

DRAFT

Edison Township Free Public Library

Board of Trustees Meeting Agenda

Date: December 20, 2017

Time: 5:30 pm

Place: Main Library
340 Plainfield Ave

1. **Call to order**
 - A. Open public meeting statement
2. **Approval of minutes of previous meeting**
3. **Financial reports**
 - A. Trustee account report
 - B. Approval of bill listing
 - C. Approval of Encumbrances
4. **Director's report**
 - A. Reference Report – Lindsey Meyer, Reference Librarian
 - B. Constant Contact email blast
 - C. Unspent Municipal Funds
 - D. Budget 2017
5. **Committee Report**
 - A. Nominating Committee
6. **Buildings and Grounds**
 - A. HVAC Maintenance and Repair Contract Renewal
7. **Unfinished Business**
 - A. New Bookmobile Update
 - B. ML – Roof, Awarding of Bid
 - C. Building Project – CB, Report
8. **New Business**
 - A. Request from Township Clerk
9. **Public Comment**
10. **Personnel**
 - A. Promotion – Kathy Timm, Supervising Library Assistant
 - B. Promotion – Sandra DeAlwis, Principal Library Assistant
 - C. Promotion – Crystal Towers, Principal Library Assistant
 - D. Closed Session
11. **Adjournment**
 - A. Next meeting: **January 17, 2018**