

BROADVIEW PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
September 15, 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 Katrina Arnold  
Trustee Teresa Tyson  
Trustee Valarie Watkins  
Trustee Jerome Reed  
Trustee Robert Jones  
Trustee Roberta McGill

Absent:

Also Present:

Library Executive Melissa Gardner  
Fiscal Officer, Mr. Bill Fates  
Board Secretary, Linda Miller

Excused Absent:

**2. Message from the President**

○ **President addressed the following:**

- Respecting board members at all times
- Addressing specific agenda items Board members have been asked at the discretion of the President, not to exceed a total of three minutes
- Addressing any issues Visitors wish to discuss have been asked during Introduction of Visitors at the discretion of the President, not to exceed a total of three minutes
- Changes to Board members seating arrangement
- Expectations of committee chairperson to hold at least one committee meeting a month
- Expectations of committee chairperson to report each month during the regularly scheduled Board meetings

**3. PRESENTATIONS:**

• **Financial**

- Fiscal Officer Bill Fates presented the financial information for the 2nd month of the fiscal year, ending August 31, 2012.

<u>August 31, 2011</u>	
<b>Income year to date</b>	\$ 26,842.50
<b>Expenses year to date</b>	\$156,541.38
<b>Expenses over Revenue</b>	(\$129,698.88)

**Expenditures:**

Amount of monies left over	85%
Amount of monies spent	15%

**4. INTRODUCTION of VISITORS**

There were three visitors present who introduced themselves at the meeting.

**5. APPROVAL OF MINUTES:**

• **July 21, 2011 Closed Meeting**

- Trustee Valarie Watkins moved to accept the July 21, 2011 Closed Session Minutes. Trustee Katrina seconded the motion.

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

• **August 29, 2011 Open Session Meeting Minutes**

- Trustee Valarie Watkins moved to accept the August 29th, 2011 regular Meeting Open minutes. Trustee Jerome Reed seconded the motion.

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

• **August 29, 2011 Closed Session Meeting Minutes**

- Trustee Katrina Arnold moved to accept the August 29, 2011 regular Closed minutes. Trustee Valarie Watkins seconded the motion.

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

**6. Financial Reports**

**7. APPROVAL OF PURCHASE ORDER:**

Trustee Katrina Arnold motioned to correction and an approval Purchase Order L840 in the amount of \$2,527.00. Trustee Valarie Watkins seconded the motion.

**Roll Call:**

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

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

**8. PRESENTATION OF EXPENDITURES:**

The August 2011 expenditures are as follows:

Payroll	\$32,712.28
Checks	\$39,212.19
Manual Checks	<u>\$ 2,989.14</u>
	\$74,913.61

**9. Executive Director's Report**

- A. Request for two Board members to complete a 360 evaluation survey review.

**10. Board Communications-Education-Information**

Trustee Roberta McGill attended the September 11, 2011 Commemoration Silent Parade held by the Broadview Police and Fire Department and surrounding communities.

**11. Committee Reports**

- Finance Committee – None
- Admin Committee-None
- Personnel Committee - None
- Per Capita Grant Committee

Trustee Roberta McGill announced the Capital Needs Assessment Survey is due to September 30, 2011.

**12. Unfinished Business**

**A. Roof**

- i. Updated Timeline, receipt of Contract, submittals, and building permit

**B. Maintenance Worker**

- i. No recommendation at this time still under review by the Director

**C. Policies**

- i. Computer Access Policy Revisions

Trustee Valarie Watkins moved to approve Youth Computer User Agreement revisions. Trustee Teresa Tyson seconded the motion.

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

- ii. Youth Computer User Agreement Revisions

Trustee Valarie Watkins moved to approve Youth Computer User Agreement revisions. Trustee Teresa Tyson seconded the motion.

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

**13. New Business**

**A. Budget Appropriation Ordinance**

Trustee Katrina Arnold motioned to approve the Budget Appropriation Ordinance#2011-5. Trustee Valarie Watkins seconded the motion.

**Roll Call:**

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

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

**B. Policies**

Trustee Valarie Watkins motioned to eliminate Policies: #1-Word Processing Policy, #2-Word Processing Registration,

#3- Internet Sign Up Guidelines, #4- Internet Sign Up Guidelines, #5- Parent Letter, #6 – My Rules for Online Safety, and

#7-Policy for Limited Use Access Workstation. Trustee Teresa Tyson seconded the motion.

**Roll Call:**

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

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

**C. Digital Recorder**

Trustee Valarie Watkins motioned to purchase the Marantz PMD660 Hand-Held Compact Flash Recorder or a similar digital recorder for no less than the amount of \$650.00 which would include taxes. Trustee Teresa Tyson seconded the motion.

**Roll Call:**

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

Voice vote: 7 Ayes 0 Nays 0 Abstain 0 Absent

**14. EXECUTIVE SESSION - Closed session discussion – 5ILC 120/2 (c) (1).**

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.

There were no issues that needed to be addressed by the Trustees in executive session for the month of September 2011.

**15. Vote on Items Discussed in Closed Session. - None**

**16. Adjournment:**

Trustee Valarie Watkins moved to adjourn at time 7:50 p.m. Trustee Robert Jones seconded the Motion.

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Trustee Michael Wideman  
President

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Trustee Teresa Tyson  
Secretary