

BROADVIEW PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
July 21, 2011

1. CALL TO ORDER/ROLL CALL:

President, Michael Wideman called the meeting to order at 7:00 p.m.

Present:

Trustee Michael Wideman
Trustee Robert Jones
Trustee Teresa Tyson
Trustee Valarie Watkins
Trustee Jerome Reed
Trustee Katrina Arnold
Trustee Roberta McGill

Absent:

Also Present:

Library Executive Melissa Gardner
Fiscal Officer, Mr. Bill Fates
Mayor Sherman Jones
Linda Miller

Excused Absent:

2. PRESENTATIONS:

• **Financial**

- Fiscal Officer Bill Fates presented the financial information for the 12th month of the fiscal year, ending June 30, 2011.

June 30, 2011

| | |
|-----------------------|--------------|
| Income year to date | \$938,173.96 |
| Expenses year to date | \$768,938.14 |
| Revenue over Expenses | \$169,235.82 |

Trustee Roberta McGill presented a question on whether the amount showing on the financial report for \$6,500.00 was part of the Gates Grant.

- Mayor of the Village of Broadview
 - Mayor Sherman Jones expressed the Village's interest in working in partnership with the library in developing and building a new state of the art library in the Village of Broadview. Different options would be available for further discussions; *locations, land acquisitions, financial funding, engineering, multiple structures, architectural, as well as joint ventures*. Questions pertaining to the availability of Tiff district locations and boundaries were addressed.

3. INTRODUCTION of VISITORS

- Kevin McGrier, Village Trustee
- Matt Ames, Village Public Works
- Judy Abraham, Village Trustee
- Pat Frazier, Library staff member
- Maurice Goodson, Library staff member
- Teresa White
- Marquita White
- Robert McGill

4. APPROVAL OF MINUTES:

- **April 21, 2011 Close Meeting**
 - Trustee Teresa Tyson moved to acceptance the April 21, 2011 regular closed minutes. Trustee Valarie Watkins seconded the motion.
Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

- **June 1, 2011 Finance Committee Meeting**
 - Trustee Valarie Watkins moved to accept the June 1, 2011 regular Finance Committee Meeting. Trustee Katrina Arnold seconded the motion with (1) grammatical title change as identified by Trustee Roberta McGill.
Voice vote: 6 Ayes 0 Nays 1 Abstain 0 Absent

- **June 13, 2011 Finance Committee Meeting Open and Close**
 - Trustee Valarie Watkins moved to accept the June 13, 2011 regular Finance Committee Meeting Open and Close minutes. Trustee Katrina Arnold seconded the motion with (1) grammatical title change as identified by Trustee Roberta McGill.
Voice vote: 6 Ayes 0 Nays 1 Abstain 0 Absent

- **June 16, 2011 Open and Closed Session Minutes**
 - Trustee Valarie Watkins moved to adopt correction as noted by Trustee Katrina Arnold on the June 16, 2011 regular Finance Committee Meeting Open and Close minutes. Trustee Robert White seconded the motion with (1) grammatical title change as identified by Trustee Roberta McGill.
Voice vote: 6 Ayes 0 Nays 1 Abstain 0 Absent

5. Financial Reports

6. APPROVAL OF PURCHASE ORDER:

Trustee Katrina Arnold motioned to approve Purchase Order L837 in the amount of \$3,710.00. Trustee Valarie Watkins seconded the motion.

Roll Call:

| | |
|-------------------------|-----|
| Trustee Robert Jones | Aye |
| Trustee Teresa Tyson | Aye |
| Trustee Valarie Watkins | Aye |
| Trustee Jerome Reed | Aye |
| Trustee Katrina Arnold | Aye |
| Trustee Roberta McGill | Aye |
| Trustee Michael Wideman | Aye |

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

7. PRESENTATION OF EXPENDITURES:

The June 2011 expenditures are as follows:

| | |
|---------------|--------------------|
| Payroll | \$30,944.84 |
| Checks | \$34,578.51 |
| Manual Checks | <u>\$ 2,113.16</u> |
| | \$67,636.51 |

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

8. Executive Director's Report

9. Board Communications-Education-Information

10. Committee Reports

Trustee Katrina Arnold announced to the board plans to schedule an upcoming meeting for Finance Committee for the Appropriation budget prior to the due date of September 27, 2011

11. Unfinished Business

A. Roof

Director Gardner presented a preliminary schedule for the roof. Bid advertisement is planned to be published on August 1, 2011. Target completion date is schedule for the month of October 2011. Director Gardner asked the Board to approve the authority for her to sign change orders for the roofing project up to \$3,000.00.

Trustee Valarie Watkins motioned to give Director Gardner the authority to sign change orders for the roofing project for the amount of \$3,000.00. President Michael Wideman seconded the motion.

Roll Call:

| | |
|-------------------------|-----|
| Trustee Robert Jones | Aye |
| Trustee Teresa Tyson | Aye |
| Trustee Valarie Watkins | Aye |
| Trustee Jerome Reed | Aye |
| Trustee Katrina Arnold | Aye |
| Trustee Roberta McGill | Aye |
| Trustee Michael Wideman | Aye |

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

12. New Business

A. Copier Purchase

Trustee Valarie Watkins motioned to approve the purchase of ISBS Savin 230 Copier quote. President Michael Wideman seconded the motion.

