

BROADVIEW PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
October 20, 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 Robert Jones  
Trustee Roberta McGill

Absent:

Also Present:

Library Executive Director Melissa Gardner  
Fiscal Officer Representative, Mr. Burke  
Linda Miller

Excused Absent: Trustee Jerome Reed

**2. PRESENTATIONS:**

• **Financial**

- Fiscal Officer Representative Mr. Burke presented the financial information for the 3rd month of the fiscal year, ending August 31, 2012.

September 30, 2011

<b>Income year to date</b>	\$ 37,317.24
<b>Expenses year to date</b>	\$231,679.01
<b>Expenses over Revenue</b>	(\$194,361.77)

**Expenditures:**

Amount of monies left over	75%
Amount of monies spent	25%

• **Roof**

- ICS-Daniel Ellonardo, Independent Construction Services provided a progress report
  - Roofing contractor has removed old roof, replaced with new, leaks eliminated, shingles replaced
  - Skylights work remaining with production scheduled within next two weeks
  - Two change orders were generated
  - Firestone roofing manufacturer – contractor to review installation and provide final certificate
  - 20 year warranty provided upon completion of the install of the skylights
  - PSA Newberry will do a final walkthrough and provide a punch list
  - Final inspection to be completed by the Village of Broadview

**3. Message from the President**

○ **Acknowledgement of the father of Mayor Sherman Jones**

- Trustee Michael Wideman announced and requested to the board on behalf of the library to submit a floral arrangement for the father of Mayor Sherman Jones, Village of Broadview who recently passed away.
- Trustee Katrina Arnold moved to approve the purchase of a floral arrangement for the father of Mayor Sherman Jones. Trustee Robert Jones seconded the motion.

- **Addressing the Respect of Board Members at all times**
- **Resolution to Censure #1**
  - Trustee Robert Jones moved to resolution to censure. Trustee Katrina Arnold seconded the motion.

**WHEREAS**, at the September 15<sup>th</sup>, 2011 meeting of the Board of Library Trustees of the Broadview Public Library District, Trustee Roberta McGill mad racist comments to other members of the Library Board and the Executive Director including but not limited to references to “plantation,” “overseer,” “Willie Lynch” and getting a “white person to tell you what to do”; and

WHEREAS, the comments and views of Trustee Roberta McGill at the Library Board meeting on September 15<sup>th</sup>, 2011 do not reflect the views of the other Library Trustees and were not in any way authorized by the Library Board; and

NOW, THERFORE, Be it Resolved by the Board of Library Trustees of the Broadview Public Library District, Cook County, Illinois, that the Library Board herby renounces the comments made by Trustee Roberta McGill at the September 15<sup>th</sup>, 2011 Board meeting as being inappropriate, offensive and unprofessional.

BE IT FUTHER RESLOVED, that the Library Board hereby declares that the comments made by Trustee Roberta McGill at the Library Board meeting on September 15<sup>th</sup>, 2011 in no way represent the position of the Library board and the Library Board hereby censures Trustee Roberta McGill for her inappropriate comments.

- Trustee Teresa Tyson moved to call for a roll call vote. Trustee Michael Wideman seconded the motion.

Ayes: Members: Trustee Katrina Arnold, Trustee Robert Jones, Trustee Teresa Tyson, Trustee Valarie Watkins, Trustee Michael Wideman

Nays: Members: Trustee Roberta McGill

Absent: Trustee Jerome Reed

- Motion Carried

- **Seating Arrangements**
  - Trustee Wideman has the authority to seat Board Members
  - Trustee Katrina Arnold moved to accept seating arrangement included in the package. Trustee Valarie Watkins seconded the motion.

Voice vote:     6 Ayes     0 Nays     0 Abstain     1 Absent

#### **4. INTRODUCTION of VISITORS**

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

- Visitor Robert McGill requested his comments be part of the minutes. Information provided to Trustee Teresa Tyson.

**5. APPROVAL OF MINUTES:**

- **September 15, 2011 Budget and Appropriation Meeting Minutes**

- Trustee Valarie Watkins moved to accept the September 15, 2011 Budget and Appropriation meeting minutes. Trustee Roberta McGill seconded the motion.  
Voice vote: 6 Ayes 0 Nays 0 Abstain 1 Absent

- **September 15, 2011 Regular Board Meeting Minutes**

- Trustee Valarie Watkins moved to accept the September 20, 2011 Regular Board meeting minutes with corrections made about the computer access revisions. Trustee Teresa Tyson seconded the motion.  
Voice vote: 6 Ayes 0 Nays 0 Abstain 1 Absent

**6. Financial Reports**

**7. APPROVAL OF PURCHASE ORDER:**

Trustee Katrina Arnold motioned an approval Purchase Order L841 in the amount of \$3,672.00. Trustee Valarie Watkins seconded the motion.

**Roll Call:**

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

Voice vote: 6 Ayes 0 Nays 0 Abstain 1 Absent

**8. PRESENTATION OF EXPENDITURES:**

The September 2011 expenditures are as follows:

Payroll	\$32,834.45
Checks	\$49,504.84
Manual Checks	<u>\$ 5,288.11</u>
	\$87,627.40

**9. Executive Director's Report**

- A. Construction Grant for per Capita projects submission was completed on time.
- B. Faxing machine is currently not working

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

- A. Trustee Robert Jones communicated that every Wednesday at 11am-1pm on at the Presbyterian Church in Broadview on Roosevelt Road a food pantry distributes food to Broadview residence in need of food. The Broadview Public Library is donating food to the food pantry.
- B. Trustee Roberta McGill attended the League of Women in Oak Park
- C. Trustee Katrina Arnold reiterated the acknowledgement of Mayor Sherman Jones father's passing.

