

**BROADVIEW PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
ADMINISTRATIVE COMMITTEE MEETING MINUTES  
Tuesday October 22, 2013 – 6:30 P.M.**

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

Committee Chair Roberta McGill called the meeting to order at 6:31 p.m. with the following committee members present:

Roberta McGill

Robert Jones

Absent: Linda DuPree

Executive Director Melissa Gardner was also present

**2. Pledge of Allegiance**

**3. Public Comment- None**

**4. Meeting Room Policy**

It was motioned by Trustee Jones to review revisions to the Meeting Room, Programs Policies, Literacy Tutor Guidelines and Meeting Room Reservation Request and Literacy Tutor Form and seconded by Trustee McGill. Motion carried with a unanimous vote.

At 7:34pm Trustee Jones motioned for a 5 minute recess.

Trustee Jones motioned to reconvene at 7:36 p.m. it was seconded by Trustee McGill.

The committee agreed on changes to the policy to present before the full board.

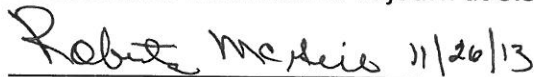
**5. DVD Checkout**

Discussions were regarding the checkout of DVD's to youth and revisions to the Materials Selection Policy, Videocassette Selection Policy.

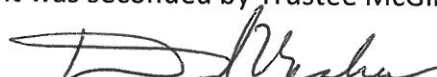
The committee agreed to recommend allowing youth to check out DVD's with the same limits at Adult DVD's and eliminate the Videocassettes Policy. The committee agreed to hold another meeting on Tuesday October 29, 2013 to review the changes made previously and to make revisions to the additional policies.

**6. Adjournment**

Trustee Jones motioned to adjourn at 8:31 p.m. it was seconded by Trustee McGill.



Roberta McGill

  
David Upshaw  
11/26/13