

BROADVIEW PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
September 20, 2007

1. CALL TO ORDER:

President, Marva Newman called the meeting to order at 7:30p.m.

2. ROLL CALL:

| | | | |
|-----------|-----------------|---------------|----------------|
| Present: | Marva Newman | Also Present: | Carl J. Caruso |
| | Verna Williams | | |
| | Joyce Lewis | | |
| | Valarie Watkins | | |
| | Teresa Tyson | Absent: | Bill Fates |
| | | | Latreta Foster |
| Excused | Jerome Reed | | |
| Absent: | | | |
| Unexcused | | | |
| Absent: | Dorothy Thomas | | |

3. PRESENTATIONS:

None.

4. APPROVAL OF MINUTES:

Verna Williams motioned to accept the July 19, 2007 Library Board minutes. Joyce Lewis seconded the motion.

Voice vote: 4 Ayes 0 Nays 1 Abstain 2 Absent

5. EXECUTIVE DIRECTOR'S REPORT:

August 23, 2007 the library had a power failure because of violent storms. Our sump pumps stopped working because the power did not return until the next morning. There was some flooding in certain areas of the library. The pumps have been recharged now and they are in good working condition.

Internet and email usage was 889 for the month.

Collection size is 86,000.

Non-resident usage is 8.0%.

Circulation year to date is 19,376 a 4.8% increase from previous year.

6. APPROVAL OF PURCHASE ORDER:

Joyce Lewis motioned to accept Purchase Order L798 in the amount of \$5,280.00. Valeria Watkins seconded the motion.

| | | |
|------------|-----------------|-----|
| Roll Call: | Marva Newman | Aye |
| | Joyce Lewis | Aye |
| | Verna Williams | Aye |
| | Valeria Watkins | Aye |
| | Teresa Tyson | Aye |

Voice vote: 5 Ayes 0 Nays 0 Abstain 2 Absent

7. PRESENTATION OF EXPENDITURES:

The Finance Committee has reviewed and approved the vouchers for the month of August 2007. The expenditures are as follows:

| | |
|---------------|-----------------|
| Payroll | \$30,191.39 |
| Checks | 19,632.27 |
| Manual Checks | <u>2,459.28</u> |
| | \$52,282.94 |

8. BOARD COMMUNICATION – EDUCATION – INFORMATION

None.

9. COMMITTEE REPORTS

Finance Committee

Meeting Minutes Review Committee

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

- Teresa Tyson motioned to accept the revised Reference Service Policy. Verna Williams seconded the motion.

| | | |
|------------|-----------------|-----|
| Roll Call: | Joyce Lewis | Aye |
| | Marva Newman | Aye |
| | Verna Williams | Aye |
| | Teresa Tyson | Aye |
| | Valerie Watkins | Aye |

Voice vote: 5 Ayes 0 Nays 0 Abstain 2 Absent

- Teresa Tyson motioned to accept the Checkpoint Proposal for replacement security gates Liberty PX – 6 foot Aisle system for \$6,965.00. Joyce Lewis seconded the motion.

Roll Call: Joyce Lewis Aye
 Marva Newman Aye
 Verna Williams Aye
 Teresa Tyson Aye
 Valerie Watkins Aye

Voice vote: 5 Ayes 0 Nays 0 Abstain 2 Absent

- Joyce Lewis motioned to accept quote from Versatile for the relocation of the server and equipment to the lower level \$9,662.03 with the conditions that they will attempted to reduce the cost on the CAT 5 wiring and other costs within the project. Valerie Watkins seconded the motion.

Roll Call: Joyce Lewis Aye
 Marva Newman Aye
 Verna Williams Aye
 Teresa Tyson Aye
 Valerie Watkins Aye

Voice vote: 5 Ayes 0 Nays 0 Abstain 2 Absent

- Valerie Watkins motioned to dispense with the reading of the Ordinance 2007-4 Budget and Appropriations. Teresa Tyson seconded the motion.

Roll Call: Joyce Lewis Aye
 Marva Newman Aye
 Verna Williams Aye
 Teresa Tyson Aye
 Valerie Watkins Aye

Voice vote: 5 Ayes 0 Nays 0 Abstain 2 Absent

- Valerie Watkins motioned to adopt Ordinance 2007-4 Budget and Appropriations. Teresa Tyson seconded the motion.

Roll Call: Joyce Lewis Aye
 Marva Newman Aye
 Verna Williams Aye
 Teresa Tyson Aye
 Valerie Watkins Aye

Voice vote: 5 Ayes 0 Nays 0 Abstain 2 Absent

- Valerie Watkins motioned to adopt the revised Disaster Recovery Plan 2007. Joyce Lewis seconded the motion.

| | | |
|------------|-----------------|-----|
| Roll Call: | Joyce Lewis | Aye |
| | Marva Newman | Aye |
| | Verna Williams | Aye |
| | Teresa Tyson | Aye |
| | Valerie Watkins | Aye |

Voice vote: 5 Ayes 0 Nays 0 Abstain 2 Absent

12. PUBLIC COMMENT

None.

13. EXECUTIVE SESSION

None.

14. ADJOURNMENT

Valerie Watkins moved to adjourn and Verna Williams seconded the motion. The meeting adjourned at 8:35 pm.

Marva Newman
President

Joyce Lewis
Secretary