



Broadview Public Library District

Community-centered, world-focused learning in the heart of Broadview

**Library Board of Trustees
Regular Meeting Agenda
Thursday, July 27, 2017, 7:00 pm**

1. Call to Order/Roll Call

2. Pledge of Allegiance

3. Moment Of Silence

4. Approval of Agenda

5. Community Events and Announcements

Any person from the public, Board of Trustees or Executive Director can bring forth information regarding events or announcement occurring in our community.

6. Public Comment

A person addressing the board shall be allotted three minutes to present their comments. All members of the public addressing the board shall, at all times, maintain proper decorum in accordance with the provisions of these procedures. All public comments shall be addressed to the board as a whole and no comments shall be addressed to individual members of the board, library staff or other members of the public.

7. Approval of Minutes

- a. Regular Board Meeting – Thursday, May 25, 2017

8. Officer Reports

- a. Treasurer

i. Presentation of Expenditures:

	<u>May 2017</u>	<u>June 2017</u>
Payroll Expenditures	\$ 44,541.86	\$ 62,505.48
Checks Expenditures	<u>\$ 89,506.00</u>	<u>\$130,169.09</u>
	\$134,047.86	\$192,674.57

9. Committee Reports

- a. None

10. Old Business -- None

11. New Business

A. Approval: Permit Dewberry to Bid Out Renovation Project

Roll call vote: The Library has gone through the re-design process as far as it can, and now needs to prepare to bid once the issues/litigation have been resolved.

B. Approval: Asbestos Abatement Design Proposal—Total \$5,000

Roll call vote: This is the proposal for the assessment of the extent of asbestos contained in the building. It is not the actual abatement. The architects estimated the final price at \$5,000.

C. Approval: Date for Truth-in-Taxation Hearing --September 28, 2017 at 6:30 pm

Roll call vote: The current budget, set up by our accountant, now includes a \$250,000 contingency line item, in addition to having the fund structure put in place. This has caused the FY18 budget to exceed 5% of FY17. The purpose of this hearing is to inform the public of the above. It does not change or revise the adopted budget in any way.

D. Approval: Board Meeting Dates FY18

Roll call vote: Meetings are proposed to be held in September, October, November 2017; and January, February, March, April and May 2018, along with a Budget Workshop in March.

E. Approval: Financial Policies

Roll call vote: The Library does not currently have or needed to update the following policies:

- **Fixed Assets and Capital Expenditures:** New policy. Details what needs to be inventoried and when, and how to treat capital assets.
- **Outstanding Check:** New policy. Details the reporting procedures we must follow if a vendor fails to cash a check within seven years.
- **Investment:** The Library currently has an investment policy, however a correction needed to be made to the type of account mentioned.

F. Approval: Conferences—Total: \$4,900

Roll call vote: Approval of conference attendance for the following:

● National Summer Learning	Attendee: I&R Spec. Simmons	October 23-25	\$2,000
● Illinois Library Association Annual	Attendees: 3 Staff, 3 Trustees	October 10-12	\$1,700
● LJ Directors Summit	Attendee: ED Hester	November 2-4	\$1,200

G. Approval: Community Survey Proposal—Total: \$1,000.00

Roll call vote: The last community survey undertaken by the Library was five years ago. In preparing to undergo a full strategic planning process in the next few years, we need to gather some information so that we can make plans for meeting community needs, now and once the doors to the new building open.

H. Approval: Intergovernmental Agreement with Lindop School to Provide Digital Access Only Library Card

Roll call vote: The Library has the opportunity to partner with Lindop School to deliver better access to our electronic materials via a Digital Access Only library card.

I. Approval: IMRF Participation Resolution

Roll Call Vote: Resolution relating to the participation by an appointed governing body in the Illinois Municipal Retirement Fund

J. Approval: Non-Resident Card Ordinance

Roll call vote: Every year we must pass an ordinance that sets the rate for the purchase of a library card by a non-resident. It is set according to state formula.

K. Approval: Job Descriptions

Board vote: With the approval of the following job descriptions, all descriptions are now current.

- Customer Service Manager
- Customer Service Specialist 3
- Materials & Data Specialist 2
- Materials & Data Specialist 1

L. Information

- ALA Conference Reports
- Grant Received: Reading is Grand

12. Executive Director Report

Dispense of reading of report – Comments or questions by Board Trustees

13. Closed Session:

Roll call vote to adjourn to closed session pursuant to:

- 5ILCS 120 Section 2(c) (1) Appointment of legal counsel for the public body (discussion)
- 5ILCS 120 Section 2(c) (3) Selection of a person to fill a public office/vacancy (discussion)
- 5ILCS 120 Section 2(c) (11) Litigation (discussion)
- 5ILCS 120 Section 2(c)(21) Discussion of minutes of meetings lawfully closed under this Act for purposes of approval by the body of the minutes (approval)
 - a. New Business: Closed Session Meeting Minutes, Thursday, May 25, 2017

14. Approval of Items Discussed in Closed Session

15. Adjournment