

Heyworth Public Library District

119 E. Main Street | P.O. Box 469, Heyworth, IL 61745

Ph. (309)473-2313

July 13, 2021

All citizens are invited to the Heyworth Public Library District Board meetings. Regular meetings are held at 7:00 p.m. on the second Tuesday of each month. There is no December meeting.

- A. Call to order – 7:00 p.m.
- B. Roll Call of Trustees
- C. Correspondence, Communications, and Public Comments
- D. Secretary’s Report, Kira Stevens
 - a. Read and approve minutes of previous month’s board meeting.
 - b. Note that Kathleen Clesson was sworn in as trustee on June 10, 2021, with Tammy Thompson as witness.
- E. Treasurer’s Report, Michael Lamb
 - a. Status of Funds
 - b. Approval of Payables and Transfers
 - c. Vote to move 10% of Director’s salary and 10% of Janitor’s salary from Insurance Fund to General Fund.
 - i. The Director’s Salary for FY 21/22 will be \$44,078.58.
 - ii. 10% of the Director’s Salary and the Janitor’s Salary to be moved would be \$4,722.20.
 - d. Vote to move unexpended General Fund revenue of \$52,744.35 from FY 20/21 to Special Reserve Fund.
- F. President’s Report, Dennis Lawyer
 - a. Appoint two Trustees to conduct the annual Secretary’s Audit before the next board meeting.
 - b. Designate FOIA and OMA officers. Training must be completed before the next board meeting.
 - i. FOIA officer – Lori Urban (director) and Kira Stevens (secretary)

- ii. OMA officer – Kira Stevens (secretary)
 - c. Kathy Clesson and Tami Koch, as re-elected trustees, must also complete FOIA and OMA training before the next board meeting.
- G. Reports from Trustees
 - a. Kathy Clesson
 - b. Tami Koch, Vice-President
 - c. Amy Roehrig
 - d. Lisa Shaffer
- H. Committee Reports
- I. Librarian's Report, Lori Urban
 - a. Circulation and discussion of data and statistics of library usage
 - b. Gifts/Memorials
 - c. Other Items of Interest
- J. Old Business (Action Items)
 - a. FY 2021/2022 Budget
 - i. Vote to adopt the Tentative Budget as presented and to publish it for public review and comment.
 - 1. B & A hearing notice in The Buzz – August 5, 2021
 - 2. B & A Hearing - September 14, 2021
 - b. Approve Board of Trustee Bylaws
 - c. Approve Ethics Ordinance 15-10
 - d. Approve Special Reserve Ordinance 11-1
 - e. Approve Special Reserve Plan Ordinance 13-2
- K. New Business (Discussion Items)
 - a. Update Disaster Plan
 - i. Director updated Insurance policy numbers and contact information.
 - ii. Trustees need to review document and verify their own contact information.
- L. Adjournment
 - a. Next Meeting, Tuesday, August 10, 2021.