Broadview Public Library District

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

Broadview Public Library District
Regular Board Meeting Minutes
Thursday, August 28, 2025 - 7:00 pm

A Regular Board Meeting of the Broadview Public Library District Board of Trustees was held on Thursday, August 28, 2025 at the Broadview Public Library District.

Trustees present for the meeting were:

President Bradley Wooten
Vice President Willie Akins
Treasurer Skyla Gibson
Secretary Myisha Owens
Trustee Stacy Bufford – departed at 8:32pm
Trustee Princess Dempsey
Trustee Venita Mendez

A quorum was present and the meeting was called to order at 7:00 pm.

Approval of Agenda,

A motion was made to combine agenda items M (Employee Updates) and N (Information)

Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Public Comment/Community Announcements,

BPLD Board Secretary, Myisha Owens – BPLD Back to School Event
BPLD Executive Director, Tanya King – 2025 Village of Broadview Back to School Parade

Approval of Minutes,

Re-Scheduled Regular Board Meeting Minutes – July 31, 2025 – accepted as circulated.

New Business,

Action – Treasurer Resignation

Treasurer Owens submits resignation as BPLD Board Treasurer due to personal reasons.

Action – Secretary Resignation

Secretary Gibson submits resignation as BPLD Board Secretary due to personal reasons.

Motion & Approval: Treasurer and Secretary Replacement Election.

Trustee Gibson nominates Trustee Owens as BPLD Board Secretary. Trustee Owens nominates Trustee Gibson as BPLD Board Treasurer.

Motion: Acceptance of nominations to switch Trustee seats, from Owens as Treasurer and Gibson as Secretary to Owens as Secretary and Gibson as Treasurer.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Motion & Approval: FY26 Budget.

Annually, the Board approves an operating Budget for the fiscal year. Director King presented an official Budget for approval that was first presented as a draft in July. No changes were made from the initial draft.

Motion: Approval of FY26 Budget.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Motion & Approval: Annual Maintenance Levy Ordinance.

This Annual Maintenance Levy Ordinance requests .02% increase of the Library Levy to be designated for building maintenance.

Motion: Approval of the Annual Maintenance Levy Ordinance.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Information: Mandatory Sexual Harassment Training for all Employees and Non-Employees

Executive Director King informed the Board of the only mandatory training required by law as a Board Trustee. The deadline to complete the free Sexual Harassment Training course is Tuesday, September 30, 2025. Discussion ensued.

Motion & Approval: Strategic Partnership Ticket Purchase request to The Answer Inc. Annual Gala.

Vice-President Akins educated the Board on The Answer Inc. and its connection to the Broadview community as well as the special needs services it provides. Discussion ensued. The Library will cover the purchase price for individual Trustee tickets.

Motion: Approval of Strategic Partnership Ticket Purchase request to the Answer Inc. Annual Gala.
Motioned by: Secretary Myisha Owens and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Motion & Approval: Strategic Partnership Ticket Purchase request to The Answer Inc. Annual Gala.

Vice-President Akins educated the Board on The Answer Inc. and its connection to the Broadview community as well as the special needs services it provides. Discussion ensued. The Library will cover the purchase price for individual Trustee tickets.

Motion: Approval of Strategic Partnership Ticket Purchase request to the Answer Inc. Annual Gala.
Motioned by: Secretary Myisha Owens and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Motion & Approval: Removal of Notary Services from BPLD on December 31, 2025.

With Assistant Director Robert Lafferty retiring at the end of August. The BPLD will no longer have a full time staff member available as a notary. The library by law cannot mandate staff members to become a registered notary. BPLD looks now to do away with offering the service as it poses to be a liability to the library.

Motion: Table the removal of the Notary Services from BPLD until the September 2025 Board mtg.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Information: Policies

Executive Director King informed the Board on existing and outdated Board policies that should be re-drafted and revised. The Director proposes Committees be appointed over 18 to 24 months to re-draft Board policies alongside the Director.

Information: Building and Maintenance

Executive Director King informed the Board of existing HVAC issues that will require substantial financial costs. Director King is requesting a Building and Maintenance Committee to address such issues.

Action – Committee Appointments

Appointed by President Bradley Wooten, the BPLD Committees are as follows.

