



# Broadview Public Library District

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

**Library Board of Trustees  
Regular Meeting Agenda  
Thursday, May 25, 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. Budget Hearing – Thursday, April 27, 2017 at 6:30 pm
- b. Regular Board Meeting – Thursday, April 27, 2017 at 7:00 pm

**8. Officer Reports**

- a. Treasurer
  - i. Presentation of Expenditures:

	<u>April 2017</u>
Payroll Expenditures	\$ 43,286.15
Checks Expenditures	<u>\$ 54,762.67</u>
	\$ 98,048.82

**9. Committee Reports**

- a. None

**10. Old Business -- None**



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## 11. New Business

**A. Approval: Ordinance – 2017-03 – Prevailing Wage Act**

Board Vote: Approval of Ordinance 2017-03 Prevailing Wage Ordinance – adopting the prevailing wage rates for labors, workers and mechanics employed by the Broadview Public Library District

**B. Approval: ILLINET/OCLC Services Program Renewal Agreement FY18**

Board Vote: Approval to renew our membership with the Secretary of State in the Illinois Library and Internet Network (ILLINET) and Online Computer Library Center (OCLC) or ILLINET/OCLC consortium

**C. Approval: Bylaws Amendments**

Board Vote:

- Amendment to Article III Section V – Absence without cause to coincide with state statute (75 ILCS 16/30-25(a))
- New Article: Article XIII – Conflict of Interest

**D. Approval: Employee Handbook**

Board Vote: Approval of newly created BPLD Employee Handbook through the Management Association. It will supersede the current handbook.

**E. Approval: Auditor Service Provider – Lauterbach and Amen, LLP**

Roll Call Vote: Approval to retain the audit firm of Lauterbach and Amen, LLP as the BPLD new auditing firm for the next four years.

Auditing Fees by Year	2017	2018	2019	2020
	\$ 4,350	\$ 4,480	\$ 4,610	\$ 4,740

**F. Approval: Hygiene Services – Enviro Master Services (formerly Swisher)**

Roll Call Vote: Approval of Enviro Master Services contract for restroom hygiene service for BPLD

**G. Approval: Landscaping Services – Bush Lawn Care**

Roll Call Vote: Approval to retain the services of Bush Lawn Care as our new landscaping service contractor



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## H. **Information:** Grant Awards

The following grants have been awarded to the BPLD

<u>Grantor</u>	<u>Award Amount</u>
• Girls Who Code, Inc.	\$ 300.00
• Illinois State Library Per Capita Grant	\$ 6,158.72

## I. **Information:** Workshop Summary – C2E2 – Ms. Tisha Smith

## 12. Executive Director Report

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

## 13. Administration of Oath of Office by Board Secretary

## 14. Roll Call of New Board

## 15. Election of Officers

- President
- Vice President
- Treasurer
- Secretary

## 16. Appointment of Committees (by President)

- Administrative
- Finance
- Personnel
- Facility

## 17. Message from the President

## 18. Closed Session:

Motion to adjourn to closed session pursuant to 5ILCS Section 2(c) (11) Litigation and 5ILCS Section 2(c) (3) Board Vacancies

## 19. Approval of Items Discussed in Closed Session

## 20. Adjournment