



Broadview Public Library District

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

Broadview Public Library District Regular Board Meeting Minutes Thursday, January 27th, 2022, 7:00 pm

A Regular Board Meeting of the Broadview Public Library District Board of Trustees was held on Thursday, January 27th, 2022. The meeting was called to order at 7:05 pm.

Trustees present for the meeting were:

President Eric Cummings

Vice-President Robert Jones

Secretary Willie Akins

Treasurer ShaRhonda Dawson

Trustee David Upshaw

Trustees absent for the meeting were:

Trustee Stacy Bufford

Approval of Agenda,

The agenda was approved as published.

Approval of Minutes,

Regular Board Meeting Minutes – Thursday, November 18th, 2021 – accepted as circulated.

Old Business,

Construction Update.

President Cummings reported no current updates at the moment. A correspondence from Travelers Casualty & Surety Company was received that proposed a project closeout settlement in the amount of \$13,000. The correspondence did not include specifications on whether or not the current punch list of tasks left to repair were included in the propose settlement.

New Business,

Presentation: Lauterbach & Amen - 2021 Annual Audit

Courtney Clement, an auditor of Lauterbach & Amen gave a brief oral presentation of the BPLD's 2021 Auditors Report and Management Letter.

Approval: Resolution to carry over unused funds in Employee Flex Accounts.

Interim Director Robert Lafferty clarified how employee flex accounts empties at the end of the year therefore by approving this resolution it allows a grace period for employees to have a carryover of funds available into the new year.

Motion: Approval of resolution to carry over funds in Employee Flex Accounts.

Motioned by: Vice-President Robert Jones and properly seconded.

Roll Call Vote: Ayes: 5 Nays: 0 Absent: 1 Abstain: 0

Vote Result: Motion carried

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Motioned by: Vice-President Robert Jones and properly seconded.

Roll Call Vote: Ayes: 5 Nays: 0 Absent: 1 Abstain: 0

Vote Result: Motion carried

Discussion: Prospective settlement offer by Travelers.

No discussion took place due to information given during Construction Update.

Information: Information on Meeting with Dewberry concerning repairs and updates to the basement.

President Cummings provided information submitted by Dewberry Architects stating that Dewberry would look into finding solutions for lower level flooding problems. Discussion ensued.

Discussion: Lower level repair options and potential assistance from village.

President Cummings spoke with various basement waterproofing companies regarding repair costs. Mayor Katrina Thompson also discussed with President Cummings about possibly being able to provide names of viable engineers and/or companies to aid in the estimate process.

Discussion: Flyer informing the residents about construction update.

The board would like to develop a flyer for Broadview resident in the next quarterly newsletter detailing the limitations and repair plans for the lower level of the library/ Details are still in ongoing.

Approval: Revised Reference Policy for the library.

Per Capita Grant requirements desired all reference policies to be up to date. Small revisions were made to reflect those requirements.

Motion: Approval of the revised reference policy for the library.

Motioned by: Vice-President Robert Jones and properly seconded.

Roll Call Vote: Ayes: 5 Nays: 0 Absent: 1 Abstain: 0

Approval: December 2021 and January 2022 Bills

The board reviewed the prior & current month's financial expenditures for approval.

Motion: Approval of the December 2021 & January 2022 expenditures to be paid.

Motioned by: Vice-President Robert Jones and properly seconded.

Roll Call Vote: Ayes: 5 Nays: 0 Absent: 1 Abstain: 0

Vote Result: Motion carried

Information: Notification of resignation from Trustee Syndei Evans and setting a deadline for submitting applications.

Trustee Sydnei Evans submitted a letter of resignation effective immediately to Interim Director, Robert Lafferty. The Trustee vacancy will be posted to the library's webpage and the deadline for accepting Trustee applicants is set for April 28, 2022.

Officer Reports

Treasurer, ShaRhonda Dawson presented an oral report of the expenditures for November & Decemeber 2021.

	November 2021	December 2021
Payroll & Benefits	\$46,749.86	\$48,851.72
General Checking	\$38,307.48	\$44,356.87
Bonds/Construction	\$228,365.00	\$0.00
Totals	\$313,422.34	\$93,208.59

Assistant Director Report

The Assistant Director's report was dispensed among trustee board packets.

Executive Session

Motion: Move to executive session at 8:45 pm

Motioned by: Vice-President Robert Jones and properly seconded.

Roll Call Vote: Ayes: 5 Nays: 0 Absent: 1 Abstain: 0

Vote Result: Motion carried

The Board reconvened back to Open Session at 8:57 pm.

Trustees present for the meeting were:

President Eric Cummings

Vice-President Robert Jones

Secretary Willie Akins

Treasurer ShaRhonda Dawson

Trustee David Upshaw

Trustees absent for the meeting were:

Trustee Stacy Bufford

Approval of Items Discussed in Closed Session

President Cummings relayed the Board would finalize review of Director applicants in February 2022.
Regular Board Meeting Minutes (Executive Session) – Thursday, November 18th, 2021 – accepted as circulated.

President Eric Cummings motioned to adjourn at 8:58 pm.



President, Eric Cummings



Secretary, Willie Akins

2-24-22

Approved Date