

BROADVIEW PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
February 18, 2010

**1. Call to Order:**

President Marva Newman called the meeting to order at 7:01 p.m.

**2. Roll Call:**

Present: Teresa Tyson  
Valarie Watkins  
Jerome Reed  
Verna Williams  
Roberta McGill  
Marva Newman  
Dorothy Thomas (arrived at 7:08 p.m.)

Also Present: Carl Caruso  
Joseph Bondi  
Linda Miller

**3. Presentations:**

- A. Joseph Bondi, head of the Public Services Department presented a research report about the different types of E-book/E-audio downloads that are available and the costs associated for the library to add those capabilities to its collection.
- B. Director Caruso identified a transposed numerical error impacting the Medical and Life insurance columns on the financial statement and resulted in the Medical insurance being understated and the Life insurance overstated.
- C. Director Caruso presented the financial information for the 7<sup>th</sup> month of the fiscal year.

**Expenditures:** Amount of monies remaining: 42%  
Amount of monies spent: 58%

January 31, 2010

Income year to date	\$474,761.36
Expenses year to date	<u>\$420,455.44</u>
Revenue over expenses	\$ 54,305.92

**4. Approval of Minutes:**

Valarie Watkins moved to adopt the January 21, 2010 regular Library Board minutes with corrections.

Voice Vote: 0 Ayes, 0 Nays, 0 Abstain, 0 Absent

Trustee McGill stated that the January 2010 minutes should reflect that the November financial statement contains a \$3,000.00 mathematical error, not a typographical error as previously reported.

Valarie Watkins moved to adopt the January 21, 2010 regular Library Board minutes with one (1) correction. Teresa Tyson seconded the motion.

Voice Vote: 7 Ayes, 0 Nays, 0 Abstain, 0 Absent

**5. Executive Director’s Report:**

- Received small shipment of (11) student classroom textbooks from the Roosevelt School.
- Received Phase One Opportunity Online Hardware Grant.
- Received a letter from the Office of the Secretary of State, Jesse White indicating there are no state monies for the Per Capita Grant. The State will use Federal LSTA funds for the Per Capita Grant . The library has followed through by submitting and filing the required acceptance with the state. The Library will be receiving \$8,438.37.

- Informed the Board of an article featured in the Chicago Sun-Times on Wednesday, February 17, 2010, regarding state supporting system funding impacts.
- The library will be cooperating with the Census Bureau, starting March 19<sup>th</sup>-April 19<sup>th</sup> 2010, between the times of 10 a.m. through 1 p.m. There will be a representative from Census Bureau on site. The representative will be assisting with questions and helping individuals complete census forms. The Census Bureau will also be accepting applications for employment from the Broadview community. Interviews will take place at the Village of Broadview offices.
- Village Trustee Gary Purvis is currently coordinating the census operations for the village.
- Lindop School District Superintendent Karen Carlson has resigned and is retiring. The Interim Superintendent for District 92 is Linda Taylor. The School District is currently searching for a new Superintendent.
- Phone service has been restored in the library elevator.
- Director Caruso received a letter from Groot Industries (our waste removal company) notifying the Trustees about its intention to institute a monthly charge for services. In the past the library has not been charged for these services. The letter requests that the library pay \$120/month for waste removal. After discussion, the Trustees requested that Director Caruso make further inquiries about the proposed fees with Groot. In addition, Director Caruso was directed to make inquiries about other private contractors who perform these same services to determine whether or not the fees proposed by Groot are reasonable.
- Director Caruso informed the Trustees that the roof above his office is damaged and needs repair.
- Director Caruso responded to questions posed by Trustee McGill regarding what the Library does with old computers. Director Caruso stated that old computers are retained by the Library so that replacement parts can be used.

6. **Approval of Purchase Order:**    L822                    \$2,051.00

7. **Presentation of Expenditures:**

	<b>January 2010</b>
A. Payroll Expenditures	\$34,368.44
B. Checks Expenditures	\$17,493.25
C. Manual Check Expenditures	<u>\$ 1,796.12</u>
	\$ 53,657.81

Valarie Watkins moved to approve purchase order L822 in the amount of \$2,051.00 and presentation of expenditures for \$53,657.81. Teresa Tyson seconded the motion.

Roll call:	Teresa Tyson	Aye
	Valarie Watkins	Aye
	Dorothy Thomas	Aye
	Jerome Reed	Aye
	Verna Williams	Aye
	Roberta McGill	Aye
	Marva Newman	Aye

Voice Vote:            7 Ayes,            0 Nays,            0 Abstain,    0 Absent

8. **Board Communications – Educations – Information:**

On January 25, 2010, Trustee McGill attended a meeting about the Freedom Of Information and the Open Meetings Act at the North Suburban Library System. This was a Professional Development Program.

Trustee McGill attended the MLS Legislative breakfast meeting at Metropolitan Library System state funding budget cuts were discussed.

The Library received a letter from the Office of the Secretary of State, Jesse White announcing that the Broadview Public Library was chosen by Rev. Senator James T. Meeks as one of the 250 libraries in the Chicagoland area that was selected to receive 100 book selections of its choice in commemoration of the Salem Baptist Church 25<sup>th</sup> year anniversary celebration. Director Caruso indicated that he forwarded the Library’s selection of 100 books as requested by

letter. The Trustees noted their appreciation to the Salem Baptist Church and Rev. Senator Meeks for this generous contribution.

9. **Committee Reports:**       None

10. **Unfinished Business:**       None

11. **New Business:**

A. Received Per Capita Grant requirements on the state legal requirements for Board Members. The Board will need to review Core Standards Chapter 7.

B. Trustee McGill suggested that the Board consider expanding its teen programs at the Library.

12. **Public Comment:**

The Library should review additional ways to better service the teen community. One suggestion is that the Library modify the age restrictions on computer usage for children under 15, especially since the Library has had an increase in the numbers of computers available.

13. **Response to the Public Comment:**

14. **Executive Session to Discuss Site Selection:**

Trustee McGill suggested that we add the legal citation which authorizes the Board to go into Executive Session to the Agenda.

15. **Adjournment:**

Valarie Watkins moved to adjourn the meeting at 8:55 p.m. Trustee McGill seconded the Motion.

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Marva Newman  
President

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Teresa Tyson  
Secretary