

**Edison Township Free Public Library**

**Board of Trustees Meeting Agenda**

**FINAL AGENDA**

**Date:** 9/14/21

**Time:** 7:00 pm

**Place:** Municipal Complex

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1. Call to order

- A. Salute to Flag
- B. Open public meeting statement
- C. Roll call – attendance

2. Approval of minutes

- A. August 5, 2021 – Special Session
- B. August 10, 2021 – Regular Session

3. President’s Report

4. Financial reports

- A. Financial Reports
  - a. August Report
  - b. Operating Account
  - c. Capital Account
- B. Approval of the Library Bill List dated September 14, 2021

5. Director’s Report

- A. New Email Accounts
- B. Trustees Monthly Check-in, September 23, 2021 at 7PM
- C. Meeting Room Policy – Updated
- D. Shanshan Ming
- E. Staff Recognition – Carolyn Cullum, 40 Years
- F. PLA Survey Article: Critical Role Played by Public Libraries

6. Library Board Committees

- A. Facilities (includes Bookmobile)
- B. Finance
- C. Materials Review
- D. Personnel
- E. Policies & Bylaws
- F. Strategic Planning

7. Unfinished Business

8. New Business – Action Items

- A. Resolution to change the Library Board Meeting date from December 14, 2021 to December 21, 2021
- B. Resolution to approve the Capital Plan for the Edison Public Library dated September 14, 2021
- C. Resolution to approved the updated Meeting Room Policy dated September 14, 2021
- D. Resolution to approve the 2021 Operating Budget dated September 14, 2021
- E. Resolution to Change the Annual Staff Day to Friday, December 3, 2021
- F. Resolution to establish a “bank” for Sunday openings of \$160.00 for cash drawers

9. Public Comment

10. Announcements

11. Closed Session (If Necessary)

- A. Resolution to go into closed session
- B. Items to be acted upon, if necessary
- C. Approval of Minutes : August 10, 2021 – Closed Session

12. Adjournment

- A. **Next Regular Meeting: Tuesday, October 12, 2021 – Municipal Complex**