

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

October 18, 2021

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 7:12 P.M. on Monday, October 18, 2021 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Cunningham

There was a quorum present to conduct business.

Also present: Interim Director Kathy Parker, Attorney Jill Kolinski and Dolton resident Cecelia Nava- Gallardo.

3. MINUTES

3a. Action Item: Approval of September 13, 2021, Regular Board Meeting minutes

A motion was made by Trustee Gay and seconded by Trustee September 13, 2021.

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

Nays: None

Absent: Cunningham

Motion Passed

3b. Action Item: Approval of September 20, 2021, Special Board Meeting Minutes.

A motion was made by Trustee Gay and seconded by Trustee Battle to approve the minutes of the Special Board Meeting held on Monday, September 20, 2021.

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

Nays: None

Absent: Cunningham

Motion Passed

3c. Action Item: Approval of September 29, 2021, Special Board Meeting Minutes.

A motion was made by Trustee Battle and seconded by Trustee Gay to approve the minutes of the Special Board Meeting held on Monday, September 29, 2021.

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

Nays: None

Absent: Cunningham

Motion Passed

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4. COMMUNICATIONS

None.

5. TREASURER'S REPORT

5a. Action Item: September 2021 Financial Statements

President Williams discussed the Income and Expense Statement for September 1 to September 30, 2021, that she created from the bank statements. She also stated that as of the meeting date there is \$195,279.39 in the bank, with the receipt of the real estate tax monies.

She also discussed that she was able to decrease the bank fees considerably and is working on finding out what a monthly ACH charge for \$115 is for.

A motion made by Trustee September 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: October 18, 2021, Accounts Payable.

Interim Director Parker stated that she had held some invoices until the library received the installment of tax monies, which is why the AP this month is higher than in past months.

A motion made by Trustee Battle to approve the Accounts Payable for October 18, 2021 in the amount of \$40,602.26. Seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham

Motion Passed

5c. Action Item: Library Payroll August 11, 2021, and September 1, 2021

Trustee Gay asked requested the payroll documents be included in the board packet in the future. Interim Parker said she would include it and noted that the October 6th payroll reflected the payment of hours worked for the temporary employees.

A motion made by Trustee Battle to approve the Library Payroll for September 22, 2021, in the amount of \$2,344.18 and October 6, 2021 in the amount of \$4,911.65. Seconded by Trustee Brown.

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

Nays: None

Absent: Cunningham

Motion Passed

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6. INTERIM DIRECTOR'S REPORT

Interim Director Parker asked if there were any questions on her written report. President Williams thanked Parker for working on finding savings with Call One and moving to AT&T for the phone services, saving the library about \$2,000 a month. She also discussed that we should levy for a much money as legally allowed so that we can utilize those monies to bring services back to the community; the website vendor and how she is looking forward to having a new website soon.

Trustee Gay asked a question how many megabytes the tablets from AT&T were; a question about former staff getting unemployment; liked the idea of an amnesty and going fine free; want to get people back into the library with programs etc; hopes the new staff being hired are diverse; and thinks we should hold a benefit for deceased employee Brett Shelton and would like the library to purchase an industrial printer.

Trustee Dixon asked about replacing the carpet in the library and the accountant proposals.

Trustee Battle asked if the library was going to require COVID vaccine for staff. Attorney Kolinsky said she would craft a document for the board to review.

Trustee Brown said she thinks we should forgive all fines, clean slate and move forward.

Interim Director Parker showed the board 3 different logo options, and the board chose one to move forward with. With the receipt of the Road to Recovery grant, which will fund the upgrade of the library technology, she will begin to order the equipment. In addition, she will contact the state library to amend the Per Capita grant to change the use of the funds from salaries to technology so we can utilize the monies to finish the technology that the Road to Recovery grant did not cover. Parker also reported that the library would be hosting a pop-up vaccination event on October 28th and then 3 weeks later on November 18.

7. REPORTS OF COMMITTEES AND OFFICES:

None

8. OLD BUSINESS

8a. ***Discussion/Action Item:*** FY21-22 Budget.

A motion made by Trustee Battle to approve FY 21-22 budget. Seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham

Motion Passed

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NEW BUSINESS:

9a. ***Discussion Action Item:*** Personal Reflection/Meditation to agenda

President Williams mentioned that board member would like to add short reflection time to the agenda before the meeting starts. Board discussed various options and settled on Personal reflection of 60 seconds.

A motion made by Trustee Battle to approve adding Personal Reflection time to the agenda.
Seconded by Trustee Burford.

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

Motion Passed

9b. ***Discussion/Action Item:*** Set Levy Date

A motion made by Trustee Brown to set November 22, 2021 @ 6PM for the Tax Levy hearing
Seconded by Trustee Dixon.

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

9c. ***Discussion/Action Item:*** Amnesty of unreturned books/old patron fines

Interim Director Parker discussed the drawers of 'blacklisted patrons' that were at least a decade or more old. The board discussed doing an amnesty and going fine free.

A motion made by Trustee Dixon to do an amnesty for all patrons to return books and forgive fines. Fine Free would be tabled until November.
Seconded by Trustee Brown.

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

9d. ***Discussion/Action Item:*** Accountant/Auditor Proposals

The board discussed the proposals by the accountants and auditors. It was decided that the board would stay with the current auditors, Hearne & Associates and move to another accountant to do the library's monthly accounting work.

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A motion made by Trustee Dixon to approve Offsite Business as the new library accountant.
Seconded by Trustee Battle.

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

Nays: None

Absent: Cunningham

9e. Action Item: Library Personnel Policies

A motion made by Trustee Brown to approve the following policies as amended:
Pay Checks, Payroll Deductions, Performance Evaluations, Vacation, Sick Leave, Holidays,
Bereavement Leave, Jury Duty, Emergency Closing, Voting Leave, Family and Medical Leave,
Military Leave and Reserve Duty Leave, Victims Economic Security and Safety, Group Health
Insurance Plans, Group Health Insurance Plan and Termination, Illinois Municipal Retirement
Fund, 457(b) Deferred Compensation Plan, Employee Assistance Plan, Workers
Compensation, Reimbursement Policy

Seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham

Motion Passed

10. EXECUTIVE SESSION

None

11. PUBLIC COMMENT

None

12. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 8:55 PM.

SIGNED _____ DATE _____
Shana Battle, Secretary