



# Broadview Public Library District

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

**Library Board of Trustees  
Regular Meeting Agenda  
Thursday, January 25, 2018, 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. Regular Board Meeting – Thursday, November 16, 2017, 7:00 pm
- b. Personnel Committee Meeting -- Tuesday, November 28, 2017, 7:00 pm

**8. Officer Reports**

- a. Treasurer
  - i. Presentation of Expenditures:

	<b>November 2017</b>	<b>December 2017</b>
<b>Payroll Expenditures</b> (Salary, IMRF, Social Security, Health Benefits)	\$74,011.46	\$60,721.77
<b>All Other Expenditures</b>	\$26,527.75	\$125,016.63
<b>Totals</b>	\$100,539.21	\$185,738.40

**9. Committee Reports**

- A. None

## 10. Old Business

### A. **Approval:** Bond Restructuring

Roll Call Vote: Action to resolve bond compliance violation.

## 11. New Business

### A. **Administration of Oath of Office by Board Secretary**

New trustee, Maxine Johnson, to be sworn in.

### B. **Approval:** Reschedule March 2018 Board Meeting to March 29, 2018

Trustee Smith and Executive Director Hester will be attending the Public Library Association Annual Conference, March 20-24, 2018. This conflicts with the regularly scheduled board meeting on Thursday, March 22, 2018.

Roll Call Vote: Reschedule regular board meeting to Thursday, March 29, 2018.

### C. **Approval:** 2018 Board Meeting Location

With the impending renovation, as of March 2018 we will no longer have access to an on-site meeting space. The board room at the Broadview Park District has been secured for regular meetings in March, May, July, and September. The Board needs to choose a location for November 2018.

Roll Call Vote: Location approval for 2018 Regular Board Meetings

### D. **Approval:** Holiday Closings Policy

Roll Call Vote: Amendments to current Holiday Closings policy:

\*Library closes at 5:00 pm on the day before any scheduled holiday closing where it would normally be open until 9:00 pm.

\*On a two-day holiday such as Christmas and New Year's where one of the days falls on a Sunday, we will close the next open business day.

\*Close the day after Thanksgiving

### E. **Approval:** Conferences and Education, \$1,865.00

Roll Call Vote: Approval of the following conference and continuing education opportunities for staff and trustees:

* Illinois Library Trustee Forum Workshop	Attendee: Board Trustees	\$945
* Reaching Forward	Attendee: 4 Staff Members	\$600
* Legislative Meet Up	Attendee: ED & Board Members	\$320

### F. **Approval:** Sexual Harassment Ordinance and Non-Discrimination Policy

Roll Call Vote: In 2017, the Illinois legislature adopted a new law (Public Act 100-0554) requiring governmental bodies to adopt an ordinance or resolution prohibiting sexual harassment and to adopt a policy that met certain criteria. We do not have this ordinance and our current policy needs to be updated to reflect the new requirements. Additionally, our current policy covers all forms of discrimination, so the updated policy does as well.

**G. Approval:** Cease collecting Non-Resident Computer Fee as of March 1, 2017  
Roll Call Vote: BPLD is the only library in the area charging non-residents to use the internet computers. We would like to discontinue collecting this fee to align ourselves with our library neighbors.

**H. Information: Statement of Economic Interest Filing**

Board members and selected staff are required to file their Statement of Economic Interest by the May 1, 2018 deadline. Please check library email for the link to the online form. If filed after the May 1, 2018 deadline, filers are responsible for directly paying the late fee.

**I. Information:**

- 1) **Update on Lindop Digital Library Card Intergovernmental Agreement**
- 2) **Project Outcome Results**
- 3) **Budget Workshop Cancelled**
- 4) **Library Journal Directors Summit Final Cost**
- 5) **Thank You Letter**
- 6) **Per Capita Grant 2018 application filed**

**12. Executive Director Report**

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

**13. Closed Session:**

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

- A. 5ILCS Section 2(c)(1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees
- B. 5ILCS Section 2(c)(11) Litigation
- C. 5ILCS Section 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, November 16, 2017, 7:00 pm

**14. Approval of Items Discussed in Closed Session**

- A. Approval of Minutes
  - i. Closed session -- Thursday, November 16, 2017, 7:00 pm

**15. Adjournment**