

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

**December 13, 2021**

**1. CALL TO ORDER**

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 7:37 P.M. on Monday, December 13, 2021 at the Riverdale Public Library.

**2. 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: Interim Director Kathy Parker, Attorney Jill Kolinski.

**3. Personal Reflection/Meditation**

The board took 30 seconds of silence.

**4. EXECUTIVE SESSION**

A motion was made by Trustee Brown and seconded by Trustee Battle to enter into executive session pursuant to 5 ILCS 120/2 (c)(2) at 7:38 PM.

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

Nays: None

Absent: Cunningham

**Motion Passed**

A motion was made by Trustee Gay and seconded by Trustee Burford to exit executive session and reconvene open session at 7:46 PM.

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

Nays: None

Absent: Cunningham

**Motion Passed**

**Action of out executive session**

A motion was made by Trustee Burford and seconded by Trustee Brown to increase employee Barb Diehl annual salary to \$55,000 effective January 1, 2022.

Ayes: Battle, Brown, Burford, Gay, Williams

Nays: Dixon

Absent: Cunningham

**Motion Passed**

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5. MINUTES

5a. Approval of the November 8, 2021 Regular Meeting.

A motion was made by Trustee Battle and seconded by Trustee Burford to approve the minutes of the Regular Board Meeting held on Monday, November 8, 2021.

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

Nays: None

Absent: Cunningham

**Motion Passed**

5b. Approval of November 22, 2021, Tax Levy Hearing Minutes

. A motion was made by Trustee Burford and seconded by Trustee Dixon to approve the minutes of the Tax Levy Hearing Minutes held on Monday, November 22, 2021.

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

Nays: None

Absent: Cunningham

**Motion Passed**

5c. Approval of December 4, 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 for the purpose of Library Director Interviews, as corrected, held on Saturday December 4, 2021.

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

Nays: None

Absent: Cunningham

**Motion Passed**

6. COMMUNICATIONS

None.

7. TREASURER'S REPORT

7a: November 2021 Financial Statements

President Williams discussed the Income and Expense Statement for November 1 to November 30 that she created from the bank statements. She also stated that as of the meeting date there is \$199,915.67 in the bank, that she moved \$50,000 from the savings into checking to pay the monthly bills and to keep a balance to that we are not charged fees, that the IDES refund check was deposited and that she will call the bank about getting the charge reversed for the credit card terminal that was closed.

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A motion made by Trustee Dixon to accept the November 2021 Income and Expense Statement. Second by Trustee Battle.

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

Nays: None

Absent: Cunningham

**Motion Passed**

7b. December 13, 8, 2021, Accounts Payable.

Trustee Gay inquired about the following payees: Chicago Tribune, Marcy Jara, Technology Management, and William Lau. Trustee Brown inquired about the library credit card.

A motion made by Trustee Brown to approve the Accounts Payable for December 13, 2021 in the amount of \$25,650.06. Seconded by Trustee Burford.

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

Nays: None

Absent: Cunningham

**Motion Passed**

7c. Library Payroll November 17, 2021 and December 1, 2021

Interim Director Parker stated that if the hiring of permanent employees continues to go well, we can cease using the temporary employees by the end of the year.

A motion made by Trustee Dixon to approve the Library Payroll for November 17, 2021, in the amount of \$4,007.37 and December 1, 2021 in the amount of \$4,069.36. Seconded by Trustee Battle.

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

Nays: None

Absent: Cunningham

**Motion Passed**

**8. INTERIM DIRECTOR'S REPORT**

Interim Director Parker asked if there were any questions on her written report.

Trustee Gay asked questions about Call One, the Reduction Levy, doing an appraisal of the facility and contents and when we can add Friday and Saturday hours.

Interim Director Parker stated that the library has joined a group that has passes for various museums in Northern Illinois. Any Riverdale cardholder will be able to check out the passes for free or reduced entry and parking. She also recommends that the library join HR Source at the discounted rate before a new library director starts. This will be an excellent resource for them new director regarding HR issues.

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9. ATTORNEY REPORT

Attorney Kolinski stated that she had a vaccine mandate opinion completed for this meeting but it was pushed to the January meeting for discussion.

10. REPORTS OF COMMITTEES AND OFFICES:

None

11. OLD BUSINESS

None.

12. NEW BUSINESS:

12a. Approve Ordinance 2021-01 Ordinance Directing Against Proportional Reduction of the Aggregate Extension of the 2021 Tax Levy

A motion made by Trustee Dixon to approve Ordinance 2021-01 Ordinance Directing Against Proportional Reduction of the Aggregate Extension of the 2021 Tax Levy. Seconded by Trustee Brown.

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

Nays: None

Absent: Cunningham

**Motion Passed**

12b. Regular Board Meeting Time

Discussion by the board about changing the regular board meeting time from 7:00 PM to 6:00 PM

A motion was made by Trustee Dixon to change the regular board meeting time to 6:00 PM. Seconded by Trustee Brown.

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

Nays: None

Absent: Cunningham

**Motion Passed**

12c. July – Dec 2022 Board meeting days and closed days

A motion made by Trustee Gay to approve the July -December 2022 Board Meeting days with the reflected time change, and closed days as presented. Seconded by Trustee Battle

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

Nays: None

Absent: Cunningham

**Motion Passed**

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12d. Closed Days for Christmas and New Years

Interim Director Parker discussed that per policy the closed days for holidays are usually the day before and day after if a holiday falls on a day when the library is normally closed. This year the library would be closed, Thursday December 23, Monday December 27, Thursday December 30 and Monday January 3.

A motion made by Trustee Dixon to approve the close the library for the holidays presented by Interim Director Parker. Seconded by Trustee Gay.

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

Nays: None

Absent: Cunningham

**Motion Passed**

12e. Approve Resolution 2021-04 Illinois Library Presents Intergovernmental Agreement between Northbrook Library and Riverdale Public Library District.

A motion made by Trustee Dixon to approve Resolution 2021-04 Illinois Library Presents Intergovernmental Agreement between Northbrook Library and Riverdale Public Library District. Seconded by Trustee Brown.

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

Nays: None

Absent: Cunningham

**Motion Passed**

13.PUBLIC COMMENT

None

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 8:56 PM.

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