Broadview Public Library District

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

Broadview Public Library District
Personnel Committee Meeting Minutes
Thursday, August 27, 2026 - 5:00 pm

A Personnel Committee Meeting of the Broadview Public Library District Board of Trustees was held on Thursday, August 27, 2026 at the Broadview Public Library District.

Committee Members present for the meeting were:
Vice-President Willie Akins Trustee Princess Dempsey
also present – Executive Director Tanya King

Committee Members not present for the meeting were:
President Bradley Wooten

A quorum was present and the meeting was called to order at 5:10 pm.

Approval of Agenda,
The Thursday, August 27, 2026 meeting agenda was approved as published.
Motioned by: Vice-President Willie Akins and properly seconded.
Roll Call Vote: Ayes: **2** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Public Comment/Community Announcements,
N/A

New Business,
Motion & Discussion: Executive Director Job Description Updates.
During review and discussion of the Executive Director job description, a request was made for clarification regarding the duties, responsibilities, and lines of authority that would apply in the absence of the Executive Director. In response, the Director reviewed and explained the organizational chart that had previously been developed by her. The discussion focused on clarifying the organizational structure, roles, and responsibilities of staff members, as well as

identifying how duties and decision-making authority would be managed during periods when the Executive Director is unavailable.

Motion: Discussion of the updated Executive Director Job Description.
Motioned by: Vice-President Willie Akins and properly seconded.
Roll Call Vote: Ayes: **2** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Executive Session,

Motion: Move to Executive Session at 5:26 pm
Motioned by: Vice President Willie Akins and properly seconded.
Roll Call Vote: Ayes: **2** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Motion: Move to reconvene back to Open Session at 5:35 pm
Motioned by: Vice President Willie Akins and properly seconded.
Roll Call Vote: Ayes: **2** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Motion & Discussion: Executive Director Performance Review Planning.

The Executive Director submitted a comprehensive list of tasks and initiatives that were completed during the previous fiscal year, providing an overview of the progress made and work accomplished throughout the year. In addition, the Executive Director presented a list of proposed goals and objectives for the upcoming fiscal year to help establish priorities and guide future efforts. A designated comments section was also included to allow for feedback, questions, and additional input regarding the proposed goals. Furthermore, a section was provided for amendments and suggestions, giving board trustees an opportunity to recommend revisions, additions, or other changes as they review the proposed goals and priorities for the upcoming fiscal year. This review is scheduled to take place at the October 2026 board meeting.

Motion: Discussion of the Executive Director performance review planning.
Motioned by: Vice-President Willie Akins and properly seconded.
Roll Call Vote: Ayes: **2** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Adjournment

Motion: Adjournment of the August 27, 2026 Personnel Committee Board Meeting at 5:42 p.m.
Motioned by: Trustee Princess Dempsey and properly seconded.
Roll Call Vote: Ayes: **2** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Vice-President, Willie Akins

Acting Secretary, Princess Dempsey

9/24/26

Approved Date