

**BROADVIEW PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
Administrative Committee Meeting Minutes  
January 9, 2014

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

Committee Chair Roberta McGill called the meeting to order at 1:04 p.m. with the following members present: Linda DuPree, Robert Jones and Roberta McGill. Also present was Melissa Gardner, Executive Director.

**2. Pledge of Allegiance**

**3. Public Comment:** No member of the public was present.

**4. Meeting Room Appeal**

Trustee Jones moved and seconded by Trustee McGill to discuss the appeal by Princess Dempsey in regards to the use of the meeting room.

The committee reviewed, selected and organized the information and documents for the appeal of Dempsey Staffing Firm.

**Materials presented as evidence:**

**Exhibit 1** is a copy of the letter sent to Dempsey Staffing Firm regarding cancellation of the meeting room and other emails.

**Exhibit 2** is a request for a copy of the Meeting Room Agreement signed by Dempsey Staffing in regard to any and all programs sponsored, co-sponsored or partnership with Broadview Public Library District (BPLD).<sup>1</sup>

**Exhibit 3** is a request for any contract or agreement between any representative of Dempsey Staffing and the BLPLD.<sup>2</sup>

**Exhibit 4** is a request for any minutes of any meeting with the BPLD Board of Trustees in which Dempsey Staffing or its representative or agent attended the meeting.

**Exhibit 5** contains proposals or any documents submitted by Dempsey Staffing in regard to any and all programs seeking sponsored, co-sponsored or partnership with BPLD.<sup>3</sup>

**Exhibit 6** is Dempsey Staffing Firm License and Bond.

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<sup>1</sup> None - the agreement to co-sponsor a program with her was verbal.

<sup>2</sup> There was none.

<sup>3</sup> There was none.

**Exhibit 7** is the BPLD Meeting Room Policy which includes the meeting room reservation request form and meeting room agreement.

**Exhibit 8** is BPLD Program Policy.

**Exhibit 9** is Dempsey Staffing Appeal Letter.

**Exhibit 10** is Dempsey Staffing participants' sign-in sheets.<sup>4</sup>

**Exhibit 11** is an email from Trustee McGill dated December 11, 2013 with notes.

**Exhibit 12** is a News Release, TCF National Bank, Westchester, IL partnered with Dempsey Staffing Firm, no date listed.

**Exhibit 13** is Living Word Christian Center W. E C.A.R.E. Employment Training, Partnership Agreement, with Dempsey Staffing, no date or signature.

**Exhibit 14** is La Shawn K. Ford, State Representative, 8<sup>th</sup> District, recommendation letter for Princess Dempsey, September 4, 2013.

### **Discussion of the Meeting Room Appeal Letter Concerns**

#### **Meeting Room Use**

The suspended programs were all unauthorized Library sponsored programs. In this case, the suspended program was based on a verbal agreement made between the director and Ms. Dempsey.<sup>5</sup> Therefore, the Library Board reserves the right to cancel the program and reschedule it at the Library's discretion.

Decision: Ms. Dempsey is welcome to continue her program at the Library by completing a meeting room reservation request for use of the meeting room by complying with the library's policies and procedures.

#### **Liability Issues**

The committee discussed who shall assume responsibility for the repair and restoration in the event of damages caused by the applicant or their invitees during their use of the meeting room. The committee reviewed the BPLD Meeting Room Agreement. The implementation of this agreement is key to ensuring the protection of the Broadview Public Library District, "its officers, agents, volunteers and employees from and against any and all claims and lawsuits, damages, cause of action, judgment, settlements, losses, damage or theft or sustained by any

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<sup>4</sup> There was none.

<sup>5</sup> Exhibit 2 and 3

person or entity resulting from or related to the use of the Library District's meeting room, the Library Building or the Library's grounds, including the parking lot."<sup>6</sup>

Decision: In the case of any damages to the BPLD Meeting room caused by the applicant and/or their invitees during their use, the applicant shall be held liable for those damages.

### **Partnership with the Library Board**

The chair read the fourth sentence of the appeal letter that refers to a partnership with the Library Board.

Decision: There were no written documentations of a partnership agreement between Dempsey Staffing Firm and the Library Board or its representatives. There were no documents to show that the Library Board approved a partnership agreement with Dempsey Staffing Firm.<sup>7</sup>

### **How many other companies received notifications?**

The chair read the following email:

From: David Upshaw  
Sent: Friday, September 27, 2013  
To: Melissa Gardner  
Subject: RE: License and Bond

Based on the conflicting information that you provided, I am very concerned about the Broadview Public District exposure. My concern is the usage of the library meeting room by businesses that may not be qualified to do so. I believe that this may create a liability issue for the library. This excludes the programs that are run by library staff.

Effective immediately, we can no longer extend a courtesy of the meeting room to the following companies-Diamond Staffing Firm, Dempsey Staffing and Secretarial Services, Dempsey Staffing Firm, or Corporate Resources Services until I receive legal counsel and the administrative committee reviews the meeting room policy.<sup>8</sup>

### **Signature Policy**

The chair read BPLD's current signature policy regarding contracts. According to the policy, the signature requirements for contracts binding the BPLD are identified as the following:

- Executive Director
- Board President
- Board Secretary (if required)

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<sup>6</sup> Exhibit 7, page 5

<sup>7</sup> Exhibit 3

<sup>8</sup> Exhibit 1

Decision: There was no documentation of a written contract or any agreement signed by the authorized individuals.

### **Broadview Public Library Newsletter**

The committee reviewed the newsletters.

### **Recommendations to the Board**

The committee agreed on the proposals to present to the board to provide Ms. Dempsey:

- a copy of the BPLD current meeting room policies
- explain to her how she can apply for programs at the library
- invite her to present a written proposal of her program
- encourage her to schedule an upcoming event by filling out a meeting room reservation request to continue her program

### **Recommendations for the Future**

The committee recommends the best method for obtaining a Library program is accepting a written program proposal from the public. Therefore, all potential presenters are provided the equal opportunity to describe the scope of their program.

This open process allows all potential Library presenters to compete on the basis of professional merit and ensures that all proposers are treated fairly and that the Library has access to the best talent available for the subject.

### **Discussion of Draft Letter and Report (action required)**

The committee agreed to begin with the development of language for a written letter to the attorney for review. The committee will submit the draft letter and report with findings, subject to further review and approval, to the trustees at the next board meeting on January 16, 2014.


## **DECISION OF THE COMMITTEE**


The evidence presented to the administrative committee established that the allegations did not occur.


The Committee recommends that a program sponsorship not be granted to Dempsey Staffing at this time. However, Ms. Dempsey is welcome to complete a meeting room reservation request for use of the meeting room by complying with the Library's policies and procedures.

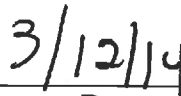
**Adjournment**

Trustee Jones moved and seconded by Trustee DuPree to adjourn the meeting at 2:20 p.m.  
motion carried unanimously.

  
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David C. Upshaw  
President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Roberta McGill  
Secretary

  
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Date