

**Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462**

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
November 20, 2017 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM OCTOBER 16, 2017—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

There will be 30 minutes allowed for public comment with a five minute maximum per speaker. The time limit may be extended upon a majority vote of the Board.

F. TREASURER’S REPORT AND PAYMENT OF BILLS—FOR ACTION

G. LIBRARIANS’ REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

I. UNFINISHED BUSINESS

J. NEW BUSINESS

1. Per Capita Grant Requirement regarding literacy services provided by the Illinois State Library- For Discussion
2. Wingren Landscape three-year landscape management contract in the amount of \$9,275.88 for April 1, 2018 through November 30, 2018; in the amount of \$9,554.15 for April 1, 2019 through November 30, 2019; and in the amount of \$9,832.43 for April 1, 2020 through November 30, 2020 – For Action
Motion to approve the Wingren Landscape three-year landscape management contract in the amount of \$9,275.88 for April 1, 2018 through November 30, 2018; in the amount of

\$9,554.15 for April 1, 2019 through November 30, 2019; and in the amount of \$9,832.43 for April 1, 2020 through November 30, 2020.

3. Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470-
For Action

Motion to approve the Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470.

4. Engagement letter for the audit of the library's financial statements for the year ended December 31, 2017 from McClure Inserra in the amount of \$11,800 – For Action

Motion to approve the engagement letter for the audit of the library's financial statements for the year ended December 31, 2017 from McClure Inserra in the amount of \$11,800.

5. Approval of the meal reimbursements for the Illinois Library Association Conference held October 10-12, 2017 for Erin Faxel in the amount of \$10.20; Becky McCormick in the amount of \$8.54; Wendy Xie in the amount of \$10.02; and Vanessa Fernandez in the amount of \$10.31 – For Action

Motion to approve the meal reimbursements for the Illinois Library Association Conference held October 10-13, 2017 for Erin Faxel in the amount of \$10.20; Becky McCormick in the amount of \$8.54; Wendy Xie in the amount of \$10.02; and Vanessa Fernandez in the amount of \$10.31.

K. ANNOUNCEMENTS

L. ADJOURNMENT