

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING  
AGENDA  
November 15, 2017

1. CALL TO ORDER – 7:00 PM

- *PUBLIC COMMENTS: The Board President will advise the public they must follow the Hillside Public Library Rules for Public Comment. The Hillside Public Library Rules for Public Comment are available on the library's website.*

2. ROLL CALL

3. APPROVAL OF MINUTES – REGULAR MEETING – October 18, 2017

4. REPORTS OF OFFICERS

- A. PRESIDENT -
- B. SECRETARY-
- C. TREASURER-
  - 1. Resolution for Review of Bills, October, 2017
  - 2. Treasurer's Report for November, 2017
  - 3. Approval of Financial Statements, October, 2017  
(Motion & Vote)
- D. EXECUTIVE SESSION (If Required)
- E. ADMINISTRATIVE LIBRARIAN –
  - 1. SWAN/ RAILS
  - 2. Incident -11/6/2017
  - 3. Staff Training- Closed half Day (November 17)
  - 4. Flooding in basement
  - 5. Smart Terminal Installation
  - 6. Back Room Security

5. COMMITTEE REPORTS

- A. ADMINISTRATION
- B. BUSINESS/FINANCE

6. UNFINISHED BUSINESS

- A. Trustee Vacancy
- B. Employee Policy Handbook Review
- C. Circulation Policy Approval
- D. Library Building and improvements
- E. Scholarship Fund
- F. Final Audit

7. NEW BUSINESS

- A. Per Capita Grant Review
- B. Holiday Bonus- Staff
- C. Holiday Gathering- Board

8. ANNOUNCEMENTS

9. REMINDERS- The next meeting is January 17, 2018

10. ADJOURNMENT