

**Audit of the Secretary Committee Monday, July 11<sup>th</sup> 7pm**

**Public Notice**

**Monthly Meeting Agenda  
Monday, July 11<sup>th</sup>, 2011  
7:30pm**

- 1) Call to order
- 2) Roll Call
- 3) Minutes
  - a. Action Item:* Approval of the minutes of the Regular Meeting held June 30<sup>th</sup>, 2011 at 7:30pm
- 4) Communications
  - *Action Item:* any request for reimbursements for upcoming events
- 5) Treasurer's Report
  - Review the Financial Reports\*
  - *5a. Action Item:* Bills to be paid for July 11<sup>th</sup>, 2011\*
- 6) Librarian's Report
  - Statistics\*
- 7) Reports of Committees and Officers
  - 7a. Discussion Item:* Receipt of the Audit of the Secretary Report
- 8) Unfinished Business
  - 8a. Action Item:* Can Personnel Files be scanned and files destroyed
  - 8b. Action Item:* Ms. Horton
- 9) New Business
  - 9a. Action Item:* Library Closing Dates for SWAN\*
  - 9b. Action Item:* Identity Protection Policy
  - 9c. Action Item:* Interview and/or Appointment Vacant Trustee Seat
  - 9d. Action Item:* Board Participation by Electronic Means
- 10) Announcements:

Public Hearing on the Budget and Appropriations tentative figures on Monday, August 8, 2011 at 7:15pm

Next Regular Board meeting Monday, August 8<sup>th</sup>, 2011 at 7:30 at the Library  
Budget and Appropriation  
Estimate of Revenues  
12 Month Expenditures

- 11) Adjournment

\*indicates attached items

If you need an accommodation for a disability for this meeting, please phone or write Arlene Mallek, Riverdale Library, 208 W. 144<sup>th</sup> Street, Riverdale, IL 60827, 708-841-3311 at least 5 working days prior to the event