

Minutes
North Chicago Public Library
Meeting of the Board of Trustees Annual Retreat
Saturday, January 12, 2008

Call to Order

Board President Minnie Cross called the regular meeting to order at 5:37 p.m.

Roll Call

Trustees Present: Board President Minnie Cross, Ms Cora Cunningham, Treasurer Etta Robinson, Ms. Gloria Rice and Mr. Robert May

Trustees Absent: Rev. Juanita Carroll-Merrell, Larry Hightower, Vice-President Andreana Dobbs, Secretary Lorna Jackson,

Staff Present: None

Others Present: Attorney: Torrie Newsome

Secretary not present, Ms. Robinson volunteered to take the minutes.

Friends of the Library

The Board reviewed two solicitation letters presented by Ms. Rice. The Board suggested consolidating both letters for final review at our next Board Meeting.

Ms. Rice left the retreat at 11:10 a.m.

Treasurer/Finance Committee

Treasurer to work with the Director to create a tickler file to have the annual budget prepared every January. Ms. Robinson will send an email to the Director to have a budget prepared to submit to the Board at our January 17th meeting.

Ms. Battley is currently interviewing for a Secretary.

A verbal report from the Finance Committee was presented by Ms. Robinson and Mr. May. The Finance Committee met on January 3rd at the library to review the upcoming 2008/2009 budget and completing the audit by the end of our fiscal year.

We did a walk through at the Library to look at the condition of the building and any safety violations. From the walk-thru we developed a timeline by which to have the following items completed:

Item	Target	Comments
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	Date	
Audit	3/31/08	Bd. to review for use in annual report.
Equipment Inventory	2/28/08	
Purchase Register w/card swipe	1/31/08	
Replace Filters for Humidifier	1/31/08	Out since 3/2007
Ceiling Tile Replacement	2/28/08	Discolored, waiting for quote
Painting Entryway	2/28/08	Plaster and painting
Replace Bathroom Stall Doors	2/28/08	
Boiler Inspection Status Report	1/31/08	Need copy of last state inspection rpt.
Florescent Bulb Replacement/Removal	1/31/08	Safety Issue
Exit Light Bulb Replacement	1/31/08	Safety Issue
Estimates for Replacing Blinds	2/28/08	
Repair Outdoor Electrical Receptors	2/28/08	
Need estimate for budget	2/28/08	Furniture Replacement in Reading Area
Verify Petty Cash Amount	1/31/08	
Procedure for Money Handling	2/28/08	
Review P.O. and Vouchers	2/28/08	
Review Separation of Duties	2/28/08	
Purchase New Flag	1/31/08	Bob May will donate.
New Copier for Patrons w/coin counter		
Completion of Library's Website		

Library's Policy on Lost Books

Ms. Cross will have Attorney Newsome draft a letter to the Board Member explaining the library's policy on loaning books and requesting reimbursement of monies for lost books.

Discussion on how often books should be replaced.
We need a policy for paperback books.

Five Year Strategic Plan

Book Mobile

Agenda Items for Next Board Meeting:

A. Selection of Board Secretary

B. Friends of the Library (FOL)

- i. Review Revised Solicitation Letter**
- ii. Review Constitution and By-Laws of Friends of the Library**

C. Treasurer/Finance

- i. Budget**
- ii. Audit**

D. Security Camera Presentation

Adjournment

Ms. Cunningham made a motion and it was seconded by Mr. Rob May to adjourn the meeting. With all members in favor, the motion carried and the meeting adjourned at 1:10p.m.

Respectfully submitted,

Etta Robinson
Secretary