

AGENDA and NOTICE OF MEETING  
BOARD OF TRUSTEES  
LOUIS LATZER MEMORIAL PUBLIC LIBRARY

TUESDAY, NOVEMBER 16, 2021  
5:00 PM

**This is an in person meeting. However, due to COVID 19 anyone wishing to monitor the meeting via phone may do so by following the instructions on page 2 of this agenda.**

1. Call to Order / Roll Call Members
2. Approval of Minutes from October 19<sup>th</sup> Regular Meeting
3. Public Forum
4. Treasurer's Report for September
5. Presentation of Bills for September
6. Presentation of Librarian's Report
7. Presentation of Book Committee's Report
8. Old Business
9. New Business
  - Staff Holiday Bonus
  - Per Capita Grant Requirements
  - Update Fines Policy
  - Tort Life Safety Request
10. Other Business
11. Adjourn

Anyone requiring ADA accommodations to attend this public meeting, please contact Angela Kim, ADA Coordinator, by 3:00 pm on Monday November 16, 2021

Next Meeting: January 18, 2022

**PLEASE SEE THE FOLLOWING PAGE FOR INSTRUCTIONS  
FOR MONITORING THIS PUBLIC MEETING**

**Continued**

**BE ADVISED this is a public meeting conducted in accordance with Illinois state law and may be recorded for audio and video content. City reserves the right to broadcast or re-broadcast the content of this meeting at City's sole discretion. City is not responsible for the content, video quality, or audio quality of any City meeting broadcast or re-broadcast.**

**Directions for Public Monitoring of Highland Library Board of Trustees' Meeting:**

In an effort to protect as many individuals as possible, including the leaders of our communities statewide, Governor J.B. Pritzker has issued a number of directives, one of which was to suspend the provisions of the Illinois Open Meetings Act (5 ILCS 120), requiring or relating to in-person attendance by members of a public body. Specifically, (1) the requirement in 5 ILCS 120/2.01 that "members of a public body must be physically present;" and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted, are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to their meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well as their activities relating to COVID-19.

In following this directive, the City of Highland is providing the following phone number for use by citizens to call in just before the start of this meeting:

**618-882-5365**

Once connected, you will be prompted to enter a conference ID number.

**Conference ID #: 508441**

This will allow a member of the public to hear the Library Board of Trustees meeting. **Note:** This is for audio monitoring of the meeting, only. Participants will not be able make comments.

Anyone wishing to address the Library Board of Trustees on any subject during the Public Forum portion of the meeting may attend the meeting in-person, or may submit their questions/comments in advance via email to [akim@highlandillibrary.org](mailto:akim@highlandillibrary.org) or, by using the citizens' portal on the city's website found here:

[https://www.highlandil.gov/citizen\\_request\\_center\\_app/index.php](https://www.highlandil.gov/citizen_request_center_app/index.php).

Any comments received prior to the end of the "Public Forum" portion of the meeting, will be read into the record.