

**Broadview Public Library District  
Board of Trustees Meeting  
May 20, 2010**

**1. Call to Order:**

President, Marva Newman called the meeting to order at 7:00 p.m.

**Roll Call:**

Present:           Teresa Tyson  
                      Roberta McGill  
                      Verna Williams  
                      Marva Newman

Unexcused:       Dorothy Thomas (arrived at 7:06 pm)  
                      Jerome Reed (arrived at 7:06 pm)  
                      Valarie Watkins (arrived at 7:06 am)

Excused:  
Also Present:     Carl J. Caruso  
                      Bill Fates  
                      Linda Miller

**2. Presentations:**

**A. Financial**

Bill Fates presented the financial information for the 10<sup>th</sup> month of the fiscal year..

<u>April 2010</u>	
<b>Income year to date</b>	\$935,635.78
<b>Expenses year to date</b>	<u>\$605,133.00</u>
<b>Revenue over Expenses</b>	\$330,502.76

<u>Expenditures:</u>	
Amount of monies remaining:	17%
Amount of monies spent:	83%

**B. Awards Presentation**

The board recognized, awarded, and congratulated Trustee Dorothy Thomas for 21 years of excellent and superior service as a board member for the Broadview Public Library District. Trustee Thomas ended the award

presentation by expressing words of appreciation and encouragement to the board members and Director Caruso.

**2. Introduction of Visitors:** None

Trustee McGill and Trustee Watkins had corrections to the April 2010 minutes.

**4. Approval of Minutes:**

Valarie Watkins moved to adopt the (4) corrections on the April 22, 2010 regular Library Board minutes. Verna Williams seconded the motion.

Voice Vote: 6 Ayes 0 Nays 1 Abstain 0 Absent

Mr. Caruso stated that the February 2010 minutes would need to be amended.

President Marva Newman moved to approve the February 2010 minutes be moved to amend during the June 2010 meeting, allotting time to include the topic as part of an agenda item to be listed under the Approval of Minutes section during next month's meeting.

Voice Vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

**5. Executive Director's Report:**

- a. IRMF changes to the new law
  - i. Reviewed the comparison chart of the Regular Plan Tier 1 and Regular Plan Tier 2.
  - ii. Reviewing of the Contribution Rate for the Broadview Public Library, Reserve Statement Fund, and Fund Ratio.
  - iii. Reviewing of the Salary Schedule as of July 1, 2010.
- b. Provided a follow up to Trustee McGill's question on the cost of (2) pieces of computer equipment which totaled \$1,686.00 which fell under the Gates Hardware Opportunity Grant.
- c. Provided a follow up to Verna Williams request to provide the List of Terms of Office. Dorothy Thomas' term was schedule to end on May 2011. The appointment of a new Trustee to fill the term would end April 2011. At that time the appointed Trustee would need to run during the election time for appointment of a renewed six year normal term.

- Internet usage, e-mail usage, and Wi-Fi usage 903 for the month.
- Maywood circulation use for the month 3,800
- Bellwood circulation use for the month 6,300
- Broadview circulation use for the month 8,600
- Circulation year to date is 88,634.
- Non-resident usage 8%.
- Collection size is 90,000.

Trustee McGill had a question on whether the Clarke Roofing amount listed was an estimate on the roof repair. The roof had already been repaired and the amount was reflection of a roof repair.

- Trustee McGill had a question on what is Jan Pro. Director Caruso explained that Jan Pro is a professional cleaning service who dispatches cleaning teams to various locations. The Jan Pro company headquarters is based in Oak Brook, IL.

**6. Approval of Purchase Order:      L825              \$2,947.00**

**7. Presentation of Expenditures:**

**April 2010**

A.	Payroll Expenditures	\$ 52,887.85
B.	Checks Expenditures	\$ 22,184.97
C.	Manual Checks Expenditures	\$ <u>1,637.92</u>
		\$ 76,710.74

Trustee McGill reported a discrepancy on the Financial Statement for April 2010 monthly statement. Director Caruso, noted that the entire amount was not carried over from the March 2010 statement to reflect the I-Maintenance account on the April 2010 statement. The error resulted in no impact to the

total shown. The I-Maintenance account will show the corrected amount for the April 2010 statement.

Valarie Watkins moved to approve purchase order L825 in the amount of \$2,947.00 and presentation of expenditures for \$76,710.74. Teresa Tyson seconded the motion.

