



Broadview Public Library District

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

**Library Board of Trustees
Regular Meeting Agenda
Thursday, March 29, 2018, 7:00 pm
Schroeder Park District Board Room
2600 S. 13th Ave. | Broadview, IL 60155**

1. Call to Order/Roll Call

2. Approval of Agenda

3. 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.

4. 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*.

5. Approval of Minutes

- a. Regular Board Meeting – Thursday, January 25, 2018, 7:00 pm
- b. Special Board Meeting – Thursday, February 22, 2018, 7:00 pm

6. Officer Reports

- a. Treasurer
 - i. Presentation of Expenditures:

	January 2018	February 2018
Payroll Expenditures (Salary, IMRF, Social Security, Health Benefits)	\$46,490.27	\$38,851.98
All Other Expenditures	\$45,541.97	\$28,619.51
Totals	\$92,032.24	\$67,471.49

- ii. FY19 Budget Timeline
- iii. Update on financial reporting
- iv. Library Peer Comparison Report provided by Lauterbach & Amen, LLP Auditors

7. Committee Reports

- A. None

8. Old Business (Closed Session)

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

- A. 5ILCS Section 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body
- B. 5ILCS Section 120/2(c)(21) discussion of minutes of meetings lawfully closed under this Act for purposes of approval by the body of the minutes
 - a. Closed session -- Thursday, January 25, 2018, 7:00 pm

9. Approval of Items Discussed in Closed Session

- A. Standard of work directive:
The board discussed and agreed upon a standard of work assignment to be completed and emailed to the director as well as the trustees seven days from March 29th
- B. Payment for minutes:
The board spoke about the layout for a new payment system in regards to the monthly meeting minute recordings and designated a new process.
- C. Executive Director's Job Description
- D. Closed session minutes -- Thursday, January 25, 2018, 7:00 pm

11. New Business

A. Approval: Contract for Construction

Roll Call Vote: The architect and contractor have submitted the contract for engaging construction. The library's attorney has reviewed it for accuracy and recommended it for approval.

B. Approval: Amendment to Purchasing Policy

Roll Call Vote: Illinois law (Public Act 100-0338) increased the minimum threshold to bid for purchases from \$20,000 to \$25,000. The amendment to the policy will now reflect current law. (See <http://www.ilga.gov/legislation/publicacts/100/PDF/100-0338.pdf>)

C. Approval: Amendment to Travel Policy

Roll Call Vote: The proposed amendment will specify travel arrangements be made six months in advance for conferences out of state and that conference rates be completely avoided due to rising costs save the cheapest offer..

D. Approval: Moving Company - Professional Lift Library Movers - \$45,530.00

Roll Call Vote: There are several internal furniture moves that need to be made prior to and during construction.

E. Approval: Liquidation of Committees

Roll Call Vote: Currently, the committees in place for BPLD are not active and usually unnecessary. Therefore, it is proposed to get rid of them and leave all business to regular and special meetings.

F. Approval: Construction Payment Drawdown Schedule

Roll Call Vote: The contractor (Poulos, Inc.) has given us an anticipated schedule of when payments will be requested. This approval will authorize the Executive Director to make those payments in accordance with our regular bill payment cycle and not have to request special meetings, provided that the architects have properly certified that the work has been completed.

G. Approval: No Intervention on Property Tax Appeal Board Complaint - Robert Bosch, LLC

Roll Call Vote: The attorneys have recommended that the Library not intervene in PTAB Docket #16-30841 brought forth by Robert Bosch, LLC, as the projected amount of relief is approximately \$1,800 and will be payable from future property taxes.

H. Approval: Targeting Autism Conference - \$300

Roll Call Vote: Janyce Simmons to attend the conference in Springfield, May 17-18.

I. Approval: Tentative Budget and Budget and Appropriations Ordinance Policy and Process

Roll Call Vote: This policy designates and directs the parties responsible for putting together the tentative budget and budget and appropriations ordinance for BPLD.

J. Discussion: Moving to completely electronic board packets: To conserve on costs and time, the board packet will be displayed via projector on one of BPLD's laptops.

12. Executive Director Report

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

13. Adjournment