



# Broadview Public Library District

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

## **Broadview Public Library District Regular Board Meeting Minutes Thursday, July 28<sup>th</sup>, 2022 - 7:00 pm**

A Regular Board Meeting of the Broadview Public Library District Board of Trustees was held on Thursday, July 28<sup>th</sup>, 2022. The meeting was called to order at 7:10 pm.

### Trustees present for the meeting were:

President Eric Cummings

Vice-President Robert Jones

Secretary Willie Akins

Treasurer ShaRhonda Dawson – arrived at 7:12pm

Trustee Stacy Bufford

Trustee David Upshaw

### Approval of Agenda

The agenda was approved as published.

### Approval of Minutes

Regular Board Meeting Minutes – Thursday, June 23<sup>rd</sup>, 2022 – accepted as circulated.

### Old Business

#### ***Discussion: Retaining Attorney for Reconstruction Project***

Treasurer Dawson presented a retention letter received from Matthew Welch of Montana Welch LLC for legal services related to the Library Facility Construction. Discussion ensued.

### New Business

#### ***Approval: Ordinance 2022-03: .02% Maintenance Tax Levy***

The Ordinance 2022-03: .02% Maintenance Tax Levy is an approved annual maintenance levy that pertains to the day to day maintenance for the library building.

**Motion:** Approval for the Ordinance 2022-03: .02% Maintenance Tax Levy.

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

**Roll Call Vote:** Ayes: 6      Nays: 0      Absent: 0      Abstain: 0

**Vote Result:** Motion carried

***Review & Possible Revision: Vacation & Medical Policy***

The board reviewed the current Vacation & Sick Policy. A recommendation was made to restructure the Sick Time Policy to a Paid Time Off Policy. Discussion ensued.

**Motion:** Review & possible revision of the current Vacation & Medical Policy.

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

**Superseding Motion:** Table the review & revision of the Vacation & Medical Policy until Aug. 25<sup>th</sup>.

**Motioned by:** President Eric Cummings and properly seconded.

**Roll Call Vote:** Ayes: 6      Nays: 0      Absent: 0      Abstain: 0

**Vote Result:** Motion carried

***Approval: July 2022 Bills***

The board reviewed the current month’s financial expenditures for approval.

**Motion:** Approval of the July 2022 expenditures to be paid.

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

**Roll Call Vote:** Ayes: 6      Nays: 0      Absent: 0      Abstain: 0

**Vote Result:** Motion carried

**Officer Reports**

Treasurer, ShaRhonda Dawson presented an oral report of the expenditures for June 2022.

	<b>June 2022</b>
<b>Payroll &amp; Benefits</b>	<b>\$47,109.91</b>
General Checking	<b>\$30,371.85</b>
Bonds/Construction	<b>\$ .00</b>
<b>Totals</b>	<b>\$77,481.76</b>

**Assistant Director Report**

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

**Executive Session**

**Motion:** Move to executive session at 8:01 pm

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

**Roll Call Vote:** Ayes: 6      Nays: 0      Absent: 0      Abstain: 0

**Vote Result:** Motion carried

The Board reconvened back to Open Session at 9:33 pm.

Trustees present for the meeting were:

President Eric Cummings  
Secretary Willie Akins  
Trustee David Upshaw

Vice-President Robert Jones  
Trustee Stacy Bufford

Trustees not present for the meeting were:

Treasurer ShaRhonda Dawson

Approval of Items Discussed in Closed Session,

1. The Library Board reviewed the two Candidates interested in filling the current vacant Library Trustee seat. A decision of extending an offer to Mike Ennis was made.
2. An Offer Letter would be drafted and sent to selected Executive Director Candidate Jack Bower to formally accept the Library Boards offer for the E.D position.
3. Regular Board Meeting Minutes (Executive Session) – Thursday, June 23<sup>rd</sup>, 2022 – accepted as circulated.

President Eric Cummings motioned to adjourn at 9:35 pm.



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President, Eric Cummings



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Secretary, Willie Akins

Aug 25 2022

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Approved Date