Policy Committee	**Finance Committee**	**Building & Maintenance Committee**
Myisha Owens	Skyla Gibson	Stacy Bufford
Willie Akins	Willie Akins	Princess Dempsey
Princess Dempsey – backup	Bradley Wooten – backup	

Information: Feedback and Response

Executive Director King informed the Board of an email submitted from a Westchester resident regarding programming and the end of Summer Reading event at BPLD.

Information: Employee Updates

Executive Director King presented information on the upcoming retirement of Assistant Director, Robert Lafferty. A proposed Resolution and retirement party for Mr. Lafferty and former Library Services Manager, Joe Bondi was discussed.

Motion & Approval: Two part-time 29 hour Public Services Associate positions with a pay range between $15 - $18 per hour.

Executive Director King brought a matter of staffing to the Board. To fill voids within scheduling Director King Recommends hiring two part-time 29 hour Public Service Associate positions with a pay range between $15 - $18 per hour that would fit within the current FY26 budget.

Motion: Approval of two part-time 29 hour Public Services Associate positions with a pay range between $15 - $18 per hour.
Motioned by: Trustee Venita Mendez and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Motion & Approval: Upgrading a current part-time Public Services Associate position to an Event and Marketing Assistant position. Pay range of $16 - $18 per hour. Current pay is $15.64 per hour.

Executive Director King informed the Board of a current staff member that she would like to offer the new positon to. An upgrade from the staff member's current position would include a change in title, responsibilities and a $1 increase in pay.

Motion: Approval of upgrading a current part-time Public Services Associate position to a Marketing and Programming Assistant with a pay rate of $16.64 per hour.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Motion & Approval: Transition of all employees that carry the title of Manager from Non-Exempt to Exempt.

Executive Director King clarified the difference of Non-Exempt and Exempt employees. The Director suggested transitioning all current employees holding the title of Manager to Exempt from Non-Exempt in compliance with the Fair Labor Standards Act.

Motion: Approval of transitioning all employees with Manager titles to exempt status from non-exempt.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Motion & Approval: Re-open the Library on Friday, October 31 from 5:30pm until 8:30pm for a teen program of showing a Halloween themed PG-13 film.

Executive Director King would like to have a safe space Halloween event for the Teens of the community. Registration would be required for those looking to participate.

Motion: Approval of re-opening the Library on Friday, October 31st from 5:30 to 8:30 for a teen teen program.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **7** Nays: **0** Absent: **0** Abstain: **0**
Vote Result: Motion carried

Information: Trustee Training Opportunity

Executive Director King reminded the Board of a Training workshop opportunity being held at the Rosemont Convention. Registration deadline is September 10, 2025.

Information: New Illinois Public Library Standards 5.0

Executive Director King would like to review one standard per Board meeting with Trustees now that the Illinois Library Standards have all become digital and are now longer available in paperback options.

Approval: Unpaid Bills for August 2025

The board reviewed the current month's financial expenditures for approval.

Motion: Approval of the August 2025 expenditures.
Motioned by: Secretary Myisha Owens and properly seconded.
Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Executive Session,

Motion: Move to Executive Session at 8:41 pm
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Motion: Move to reconvene back to Open Session at 8:47 pm
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Trustees present for the meeting were:

President Bradley Wooten
Vice President Willie Akins
Treasurer Myisha Owens
Secretary Skyla Gibson
Trustee Princess Dempsey
Trustee Venita Mendez

Trustees not present for the meeting were:
Trustee Stacy Bufford

Approval of Items Discussed in Closed Session,
An update on recent staff issues and a personal report submitted by the Director.

Officer Reports,
Treasurer, Skyla Gibson presented an oral report of the expenditure totals for July 2025.

	July 2025
Payroll & Benefits	**$ 93,033.80**
General Checking	**$ 27,999.66**
Totals	**$ 121,033.46**

Executive Director Report,
The Executive Director's report was dispensed in the trustee packets.

Adjournment,

Motion: Adjournment of the August 28, 2025 BPLD Regular Board Meeting at 8:53 p.m.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

President, Bradley Wooten

Secretary, ~~Myisha Owens~~ PRINCESS DEMPSEY

9-25-25
Approved Date