

SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, APRIL 23, 2024, 7:00 p.m.

President Byron _____ Vice President Gray _____ Treasurer TerHaar _____
Secretary Hundley _____ Trustee Healy _____ Trustee Cummings _____ Trustee Sankaran _____
Director Waarala _____ Assistant Director Lash _____ Administrative Assistant Pilarz _____

- A. Call Meeting to Order at _____.
- B. Approval of Agenda
Move _____ Second _____ to approve the agenda as presented.
- C. Approval of Past Minutes
Move _____ Second _____ to approve the March 19, 2024 meeting minutes as written.
- D. Public Discussion
Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.
- E. Presentation by McCarthy & Smith: Interior Renovations and Site Improvements Project Contract Award Recommendation
Move _____ Second _____ to accept the Contract Award Recommendation as presented by McCarthy & Smith.
- F. President's Report
- G. Friends of the Library Report
- H. Financial Reports
Move _____ Second _____ to approve the March 2024 financial reports.
- I. Committee Reports
 - 1. Finance
 - 2. Arts
 - 3. Building & Grounds
 - 4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Unfinished Business

L. New Business

1. Policy Review

- a. Policy 403: FOIA Procedures and Guidelines
Move _____ Second _____ to approve Policy 403: FOIA Procedures and Guidelines as presented.
- b. Policy 404: Confidentiality: Disclosure of Library Records
Move _____ Second _____ to approve Policy 404: Confidentiality: Disclosure of Library Records as presented.
- c. Policy 607: Remote Work (formerly Policy 607: Remote Work During Pandemic)
Move _____ Second _____ to approve revised Policy 607: Remote Work.
- d. Policy 619: Employee Use of Social Media
Move _____ Second _____ to approve revised Policy 619: Employee Use of Social Media.
- e. Policy 620: Review of Personnel Records
Move _____ Second _____ to approve revised Policy 620: Review of Personnel Records.
- f. Policy 633: Social Security Number Privacy
Move _____ Second _____ to approve Policy 633: Social Security Number Privacy as presented.

2. Discussion of TLN's Check It Out Reciprocal Borrowing Program

Move _____ Second _____ to authorize Saline District Library to participate in the TLN Check It Out Reciprocal Borrowing Program.

M. Public Discussion

Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.

N. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on April 24, 2024

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the March 19, 2024 meeting minutes as written.

Move _____ Second _____ to accept the Contract Award Recommendation as presented by McCarthy & Smith.

Move _____ Second _____ to approve the March 2024 financial reports.

Move _____ Second _____ to approve Policy 403: FOIA Procedures and Guidelines as presented.

Move _____ Second _____ to approve Policy 404: Confidentiality: Disclosure of Library Records as presented.

Move _____ Second _____ to approve revised Policy 607: Remote Work.

Move _____ Second _____ to approve revised Policy revised Policy 619: Employee Use of Social Media.

Move _____ Second _____ to approve revised Policy 620: Review of Personnel Records.

Move _____ Second _____ to approve Policy 633: Social Security Number Privacy as presented.

Move _____ Second _____ to authorize Saline District Library to participate in the TLN Check It Out Reciprocal Borrowing Program.

Move _____ Second _____ to adjourn the meeting at _____.