Broadview Public Library District

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

Broadview Public Library District
Regular Board Meeting Minutes
Thursday, May 28, 2026 - 7:00 pm

A Regular Board Meeting of the Broadview Public Library District Board of Trustees was held on Thursday, May 28, 2026 at the Broadview Public Library District.

Trustees present for the meeting were:

President Bradley Wooten
Vice President Willie Akins
Treasurer Skyla Gibson
Trustee Venita Mendez – arrived at 7:05 pm
Trustee Princess Dempsey

Trustees not present for the meeting were:

Secretary Myisha Owens
Trustee Stacy Bufford

A quorum was present and the meeting was called to order at 7:02 pm.

Motion:	Approval of appointing Trustee Princess Dempsey as Secretary pro-tem for the May 28, 2026 Regular Board Meeting.
Motioned by:	Vice President Willie Akins and properly seconded.
Roll Call Vote:	Ayes: **4** Nays: **0** Absent: **3** Abstain: **0**
Vote Result:	Motion carried

Approval of Agenda,

The Thursday, May 28, 2026 meeting agenda was approved as published.

Motioned by:	Trustee Princess Dempsey and properly seconded.
Roll Call Vote:	Ayes: **4** Nays: **0** Absent: **3** Abstain: **0**
Vote Result:	Motion carried

Public Comment/Community Announcements,

Vice President, Willie Akins – Proviso Township Shredding Event
Executive Director, Tanya King – BPLD SRP Kickoff 2026

Approval of Minutes,

Regular Board Meeting Minutes – Thursday, April 23, 2026 – accepted with amendment to Trustee attendance
Regular Board Meeting Minutes (Executive Session) – Thursday, April 23, 2026 – accepted with amendment to Trustee attendance.
Budget Committee Meeting Minutes – Friday, May 15, 2026 – accepted as circulated.

New Business,

Presentation & Discussion: Tentative FY2027 Budget.

Director King presented a preliminary draft of the FY2027 Budget, creating a more comprehensive, organized, and transparent financial plan than in previous years. The proposed draft included the consolidation and elimination of certain accounts. Director King also shared an anticipated budget timeline leading to the adoption of the Tentative Combined Annual Budget and Appropriations Ordinance followed by the required posting/publication of the proposed budget, public hearing and acceptance of the budget in its final form.

Motion, Discussion & Approval: Ordinance Ratifying Emergency Expenditures.

As a matter of standard procedure and in preparation for the upcoming annual audit, BPLD will be engaging a new auditing firm to conduct its annual audit. In anticipation of this process, an ordinance will need to be drafted and adopted to formally document the necessity and use of reserve funds during the emergency facility closure. The ordinance will provide official authorization and transparency regarding the allocation of reserve funds that were utilized.

Motion: Approval of Ordinance Ratifying Emergency Expenditures.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

Presentation & Discussion: Ordinance Establishing Non-Resident Cards & Fees.

Director King presented a recommendation to revise the BPLD non-resident library card household fee from the current rate of $534.71 to $240. The recommendation was made with consideration of improving accessibility and affordability for non-resident households seeking library services. The vote on the proposed fee reduction was postponed and will be revisited at a future meeting.

Presentation & Discussion: Ordinance Levying Tax for Maintenance, Repairs and Alterations pursuant to 75 ILCS 16/35-5 (b).

Director King recommended the adoption of an ordinance levying a tax for building maintenance, repairs, and alterations pursuant to Section 35-5(b) of the Illinois Public Library District Act. The proposed ordinance would authorize BPLD to levy an additional 0.02% special tax, dedicated for facility

maintenance, necessary repairs, and future building improvements, helping to preserve the library's infrastructure.

Motion, Discussion & Approval: Adoption of Materials Selection & Collection Development Policy.
Director King emphasized the importance of establishing a Materials Selection and Collection Development Policy for BPLD. The absence of such a policy could negatively impact the District's eligibility for future grant opportunities, including per capita grant funding. Director King explained that a formal policy provides important guidance regarding the selection and management of library materials and helps protect the District from liability related to minors accessing or reviewing specific content. Furthermore, the adoption of a Materials Selection and Collection Development Policy ensures that BPLD remains aligned with recognized library standards and principles such as the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement.

Motion: Approval of a Materials Selection & Collection Development Policy.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

Motion, Discussion & Approval: Adoption of Artificial Intelligence (AI) Governance and Usage Policies.
Director King presented informational material from the American Library Association regarding the use and implementation of artificial intelligence (AI) in library settings. Director King emphasized the growing role of AI in enhancing efficiency, improving access to information, and supporting both board, staff and patron needs. In light of these developments, she recommended that the Board consider adopting a formal AI policy to establish clear guidelines for the responsible use of AI within BPLD.

Motion: Adoption of Artificial Intelligence (AI) Governance and Usage Policy.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

Motion, Discussion & Approval: Trustee Travel Policy Update.
Director King noted that the current BPLD Trustee Travel Policy is outdated and requires revision to ensure continued compliance with applicable standards and regulations. She recommended that, prior to any trustees attending future conferences or engaging in official travel on behalf of the District, the Board vote to update of the policy. This update is intended to align the District's travel procedures with the requirements of the Travel Expense Control Act.

Motion: Approval of update to the Trustee Travel Policy.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

Motion, Discussion & Approval: Executive Directors Salary.

Vice President Willie Akins led a discussion regarding a proposed adjustment to the Executive Director's salary. As part of the discussion, comparative salary data from surrounding suburban libraries were shared to provide context and support informed decision-making. Discussion ensued and a consensus was reached to adjust the Executive Director's salary to $110,000.00 for FY27. It was further noted that the Board would retain the option to revisit and consider an additional adjustment during the FY27 budget cycle for FY28.

Motion: Approval of an adjustment to the Executive Director salary to $110,000.00 for FY27.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

Information: Ferrara Candy Company Pollinator Garden Thank You Letter.

Director King presented a formal letter addressed to Ferrara Candy Company expressing appreciation for their sponsorship of the BPLD Pollinator Garden. The correspondence was intended to formally acknowledge the company's support and contribution toward the development and sustainability of the library's garden initiative.

Information & Discussion: Illinois Public Library Standards – Collection Management.

Director King presented the next Illinois Public Library Standard, Collection Management, to the Board. Topics such as collection development, record disposal and historical digitizing were discussed.

Motion, Discussion & Approval: Unpaid Bills for May 2026.

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

Motion: Approval of the Unpaid Bills for May 2026
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

Executive Session,

Motion: Move to Executive Session at 8:20 pm
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

Motion: Move to reconvene back to Open Session at 8:24 pm
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

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

Trustees not present for the meeting were:

Secretary Myisha Owens
Trustee Stacy Bufford

Approval of Items Discussed in Closed Session,

The resignation of two employees and an announcement of retirement were discussed.

Officer Reports,

Treasurer, Skyla Gibson presented an oral report of the expenditure totals for the month of April 2026.

	April 2026
Payroll & Benefits	**$ 64,373.87**
General Checking	**$ 51,920.57**
Totals	**$ 116,294.44**

Executive Director Report,

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

Adjournment,

Motion: Adjournment of the May 28, 2026 BPLD Regular Board Meeting at 8:30 p.m.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
Vote Result: Motion carried

President, Bradley Wooten

Acting Secretary, Princess Dempsey

6/25/26
Approved Date