Roll Call:

Valarie Watkins	Aye
Teresa Tyson	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-Education-Information:**

A. Trustee McGill visited the Lisle Library department to research the policy for youth computer usage.

- i. Verna Williams asked a question on what was the youth computer usage policy. Trustee McGill indicated parents can sign for their one year old child to use the computer and access the internet with no parental supervision. Service staffs are available to assist the child.
- ii. Trustee McGill indicated this policy is very similar to what is being practiced by other local libraries in the surrounding area of Broadview.

B. Trustee McGill attended District 89 Special Board and Regular Meeting for the month of April 2010.

C. Director Caruso provided information on the IRS.gov – Affordable Care Act changes.

- D. Director Caruso provided information on the NSLS current state and the MLS outlooks for reorganization.
- E. Trustee Thomas informed the Board and Director that the Broadview Park District Direct will be submitting correspondence to Director Caruso to further discuss the ways to utilize library and park programming for youth participates.

**9. Committee Reports:**

None.

**10. Unfinished Business:**

A. Health Insurance review of employees eligibilities

- i. Existing and future eligible employees as of July 1, 2010
- ii. Coverage plan options and board contributions

Trustee McGill asked a question on how much is the administrative fee. The response provided was \$5.00 a month per (11) employees. The total cost per month is \$55.00.

Teresa Tyson moved to adopt that the board agrees to pay \$450.00 of the health plan which is single coverage for (11) employees for single health coverage plans designated as (5) full-time and (6) 30 plus hours. Jerome Reed seconded the motion.

Roll Call:

Valarie Watkins	Aye
Teresa Tyson	Aye
Jerome Reed	Aye
Dorothy Thomas	Aye*
Verna Williams	Aye
Roberta McGill	Aye
Marva Newman	Aye

Voice vote: 7 Ayes      0 Nays      0 Abstain      0 Absent

\*Voice Vote with recognition with strength that empowers the Executive Director to provide every employee who is eligible for Healthcare the access to what they are purchasing through either of the following formats:

- Presentation
- Phone numbers or names of the health care representatives

Teresa Tyson moved to adopt to amend the motion which agreed that the board would pay \$450.00 of the health plan to read as \$460.00 which is single health coverage for (11) employees which includes (5) full-time and (6) 30 plus hours. Jerome Reed seconded the motion.

Roll Call:

Valarie Watkins	Aye
Teresa Tyson	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

**11. New Business:**

A. The Board reviewed the Electronic Database Agreement request for Intergovernmental Agreement on what the cost for the Broadview Public Library will be for the amount of \$3,645.00 per year.

Valarie Watkins moved to adopt that the Board members adopt the motion to Ordinance 2010-1 approving Intergovernmental Agreement with the Metropolitan Library System. Teresa Tyson seconded the motion.

Roll Call:

Valarie Watkins	Aye
Teresa Tyson	Aye

Dorothy Thomas	Aye
Verna Williams	Aye
Jerome Reed	Aye
Roberta McGill	Aye
Marva Newman	Aye

Voice vote: 7 Ayes      0 Nays      0 Abstain      0 Absent

**A.** The Board reviewed and discussed the library policy on cellular phones and other personal electronic devices.

Teresa Tyson moved to adopt that the Board members adopt the policy cell phones and other personal electronic devices. Verna Williams seconded the motion.

Voice vote: 6 Ayes      1 Nays      0 Abstain      0 Absent

**B.** Elections of Officers in accordance to the bylaws are to take place every year in May. Discussed the current positions held as follows:

- a. Marva Newman – President
- b. Valarie Watkins – Vice-President
- c. Teresa Tyson – Secretary
- d. Verna Williams – Treasurer

Verna Williams moved to adopt that all board office positions remain in place. Teresa Tyson seconded the motion.

Roll Call:

Valarie Watkins	Aye
Teresa Tyson	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

**C. Announcement of the Director’s Retirement**

Director Caruso announced and presented a letter with his plans to retire this upcoming fall in the month of September 2010

**12. Executive Session To Discuss Site Selection:**

None.

**13. Adjournment:**

Teresa Tyson moved to adjourn at time 9:16 p.m. Valarie Watkins seconded the Motion.

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Marva Newman, President

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Teresa Tyson, Secretary