



Broadview Public Library District

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

**Library Board of Trustees
Regular Meeting Agenda
Thursday, November 16, 2017, 7:00 pm - REVISED**

- 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. Finance Committee Meeting, Thursday, September 12, 2017 8:00 pm
- b. Regular Board Meeting – Thursday, September 28, 2017, 7:00 pm

8. Officer Reports

- a. Treasurer
 - i. Presentation of Expenditures:

	<u>September 2017</u>	<u>October 2017</u>
Payroll Expenditures	\$43,880.36	\$ 40,134.15
All Other* Expenditures	<u>\$40,600.74</u>	<u>\$260,402.37</u>
	\$84,481.10	\$300,536.52

*All other expenditures reflects all checks and electronic withdrawals.

9. Committee Reports

- a. None

10. Old Business -- None

11. New Business

A. **Approval: FY18 Budget Levy**

Roll Call Vote: Final approval of FY18 levy.

B. **Approval: Bond Reorganization**

Roll Call Vote: The Library has to reorganize how our building bonds are currently invested.

C. **Approval: American Library Association Conference - \$4,600**

Roll Call Vote: Seeking approval for two slots (one staff member and one trustee) to attend the annual conference to be held June 21-26, 2018 in New Orleans, LA. Registration opens January 10, 2018.

D. **Approval: Book Leasing Contract Renewal - \$3,166.20**

Roll Call Vote: We utilize rental books from Baker & Taylor to supplement our collection. This allows us to have multiple copies of bestsellers, etc. without committing to ownership, as we return them when the demand lessens.

E. **Approval: Request for Proposal for Legal Services**

Roll Call Vote: The Board is desirous of obtaining new general legal counsel and this RFP will be used to solicit for it.

F. **Approval: Emergency Repairs - \$12,210.94 from Contingency Budget Line Item**

Roll Call Vote:

A) Chicago Fire & Water Restoration - \$6,225.94: Emergency cleanup services due to basement flooding have been rendered.

B) Air Comfort - \$5,985.00: Rooftop heat exchangers have reached the end of life and must be replaced now.

G. **Information:**

1. **Customer survey results discussion**

2. **Trustee Requirements for Per Capita Grant Application – please complete if you haven't**

3. **Executive Director's Vacation**

4. **FY17 Audit Completed and Distributed**

12. Executive Director Report

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

13. Closed Session:

Roll Call Vote: Motion to adjourn to closed session pursuant to:

- a) 5ILCS 120 Section 2(c)(3) Selection of a person to fill a public office vacancy (discussion)
- b) 5ILCS120 Section 2(c)(11) Litigation (discussion)
- c) 5ILCS120 Section 2(c)(21) Discussion of minutes of meetings lawfully closed under this Act for purposes of approval by the body of the minutes (discussion)
 - New Business: Closed Session Meeting Minutes, Thursday, September 28, 2017

14. Approval of Items Discussed in Closed Session

a) **Approval: Candidate to Fill Trustee Vacancy**

Roll Call Vote: Current Trustees vote on candidate to fill vacant seat

b) Closed Session Meeting Minutes, Thursday, September 28, 2017

15. Adjournment