



Broadview Public Library District

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

Broadview Public Library District Regular Board Meeting Minutes Thursday, August 22, 2024 - 7:00 pm

A Regular Board Meeting of the Broadview Public Library District Board of Trustees was held on Thursday, August 22, 2024 at the Broadview Public Library District.

Trustees present for the meeting were:

President David Upshaw	Vice-President Willie Akins
Treasurer Bradley Wooten	Trustee Michael Ennis
Trustee Venita Mendez	Trustee Stacy Bufford

Trustees not present for the meeting were:

Secretary Myisha Owens

A quorum was present and the meeting was called to order at 7:31 pm.

Approval of Agenda

Treasurer Bradley Wooten motioned to appoint Vice-President Willie Akins as Secretary pro-tem for the August 22, 2024 Regular Board Meeting.

Motion: Approval of appointing Vice President Akins as Secretary pro-tem for the August 22, 2024 Regular Board Meeting.

Motioned by: Treasurer Bradley Wooten 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 7:33 pm

Motioned by: Trustee Michael Ennis 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 8:35 pm
Motioned by: Trustee Michael Ennis 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 David Upshaw	Vice-President Willie Akins
Treasurer Bradley Wooten	Trustee Michael Ennis
Trustee Venita Mendez	Trustee Stacy Bufford

Trustees not present for the meeting were:

Secretary Myisha Owens

Items Discussed in Closed Session.

The Board discussed the forming of the budget which encompassed salary and assembling of accounts for future budgets.

Public Comment/Community Announcements.

BPLD Board Trustee, Bradley Wooten – BPLD Financial Health

Trustee Michael Ennis motioned to adjust agenda items 6c and 6d to follow an organized procedure.

Motion: Approval of correcting a duplicate listing of agenda items 6c and 6d to reflect 6c, 6d and 6e.
Motioned by: Trustee Michael Ennis and properly seconded.
Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**
Vote Result: Motion carried

Approval of Minutes.

Hiring Committee Meeting Minutes – Tuesday, July 23, 2024 – accepted as circulated.
Hiring Committee Meeting Minutes – Thursday, July 25, 2024 – accepted as circulated.
Hiring Committee Meeting Minutes – Thursday, July 25, 2024 (Executive Session) – accepted as circulated.
Regular Board Meeting Minutes – Thursday, July 25, 2024 – accepted as circulated.
Regular Board Meeting Minutes – Thursday, July 25, 2024 (Executive Session) – accepted as circulated.
Special Board Meeting Minutes – Monday, August 5, 2024 – accepted as circulated.
Special Board Meeting Minutes – Tuesday, August 6, 2024 – accepted as circulated.
Special Board Meeting Minutes – Friday, August 16, 2024 – accepted as circulated.

Old Business.

Information: Progress Report on the Installation of Library Directional Signage.

Operations Manager, Maurice Goodson presented an oral update of library signage and the locations that have begun to display the signage throughout the Village of Broadview.

Motion and Approval: FY2025 Budget and Appropriations Ordinance 2024-02.

Assistant Director Robert Lafferty relayed information regarding the FY2025 budget.

Motion: Approval of FY2025 Budget and Appropriations Ordinance 2024-02.

Motioned by: Trustee Michael Ennis and properly seconded.

Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**

Vote Result: Motion carried

New Business.

Discussion: Library Accountant Kelly Zabinksi.

Discussion took place during Executive Session with the accountant regarding insight of the budget and recommendations of how it can be improved in the future.

Motion and Approval: Ordinance 2024-03 for the .02% Building & Maintenance Tax.

This ordinance requests .02% increase of the library levy to be designated for building maintenance.

Motion: Approval of Ordinance 2024-03 for the .02% Building Maintenance Tax.

Motioned by: Trustee Michael Ennis and properly seconded.

Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**

Vote Result: Motion carried

Discussion, Motion and Approval: Staff In-Service Day – Friday, September 20, 2024.

Operations Manager, Maurice Goodson presented details for a staff training day involving safety and support.

Motion: Approval of library closure for Staff In-Service Day – Friday, September 20, 2024.

Motioned by: Trustee Michael Ennis and properly seconded.

Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**

Vote Result: Motion carried

Approval: August 2024 Bills

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

Motion: Approval of the August 2024 expenditures.

Motioned by: Vice President Willie Akins and properly seconded.

Roll Call Vote: Ayes: **6** Nays: **0** Absent: **1** Abstain: **0**

Vote Result: Motion carried

Information: Hiring Committee Report

Discussion took place in Executive Session.

Executive Session.

Motion: Move to Executive Session at 9:07 pm

Motioned by: Vice President Willie Akins 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 9:55 pm
Motioned by: President David Upshaw 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 David Upshaw Vice-President Willie Akins
Treasurer Bradley Wooten Trustee Michael Ennis
Trustee Venita Mendez Trustee Stacy Bufford

Trustees not present for the meeting were:

Secretary Myisha Owens

Items Discussed in Closed Session,

Discussion ensued involving the two Executive Director vacancy finalists. A decision was made to extend an offer of employment to candidate Tanya King.

Officer Reports,

Treasurer, Bradley Wooten presented an oral report of the expenditure totals for July 2024.

	July 2024
Payroll & Benefits	\$ 95,789.57
General Checking	\$ 76,764.00
Totals	\$172,553.57

Executive Director Report,

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

Adjournment,

Motion: Adjournment of the August 22, 2024 BPLD Regular Board Meeting at 10:00 p.m.
Motioned by: Trustee Michael Ennis and properly seconded.
Roll Call Vote: Ayes: 6 Nays: 0 Absent: 1 Abstain: 0
Vote Result: Motion carried

Willie A. Akins

President Pro Tem

WILLIE AKINS

M. Owens

Secretary

MYISHA OWENS

9/26/2024

Approved Date