Clifton Public Library Board Meeting

Proposed Agenda for 10/14/2026

7:00 p.m.

1. WELCOME

2. ROLL CALL

3. APPROVAL OF MINUTES

4. TREASURER'S REPORT

5. BILL & INVOICES

6. COMMUNICATIONS - Illinois Heartland Library System

7. UNFINISHED BUSINESS
    a. Village Board Meeting

    b. Library Relocation

8. NEW BUSINESS
    a. Library Report - Tia Varnes

9. MISCELLANEOUS

10. ADJOURNMENT
    a. Next tentative meeting is November 11, 2026 @ 7:00pm

CLIFTON PUBLIC LIBRARY BOARD MEETING
09/09/2026

1. **Welcome**
2. **ROLL CALL:**

Board Members: Nicole Brough, Sarah Faulkner, Carol LeClair, Liz Wauthier, and Vicki Shell were present at the 9/09/2026 Clifton Library Board meeting, called to order at 7:02 pm. Tia Varns, head Library Clerk, was also present.

3. **SECRETARY'S REPORT:**

Meeting minutes from August 12, 2026 meeting were reviewed. A motion was made to approve the minutes with corrections by Nicole, seconded by Liz. Minutes were approved.

4. **TREASURER'S REPORT:**

Checking: April 30, 2026 $6471.51, May 31, 2026, $2,596.88, June 30, 2026 $9,366.16, July 31, 2026 $5,125.03
Savings: April 30 $53,761.52, May 31, 2026 $53,768.37, June 30, 2026 $43,773.85, July 31, 2026 $15,937.04
Cash Drawer: April 30, 2026 $50, May 31, 2026 $50, June 30, 2026, July 31, 2026
Vicky made a motion to approve the treasurer's report, seconded by Carole. All approved.

5. **BILLS AND INVOICES**:

Internet - $1068.26 (paid quarterly)
Microsoft Office - $40.32 (paid annually)
Income: Property tax payment - 14,538.04
A motion was made to approve the Bills and Invoices by Nicole and seconded by Vicky. Bills and invoices were approved.

6. **Library Relocation:**

On August 20th at 4 pm went to visit the building on main street. Talked with the realtor about the building. Village made an offer on the building, was accepted. Will contact Options to assess ADA. Building inspection is Friday, September 11.

7. **Communications**

Illinois Heartland Library System newsletter sent out via email prior to meeting

8. **Unfinished Business**:

Village Board Meeting – nothing to report.

9. **New Business:**

Library Report – Tia Varns

Carole and Brenda need to complete FOIA training
8/22 - Minecraft event – 6 children and 4 parents
9/17, 3p.m. – Seasonal care for the home landscape class
9/19 and 10/17 Liz is doing a children's storytime
September National Library card sign up month – anyone who renews or signs up for new card enrolled in a raffle
October will be the Library Crawl, passports will be available, anyone who visits our library will be entered in a raffle
Standards for Public Library
Ch. 4 Collection Management
Ch. 5 Finance and Budget
Ch. 6 Governance and Administration
Motion to approve the Library Report by Vicky, seconded by Nicole, all approved.

10. **Miscellaneous:**

Discussed April Election

11. **Adjournment:**

Meeting adjourned at 8:28pm, moved to adjourn by Liz, seconded by Vicky. Approved. The next meeting is October, 14, 2026 at 7:00pm.

Respectfully submitted, Nicole Brough, Secretary