**11. Appointment of Committees**

- A. **New Library Building Committee selections were made by Trustee President Michael Wideman**

- i. Trustee Katrina Arnold appointed as Chairperson
- ii. Trustee Teresa Tyson

- iii. Trustee Robert Jones
- iv. Trustee Michael Wideman

**12. Committee Reports**

- **Administrative Committee**
  - Library Executive Director Melissa Gardner has some documents to pass out for the Administrative Committee regarding by-laws.
- **Finance Committee**
  - Trustee Katrina Arnold provided the Board with a packet. The committee will be having a meeting to review the tax levy on Monday, October 24, 2011 at 5:30 pm. In addition to a discussion of the upcoming calendar. Reviewing all the contracts of the library, annual audits. Trustee Katrina Arnold and Library Executive Director Melissa Gardner will be putting a together a financial calendar by the month of January. The finance committee has a self evaluation library checklist. They will present to the board on the November 17, Regular Board meeting to review for recommendation of approval.
  - Trustee Katrina and Library Executive Director Melissa Gardner are currently working with the Fiscal Officer, Mr. Fates with the Peachtree software. Next month will be ordering the computer and software.
- **Grant Committee**
  - Trustee Roberta McGill received communication from the State of Illinois Small Business Administration. The State of Illinois Small Business Administration is providing a grant for qualified Libraries to obtain equipment such as laptops, projectors, portable screen, and camcorders, This equipment can be checked out by the Library community to the supporting of small business for commercial, residential, and home-based businesses..
- **Personal Committee**
  - Trustee Robert Jones received a clarification on a notation from Library Executive Director Melissa Gardner to review documentation for job description and is currently ready to review. No time has been designated for the Personnel Committee meetings.

**13. Unfinished Business**

**A. Roof**

- i. Update as provided by ICS-Daniel Ellonardo, Independent Construction Services during his presentation. Awaiting the installation of the skylights.

**B. Maintenance Worker**

- i. Library Executive Director Melissa Gardner announced the selection of an outside contracting company to handle the needs of maintenance and small repairs. The name of the company is the Prime Maintenance Company. The agreement will be performed on a month to month basis.

Trustee Valarie Watkins moved to accept the Prime Maintenance Company for one year.  
Trustee Robert Jones seconded the motion.

**Roll Call:**

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

Voice vote: 6 Ayes 0 Nays 0 Abstain 1 Absent

**14. New Business**

**A. Policies**

- i. Circulation Policy
- ii. Circulation Procedures

- iii. Policy on Confidentiality of Library Records (Eliminate)
- iv. Audiovisual Policy – Material and Equipment (Eliminate)
- v. Circulation Procedures – Audio Cassette (Eliminate)
- vi. Circulation Procedures – Books on Tape (Eliminate)
- vii. Circulation Procedures – Books on CD (Eliminate)
- viii. Circulation Procedures – CDs (Eliminate)
- ix. Circulation Procedures – DVD Entertainment (Eliminate)
- x. Circulation Procedure – Education DVD (Eliminate)
- xi. Circulation Procedures – Video Cassettes (Eliminate)
- xii. Check out Rules for Staff (Eliminate)
- xiii. Collection Services Policy (Eliminate)
- xiv. Procedure – Transworld (Eliminate)

Library Executive Director Melissa Gardner presented three additional policies.

- 1) Bankruptcy court order to exempt library fine fees
- 2) Representation of a library card through the usage of a photo Id or mobile phones.
- 3) Employee Card Policy with same restrictions as non-library residents.

The three policies will be brought up at a future meeting.

Trustee Valarie Watkins motion to approve the two new Circulation Policies and Circulation Procedures. Trustee Roberta McGill seconded.

Voice vote: 6 Ayes 0 Nays 0 Abstain 1 Absent

Trustee Valarie Watkins motion to eliminate Policies #3-Confidentiality of Library Records, #4-Audiovisual Policy – Material and Equipment, #5-Circulation Procedures – Audio Cassette , #6-Circulation Procedures – Books on Tape, #7-Circulation Procedures – Books on CD, #8-Circulation Procedures – CDs, #9-Circulation Procedures – DVD Entertainment, #10-Circulation Procedure – Education DVD, #11-Circulation Procedures – Video Cassettes, #12-Check out Rules for Staff (Eliminate), #13-Collection Services Policy, #14-Procedure – Transworld. Trustee Katrina Arnold seconded.

Voice vote: 6 Ayes 0 Nays 0 Abstain 1 Absent

**B. Library as Cooling and Warming Center**

Library Executive Director Melissa Gardner recommended Broadview Public Library as a temporary warming center during the hours of operations.

Trustee Robert Jones motion to table this discussion for a future meeting. Trustee Valarie Watkins seconded.

Voice vote: 6 Ayes 0 Nays 0 Abstain 1 Absent

**C. Flexible Spending and Dependent Care Accounts**

Library Executive Director Melissa Gardner introduced a Flexible Spending and Dependent Care plan for employees.

Trustee Teresa Tyson motion to approve a Flexible Spending plan at the annual cost of \$350.00 for a month for library employees. A minimum of \$50.00 per employee and

the option to continue their health plan at \$400.00 a month for the flexible plan and \$450.00 for the health plan. Trustee Valarie Watkins seconded.

**Roll Call:**

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

Voice vote:     6 Ayes     0 Nays     0 Abstain     1 Absent

**15. 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.

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

**17. Adjournment:**

Trustee Katrina Arnold moved to adjourn at time 9:00 p.m. Trustee Valarie Watkins seconded the Motion.

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Trustee Michael Wideman  
President

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Trustee Teresa Tyson  
Secretary