# Broadview Public Library District

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

## Broadview Public Library District
## Regular Board Meeting Minutes
## Thursday, July 23, 2026 - 7:00 pm

A Regular Board Meeting of the Broadview Public Library District Board of Trustees was held on Thursday, July 23, 2027 at the Broadview Public Library District.

Trustees present for the meeting were:

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| President Bradley Wooten | Vice President Willie Akins |
| Treasurer Skyla Gibson | Secretary Myisha Owens – arrived at 7:15 pm |
| Trustee Princess Dempsey | Trustee Stacy Bufford |

Trustees not present for the meeting were:
Trustee Venita Mendez

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

**Motion:** Approval of appointing Trustee Princess Dempsey as Secretary pro-tem for the July 23, 2026 Regular Board Meeting.
**Motioned by:** President Bradley Wooten and properly seconded.
**Roll Call Vote:** Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
**Vote Result:** Motion carried

**Approval of Agenda**,
The Thursday, July 23, 2026 meeting agenda was approved as published.
**Motioned by:** Trustee Princess Dempsey and properly seconded.
**Roll Call Vote:** Ayes: **5** Nays: **0** Absent: **2** Abstain: **0**
**Vote Result:** Motion carried

**Public Comment/Community Announcements**,
Maywood Resident, Elizabeth Stephenson – BPLD Reciprocal Borrowing Policy

**Approval of Minutes,**

Regular Board Meeting Minutes – Thursday, June 25, 2026.
Regular Board Meeting Minutes (Executive Session) – Thursday, June 25, 2026.
The Thursday, June 25, 2026 Regular and Executive Session Minutes were accepted as circulated.

**New Business,**

***Presentation: iLead Project Manager Leanne Furby – Trustee Orientation to iLead Training Sources.***
iLead Project Manager, Leanne Furby gave a virtual orientation to the BPLD Board of Trustees on the L2 Trustee portal which is a learning resource for Public Library Trustees in the State of Illinois.

**Executive Session,**

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| **Motion:** | Move to Executive Session at 7:37 pm | | | |
| **Motioned by:** | President Bradley Wooten and properly seconded. | | | |
| **Roll Call Vote:** | Ayes: **6** | Nays: **0** | Absent: **1** | Abstain: **0** |
| **Vote Result:** | Motion carried | | | |

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| **Motion:** | Move to reconvene back to Open Session at 8:06 pm | | | |
| **Motioned by:** | President Bradley Wooten 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 |
| Secretary Myisha Owens | Treasurer Skyla Gibson |
| Trustee Princess Dempsey | Trustee Stacy Bufford |

Trustees not present for the meeting were:
Trustee Venita Mendez

**Approval of Items Discussed in Closed Session,**

Personnel and the restructuring of Public Services Coordinator positions.

**New Business (continued),**

***Information, Motion, Discussion & Approval: Personnel Committee Appointments***
President Wooten emphasized the importance of establishing a well-structured Personnel Committee to ensure that personnel matters are handled in an organized, consistent, and effective manner. President Wooten appointed Trustees Dempsey and Akins to serve on the Personnel Committee and also designated himself as an alternate backup to assist when necessary.

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| **Motion:** | Acceptance of Personnel Committee appointments. | | | |
| **Motioned by:** | Trustee Princess Dempsey and properly seconded. | | | |
| **Roll Call Vote:** | Ayes: **6** | Nays: **0** | Absent: **1** | Abstain: **0** |

**Vote Result:** Motion carried

***Information, Motion, Discussion & Approval: Organizational Restructuring of the Public Services Department.***

In October 2024, the restructuring of the Public Services Department was initiated at the direction of then-Board President David Upshaw. As part of this process, it was determined that the existing job descriptions for both the Youth Coordinator and Adult Coordinator positions would be reviewed and restructured to better align with the qualifications and professional expertise of librarians holding a MLIS degree.

