

**BROADVIEW PUBLIC LIBRARY DISTRICT (BPLD)  
GRANT COMMITTEE MEETING**

**Minutes  
July 19<sup>th</sup>, 2012  
6:30 PM**

**1. Call to Order**

Committee Chair Roberta McGill called the meeting to order at 6:30p.m.

**2. Roll Call**

The following committee members were present: Roberta McGill, Teresa Tyson and Katrina Arnold

Also present: Trustee Robert Jones, and Melissa Gardner Library Director

**3. Introduction of Visitors**

No members of the public addressed the committee.

**4. Grants Committee Overview**

The Grants Committee description was read as approved by the Board on November 17, 2011. The Grants Committee is charged with the responsibility of grant research for projects, consistent with the Library Mission Statement. The Executive Director will serve as staff coordinator of this committee and should be consulted regarding procedural questions. The Executive Director will write grant narratives, perform demographic and content research related to community need, compile and submit grant proposals. The committee assures timely response to available grants, track current and pending grant projects.

**5. Grants Tracking Form**

A database will be compiled with the data they collect from this form. The committee decided that this should be created in excel before the next committee meeting. The form will be used to summarize information about a grant and the committee agreed to use it for submitting grant leads.

**6. Review of Grants**

The committee read and discussed current opportunities including grants for the American Library Association 2013 Summer Reading Program, Illinois Department of Commerce and Economic Energy Now - Public Sector New Construction Program, Baker & Taylor Entertainment Audio Music Video Product Award, Baker & Taylor Conference Grant, The ALTAFF/Gale Outstanding Trustee Conference Grant, Dollar General Family Literacy Grant, and DEMCO New Leaders Travel Grant. Other leads were BWI/YALSA Collection Development Grant, Starbucks Foundation, The National Gallery of Art Free-Loan Program, Schools and Libraries Program for internet and internal connections services,

**7. FY2013 Illinois Public Library Per Capita and Equalization Aid Grant**

For the fiscal year 2013 Per Capita Grant, the Board must review the Illinois library laws regarding Grants and Supplemental Taxes. Committee members were given copies to read for the September meeting. The committee recommended that this be placed on the September board meeting agenda.

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**8. Reports**

FY2012 Per Capita payment of \$8,134.27 have not been issued

**9. Summarize Committee Next Steps**

It was determined recommendation for Board action FY2013 Illinois Public Library Per Capita and Equalization Aid Grant. It was recommended and agreed the committee would use a shared online spreadsheet to post and review grants.

**10. Establish Next Meeting Date(s)**

The next committee meeting is scheduled for September 20<sup>th</sup> at 6:30 before the regular board meeting.

**11. Adjournment**

The meeting was adjourned at 7:00p.m.

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Committee Chair Roberta McGill

Respectfully submitted by Melissa Gardner