

# BROADVIEW PUBLIC LIBRARY DISTRICT

## BOARD OF TRUSTEES

### Administrative Committee Minutes

March 20, 2014

#### **1. Call to Order/Roll Call**

Committee Chair Roberta McGill called the meeting to order at 2:04 p.m. with the following members present: Linda DuPree, Robert Jones and Roberta McGill.

Also present were Melissa Gardner, Executive Director, Joe Bondi, Public Service Librarian, John Flagan, Reference Librarian and Lisa Knasiak, Youth Services.

#### **2. Pledge of Allegiance**

#### **3. Public Comment –None**

#### **4. Library Programs**

Chair Roberta McGill motioned to move agenda item 5 “Library Programs” to agenda item 4. Trustee Robert Jones seconded the motion. Voice vote, all Ayes.

#### **Presentation of Library Programs**

The executive director and staff involved in organizing and/or presenting programs provided the committee with a spreadsheet and reviewed all of the current and future programs scheduled for the library.

#### **5. Meeting Room Policy**

The committee reviewed and revised the proposed Meeting Room Policy, incorporating recommendations from trustees and staff.

#### **Assignments/Understanding**

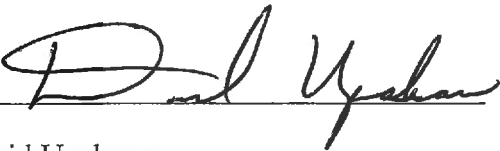
1. A 2<sup>nd</sup> draft of the meeting room policy will be presented to the board for review.
2. The director will prepare and incorporate the changes the committee discussed to the presentation contract and meeting room policy and email the documents to each member.
4. The chair will email members a copy of suggested recommendations to the program policy.

3. The committee decided to wait and request an attorney review after the board has formally approved final drafts of all proposed documents.

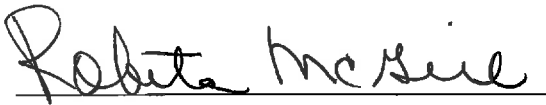
**Adjournment**

Trustee Robert Jones motioned to adjourn the meeting at 4:00 p.m. Chair McGill seconded the motion. Motion carried unanimously.

**Next meeting date:** Thursday, April 3, 2:30 p.m.



David Upshaw  
President



Roberta McGill  
Secretary