**Motion:** Approval of restructured Public Services Youth and Adult Coordinator Job Descriptions.
**Motioned by:** Trustee Princess Dempsey and properly seconded.
**Roll Call Vote:** Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
**Vote Result:** Motion carried

***Information, Motion, Discussion & Approval: Building Weatherproofing Repairs.***

Director King addressed building maintenance issues that require attention based on the findings identified in the recent building assessment. SMC Construction has been selected to complete the recommended repairs. The initial cost of the identified work is estimated at $8,563. The repairs are anticipated to begin in late August.

**Motion:** Approval of building maintenance issues to be completed by SMC Construction.
**Motioned by:** Trustee Princess Dempsey and properly seconded.
**Roll Call Vote:** Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
**Vote Result:** Motion carried

***Information: PTAB Appeal - PetSmart***

Director Kings recommendation to the Board was not to intervene with the recent received PetSmart PTAB (Property Tax Appeal Board).

***Information: Community Partnership Agreement with PLCCA.***

Director King informed the Board that the PLCCA (Proviso Leyden Council for Community Action) representative in Maywood has been actively sharing information about BPLD, including the library's programs, services, and available resources, with the families she serves. Director King noted that this community partnership has helped increase positive patron activity.

***Information: Secretary's Audit.***

Annually BPLD must complete an IPLAR data report which includes an audit of the FY board meeting minutes. Director King reminded the two board members the deadline is soon approaching (August 15, 2026).

***Information, Discussion: Patron Issues.***

Director King shared information with the Board regarding recent patron-related issues. Among the

matters discussed was an incident that escalated to the point of requiring police presence at the library. As a result of the incident, the patron was cited for trespassing. Director King also reported an issue involving a non-resident patron who had concerns regarding the library's reciprocal borrowing procedures.

***Information, Discussion: Traffic Study Request for Crosswalk on Roosevelt at 16th Ave.***
Director King shared information with the Board regarding efforts to address pedestrian safety concerns for library patrons residing on the north side of Roosevelt Road. She discussed the possibility of approaching Mayor Thompson and Senator Lightford's office to express the library's interest in advocating for the installation of safer and more clearly designated crosswalks at 16th Avenue and Roosevelt Road.

***Information: Village of Broadview Economic Support – 3D Printer.***
Director King shared information with the Board regarding a recent request received from the Mayor's Office to utilize the library's 3D equipment. She explained that, in the spirit of community unity and collaboration, the request provides an opportunity for the library to support local government initiatives while demonstrating the value and capabilities of the library's resources.

***Information, Discussion: Illinois Public Library Standards: Finance and Budget.***
Director King presented the next Illinois Public Library Standard, Finance and Budget, to the Board. Topics such as audits, housing financial documents, and long-term financial planning were discussed.

***Information, Motion, Discussion & Approval: Closure of Fifth Third Bank Accounts.***
Director King presented a Resolution authorizing closure of all accounts held at Fifth Third Bank and transferring remaining funds to the library's main Wintrust Bank account. No action was taken and this item was tabled until the August 2026 Board meeting.

***Motion, Discussion & Approval: Unpaid Bills for July 2026.***
The board reviewed the current month's financial expenditures for.

**Motion:** Approval of the Unpaid Bills for July 2026 pending changes to the check register cycle date.
**Motioned by:** Trustee Princess Dempsey and properly seconded.
**Roll Call Vote:** Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
**Vote Result:** Motion carried

**Officer Reports,**
Treasurer, Skyla Gibson presented an oral report of the expenditure totals for the month of June 2026.

| | **June 2026** |
|---|---|
| **Payroll & Benefits** | **$ 59,487.16** |
| **General Checking** | **$ 91,097.29** |

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|---|---|
| **Totals** | **$ 150,566.45** |

**Executive Director Report,**

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

**Adjournment,**

**Motion:** Adjournment of the July 23, 2026 BPLD Regular Board Meeting at 9:06 p.m.
**Motioned by:** Treasurer Skyla Gibson and properly seconded.
**Roll Call Vote:** Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
**Vote Result:** Motion carried

President, Bradley Wooten

Acting Secretary, Princess Dempsey

8/27/26
Approved Date