

**Regular Board Meeting Minutes  
of the  
RIVERDALE PUBLIC LIBRARY DISTRICT**

**August 9, 2021**

**CALL TO ORDER**

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 7:01 P.M. on Monday, August 9, 2021, at the Riverdale Public Library.

**ROLL CALL**

The roll was called as follows:

Present: Trustee Battle, Trustee Brown, Trustee Burford, Trustee Dixon, Trustee Gay,  
President Williams

Absent: Trustee Cunningham

There was a quorum present to conduct business.

Also, present was Interim Director Kathy Parker, Attorney Jill Kolinski.  
Guests from the Public were June Hawkins.

**MINUTES**

**3a. Action Item:** Approval of July 12, 2021, Regular Board Meeting minutes

A motion was made by Trustee Battle and seconded by Trustee Gay to approve the minutes of the Regular Board Meeting held on Monday, July 12, 2021.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

**Motion Passed**

**3b. Action Item:** Approve Resolution 2021-02 to approve May 10, 2021 and June 14, 2021

Executive Session Minutes

A motion was made by Trustee Battle and to approve Resolution 2021-02 Executive Session minutes of the Special Board Meeting held on Monday, May 10, 2021, and the Regular Board Meeting minutes of June 14, 2021. Seconded by Trustee Gay

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

**Motion Passed**

**3c. Action Item:** Approve Resolutions 2021-03 to release the Executive Session Minutes of May 10, 2021 and June 14, 2021.

A motion was made by Trustee Battle to approve Resolution 2021-03 and release Executive Session minutes of the Special Board Meeting held on Monday, May 10, 2021 to the public, and to keep the Regular Board Meeting Executive Session minutes of June 14, 2021 closed. Seconded by Trustee Gay

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

## COMMUNICATIONS

None.

## TREASURER'S REPORT

### **5a. Action Item:** July 2021 Financial Statements

President Williams discussed the Income and Expense Statement for July 1 to July 31, 2021, that she created from the bank statements. She will continue to produce this document at each board meeting until the accountant begins to produce Monthly Financials, where this information will be included.

A motion made by Trustee Dixon to approve the July 2021 Income and Expense Statement.  
Second by Trustee Gay.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

### **5b. Action Item:** August 9, 2021, Accounts Payable

A motion made by Trustee Battle to approve the Accounts Payable for August 9, 2021, in the amount of \$26,759.47. Seconded by Trustee Gay.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

### **5c. Action Item:** Library Payroll July 14, 2021, and July 28, 2021

A motion made by Trustee Battle to approve the Library Payroll for July 14 2021 in the amount of \$4,393.41 and July 28, 2021 in the amount of \$2,943.86. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

### **5d. Action Item:** Ratify the LIMRiCC 2<sup>nd</sup> quarter Unemployment payment

A motion made by Trustee Battle to ratify the LIMRiCC 2<sup>nd</sup> quarter Unemployment payment in the amount of \$618.50 Seconded by Trustee Battle.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

## INTERIM DIRECTOR'S REPORT

Interim Director Parker asked if there were any questions on her written report. Trustee Gay asked for clarification about the director salary range. Trustee Dixon asked about the On the Road to Recovery grant.

Interim Director Parker discussed training and the board determined that the end of September would be a good time.

## REPORTS OF COMMITTEES AND OFFICES:

None

## UNFINISHED BUSINESS

### 8a. Opening to Public

Interim Director Parker discussed hiring temporary staff from other libraries so that we can open to the public while we are hiring permanent staff. Trustee Brown asked letting the day cares know so we can reconnect with them. Trustee Gay stated that we need to let people know when we are open again.

### 8b. Library Director Search Proposals

The trustees had quite a few questions about the proposals.

Trustee Dixon asked about the difference in the firms. She would also prefer in person interviews to Zoom interviews. Trustee Gay agreed about doing in person interviews. Trustee Brown asked if HR Source would come out as Deiters & Todd are.

The overall consensus of the board was to hire a consultant. President Williams suggested that the board hold a special meeting to meet the firms. The board agreed and President Williams said she would reach out to set up a date.

## NEW BUSINESS:

### **9a. Action Item:** Approve Job Descriptions

A motion made by Trustee Dixon to approve the job descriptions for Library Director, Circulation Clerk, Maintenance Technician, and Technical Services. Seconded by Trustee Brown.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

**Motion Passed**

### **9b. Action Item:** Ratify contract for Amato Building Maintenance

A motion made by Trustee Brown to ratify the contract to hire Amato Business Maintenance to perform cleaning services in the amount of \$410 per month. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

**9c. Action Item:** Change October Board Meeting date from October 11, 2021 to October 18, 2021

A motion made by Trustee Dixon to change the Regular Board Meeting date in October from the 11<sup>th</sup> to the 18<sup>th</sup>. Seconded by Trustee Brown.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

PUBLIC COMMENT

June Hawkins

- Found meeting very informative and is glad to see the new direction of the library. She is happy that everyone is able to discuss issues with dignity. She also appreciates all Interim Director Parker and Attorney Kolinsky for what they are bringing to the meetings.

EXECUTIVE SESSION

A motion was made by Trustee Dixon at 8:34 PM, to enter into executive session pursuant to 5 ILCS 120/2(c)(2). Seconded by Trustee Brown.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

A motion was made by Trustee Dixon to reconvene the regular board meeting at 9:28 PM. Seconded by Trustee Brown.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams  
Nays: None  
Absent: Cunningham  
**Motion Passed**

ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 9:29 PM.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Shana Battle, Secretary