



Thomas Ford Memorial Library  
Board of Trustees Agenda  
October 25, 2016

*The Library Board will meet at 7:00 p.m. in the meeting room on the first floor of the Library to the West of the elevator.*

1. Minutes\*from the September 27, 2016 meeting Attachment #1
2. Treasurer's Report\* for September 2016 Attachment #2
3. Librarian's Report Attachment #3  
Metrics Report Attachment #3A  
Teen Liaison Report
4. Visitors
5. Communications
6. Committees:
  - Finance: FY16 Budget information- Letten Attachment #4  
Minutes of September 26, 2016 meeting Attachment #4A  
Library investment update/action\*- Letten
  - Building and Grounds: Minutes of September 26, 2016 meeting Attachment #5  
Minutes of Joint Finance and Building and Grounds September 26, 2016 meeting Attachment #5A  
Project update - Milano  
Repair to HVAC- Milano Attachment #5B  
Study Room renovation update- Bodewes
  - Personnel: Update on Committee Meeting
  - Technology: Update on Committee Meeting
  - Friends: Book Sale and activities report- Wenstrup
  - Foundation: October meeting report- Greska
7. Old Business
  - Kozak Retirement Events / Amendment to the 2016 Operating Budget\*
  - Board Planning Session
8. New Business
  - Special Exploratory Committee on Space Utilization Project Funding\* Attachment #6
  - Gifts & Memorials Policy\* Attachment #7
  - Discussion of Emails on Private Devices/Accounts Attachment #8
  - November/December Board meeting date

*\*Indicates a motion is required*

**November Board Action**

- Adopt tax levy requests for Library Operating, Building Maintenance, and Special levies
- Adopt budget /forward levy requests to Village
- Review proposed staff raises
- Distribute forms for evaluation of Director (January 2017 evaluation)