Roll Call:

| | |
|-------------------------|-----|
| Trustee Robert Jones | Aye |
| Trustee Teresa Tyson | Aye |
| Trustee Valarie Watkins | Aye |
| Trustee Jerome Reed | Aye |
| Trustee Katrina Arnold | Aye |
| Trustee Roberta McGill | Aye |
| Trustee Michael Wideman | Aye |

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

B. Projector Purchase

Trustee Valarie Watkins motioned to approve the purchase of a Epson Projector from Victorin in the amount of \$949.00. Trustee Jerome Reed seconded the motion.

Roll Call:

| | |
|-------------------------|-----|
| Trustee Robert Jones | Aye |
| Trustee Teresa Tyson | Aye |
| Trustee Valarie Watkins | Aye |
| Trustee Jerome Reed | Aye |
| Trustee Katrina Arnold | Aye |

Trustee Roberta McGill Aye
Trustee Michael Wideman Aye
Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

C. Website

Trustee Valarie Watkins motioned to approve the budgeting amount of \$3,500.00 to assist with the development of the library website. Trustee Michael Wideman seconded the motion.

Roll Call:

Trustee Robert Jones Aye
Trustee Teresa Tyson Aye
Trustee Valarie Watkins Aye
Trustee Jerome Reed Aye
Trustee Katrina Arnold Aye
Trustee Roberta McGill Aye
Trustee Michael Wideman Aye
Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

D. Tech S

Trustee Roberta McGill motioned to approve the Tech Soup purchase for \$406.00. Trustee Michael Wideman seconded the motion.

Roll Call:

Trustee Robert Jones Aye
Trustee Teresa Tyson Aye
Trustee Valarie Watkins Aye
Trustee Jerome Reed Aye
Trustee Katrina Arnold Aye
Trustee Roberta McGill Aye
Trustee Michael Wideman Aye
Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

E. Security Software

Trustee Valarie Watkins motioned to approve the Kaspersky Business Computer Security Software for the purchase of \$652.12. Trustee Michael Wideman seconded the motion.

Roll Call:

Trustee Robert Jones Aye
Trustee Teresa Tyson Aye
Trustee Valarie Watkins Aye
Trustee Jerome Reed Aye
Trustee Katrina Arnold Aye
Trustee Roberta McGill Aye
Trustee Michael Wideman Aye
Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

F. HVAC Maintenance

Director Gardner presented the board a recommended quotes for (3) repairs, repair (3) being optional.

Trustee Valarie Watkins motioned to approve repairs (1) & (2) for the amounts of \$1,420.00 and to hold off on repair (3) until estimates are received from the vendor. Trustee Jerome Reed seconded the motion.

Roll Call:

| | |
|-------------------------|-----|
| Trustee Robert Jones | Aye |
| Trustee Teresa Tyson | Aye |
| Trustee Valarie Watkins | Aye |
| Trustee Jerome Reed | Aye |
| Trustee Katrina Arnold | Aye |
| Trustee Roberta McGill | Nay |
| Trustee Michael Wideman | Aye |

Voice vote: 6 Ayes 1 Nays 0 Abstain 0 Absent

G. Peachtree Upgrade

Trustee Valarie Watkins motioned to approve the upgrading the current version of the Peach Tree Accounting software for the amounts between of \$2,700.00 or \$3,500.00. Michael Wideman seconded the motion.

Roll Call:

| | |
|-------------------------|-----|
| Trustee Robert Jones | Aye |
| Trustee Teresa Tyson | Aye |
| Trustee Valarie Watkins | Aye |
| Trustee Jerome Reed | Aye |
| Trustee Katrina Arnold | Aye |
| Trustee Roberta McGill | Nay |
| Trustee Michael Wideman | Aye |

Voice vote: 6 Ayes 1 Nays 0 Abstain 0 Absent

H. Executive Director Request to Modify August 2011 Meeting dates

Trustee Robert Jones motioned to approve the date of Monday, August 29, 2011 from a Special Board meeting to a Regular Board meeting. Trustee Valarie Watkins seconded the motion.

Voice vote: 6 Ayes 1 Nays 0 Abstain 0 Absent

President Michael Wideman motioned the Library Board to go into Executive Session. Trustee Valarie Watkins seconded the motion.

Voice vote: 7 Ayes 1 Nays 0 Abstain 0 Absent

13. EXECUTIVE SESSION - Closed session discussion – 5ILC 120/2 (c) (5).

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity.

At 8:15 p.m., the Broadview Public Library Board came out of Regular Session and went into Executive Session with the same members present.

At ? p.m., the Broadview Public Library Board adjourned the Executive Session and convened in Regular Session with the same members present.

Purpose of the Executive Session meeting:

14. ADJOURNMENT

- President, Michael Wideman moved to adjourn and Trustee ? seconded the motion. The meeting adjourned at ? p.m.

Trustee Michael Wideman

President

Trustee Teresa Tyson
Secretary