

# Edison Township Free Public Library

## Board of Trustees Meeting Agenda

**Date:** May 16, 2018

**Time:** 5:30 pm

**Place:** Main Library  
340 Plainfield Ave

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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
  - D. Obsolete items – blue office chair, projector screen
4. **Director's report**
  - A. Library Auditor – Performance Audit
  - B. Community Engagement Calendar for May 2018
  - C. Board Treasurer
  - D. Budget 2018
5. **Buildings and Grounds**
  - A. ML Roof
  - B. CB Building Project
6. **Unfinished Business**
  - A. New Bookmobile Update - Report
  - B. Letter to Summit Bodyworks
  - C. Hiring Freeze – Pages needed at North Edison Branch
7. **New Business**
  - A. Job description – Supervising Librarian
  - B. Job description – Emerging Technologies/MakerSpace Librarian
  - C. Job description – Branch Head
8. **Public Comment**
9. **Personnel**
  - A. Gabriel Ramos, Clara Barton Branch Head - Promotion
  - B. Luis Monroy, Bookmobile Driver/Library Assistant - Hired
  - C. Closed session
10. **Announcements**
11. **Adjournment**
  - A. Next meeting: **June 20, 2018**