

PROPOSED AGENDA  
for a Regular Meeting of the  
TRUSTEES OF THE HOAG LIBRARY  
of the Swan Library Association  
March 14, 2018 7 PM

*What will we accomplish tonight that improves access to the Library's resources to make this a better Community?*

CALL TO ORDER

ATTENDANCE

REVIEW and ADOPT AGENDA Motion

ANNUAL AUDIT PRESENTATION Jonathan Miller, Bonadio Group

Accept and file 2017 audit, make available on the website  
as soon as practicable Motion

Refer Action Items from Audit to Committees as appropriate

PUBLIC FORUM OPPORTUNITY

REVIEW and ADOPT  
-Minutes of the February 14, 2018 meeting Motion  
-February 2018 Treasurer's Report Motion

Correspondence Folder is Circulating

BOARD CORRESPONDENCE

DIRECTOR'S REPORT  
and an opportunity to ask about any information from  
the weekly Director's Updates  
Action Items:  
-Authorize submission of Annual Library Report to State Motion  
-Authorize payment without penalty of Sirsi Dynex invoice  
INVI5021702 of February 21, 2013 in the amount of  
\$ 3,174.00 from budget line Motion  
-Authorize circulating pump repair by Gerster Trane from  
their proposal 22862 in an amount not to exceed \$ 2,190.00 Motion

REPORTS and REQUESTS FROM COMMITTEES

BLACK HISTORY MONTH  
-Final report and Recommendations

MARCH CELEBRATION EVENT update (This Saturday)

FINANCE COMMITTEE

BUILDINGS and GROUNDS  
-Touch ups prior to Event

Hoag Library Trustee Agenda

PERSONNEL

PLANNING

LOCAL HISTORY

NOMINATIONS AND ELECTIONS

- Adopt Election Protocol
- Authorize advertising expenses per protocol

FRIENDS of the LIBRARY

- Sign Project Fundraising

OLD BUSINESS

- Trustee Training
- Strawberry Festival
- Summer Reading Planning and Publicity
- Garth Fagin Dance and Albion Schools

NEW BUSINESS

- Authorize increase in the limit under which the Director may purchase without additional approval, from \$ 1,000 to:
  - Equipment, Materials, Service or Labor from a current vendor under agreement or contract \$ 3,000
  - New equipment, materials, service or labor from a vendor with whom the Library does not have an existing contractual relationship \$ 2,000
- Consider moving Hoag Trustee Meeting Date to 3<sup>rd</sup> Wednesday

Motion  
Conversation

Questions or Concerns from the Correspondence Folder

PUBLIC FORUM OPPORTUNITY

COMMENTS AROUND THE TABLE

ADJOURNMENT

Motion

NEXT MEETINGS and EVENTS:

March 17	Celebration Reception
March 20	Village Election
April 3	Friends of the Library
April 11	Trustees
May 7	Annual Meeting and Election
May 15	School (and Library) Budget Vote, noon 'til 8PM