment - (Those wishing to comment must contact Youth Services Manager, Angela Bennett at 815-544-3838 before the Board meeting)
3. Correspondence
4. Treasurer’s report
5. Committee reports
6. Building and Grounds –Robert Pechacek–
7. Expansion Committee –Renee Keeney–
	1. Boone County Grant Seekers meeting
8. Personnel –Jan Knutson–
	1. Vacancy: Spanish Programming Assistant
9. Finance –Renee Keeney for Kim Hohf–
	1. Rental properties
10. Policy Committee –Robert Pechacek–
11. Marketing Committee –Donna Donato–
12. Friends of the Library –Jan Knutson–
13. Nominating Committee –Michelle Rappuhn–
14. RAILS report –Angela Bennett for Ashley Bryant–
15. Librarian’s report –Angela Bennett for Ashley Bryant–
16. New business
	1. Per Capita Grant requirements: review of chapters 11- appendices of Trustees Fact File
	2. Transfer custody of organizational documents
	3. Interim director in case of sudden loss
	4. Annual appointment of staff person to assume duties in case of emergency
	5. Staff flow chart with vital instructions
	6. Insurance and bonding coverage for the library review
	7. Approval list of authorized credit card users
	8. September items: review closed session minutes, delegation of authority of employees and allowable expenditures, update/assess 5 year plan
17. Possible closed session to discuss personnel matters
18. Adjournment