

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

February 14, 2022

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 6:03 PM. on Monday, February 14, 2022 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 Maryclare Touhy..

3. PERSONAL REFLECTION/MEDITATION

The board took 30 seconds of silence.

4. MINUTES

4a. Approval of the January 10, 2022 Regular Board Meeting Minutes.

A motion was made by Trustee Battle and seconded by Trustee Dixon to approve the minutes of the Regular Board Meeting held on January 10, 2022.

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

Nays: None

Absent: Cunningham

Motion Passed

4b. Approval of February 7, 2022 Special Board Meeting Minutes

. A motion was made by Trustee Gay and seconded by Trustee Brown to approve the minutes of the Special Board Meeting held on February 7, 2022.

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

Nays: None

Absent: Cunningham

Motion Passed

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4c. Approval of February 8, 2022 Special Board Meeting Minutes

A motion was made by Trustee Burford and seconded by Trustee Battle to approve the minutes of the Special Board Meeting held on February 8, 2022.

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

Nays: None

Absent: Cunningham

Motion Passed

5. COMMUNICATIONS

None.

6.TREASURER'S REPORT

6a: January 2022 Financial Statements

President Williams discussed the Income and Expense Statement for January 1 to January 30, that she created from the bank statements. She also stated that as of the meeting date there is \$155,865.59 in the bank and that she is still working with the bank about getting the charge reversed for the credit card terminal that was closed.

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

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

Nays: None

Absent: Cunningham

Motion Passed

6b. February 14, 2022 Accounts Payable.

President Williams inquired about the AT&T bill and book purchases.

Trustee Brown inquired about the possibility of transferring funds every quarter from the savings to checking.

A motion made by Trustee Dixon to approve the Accounts Payable for February 14, 2022 in the amount of \$22,339.97. Seconded by Trustee Brown.

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

Nays: None

Absent: Cunningham

Motion Passed

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6c. Library Payroll January 12, 2022, January 26, 2022 and February 9, 2022

A motion made by Trustee Brown to approve the Library Payroll for January 12, 2022 in the amount of \$4,589.61, January 26, 2022 in the amount of \$5,128.21 and February 9, 2022 in the amount of \$5,844.20. Seconded by Trustee Dixon.

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

6d. Ratify payment of 2021 – 4th quarter LIMRiCC -UCGA payment

A motion made by Trustee Battle to ratify the 2021 – 4th quarter LIMRiCC – UCGA payment in the amount of \$438.46. Seconded by Trustee Dixon.

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

6e. Approve transfer of funds from savings to checking

A motion made by Trustee Burford to transfer \$100,000 from library savings account to library checking account for payroll and invoices. Seconded by Trustee Dixon.

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

7. INTERIM DIRECTOR'S REPORT

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

President Williams stated that the refresh of the library is looking great and is happy some of the facility issues are being examined and addressed after the neglect by the previous administrator. She also asked about the furniture and copier from Joliet Library and if the computers on order have arrived.

Trustee Gay asked about the membership for HR Source and the cessation of the Riverdale Chamber of Commerce by the Illinois Secretary of State.

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Trustee Dixon asked about the Road to Recovery Grant and the Museum Passes

8. ATTORNEY REPORT

Attorney Touhy gave an update on the investigation.

9. REPORTS OF COMMITTEES AND OFFICES:

None

10. OLD BUSINESS

10a. Library Director Search

President Williams reminded everyone about the final interviews on Saturday February 19th at 10 AM and to complete lunch order.

11. NEW BUSINESS:

11a. Join HR Source

Interim Director Parker discussed the benefits of the library joining HR Source, especially with a new library director starting soon.

A motion made by Trustee Brown to join HR Source for \$350 annually. Seconded by Trustee Gay.

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

Nays: None

Absent: Cunningham

Motion Passed

11b. COVID Staff Pay

Attorney Touhy discussed the pros and cons of COVID staff pay. After discussion the Board decided to table the discussion.

A motion was made by Trustee Dixon to table the discussion on COVID staff pay. Seconded by Trustee Gay.

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

Nays: None

Absent: Cunningham

Motion Passed

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11c. New DVR for security cameras.

Interim Director Parker discussed the need for a new DVR for the security cameras with a cost of approximately \$1,500 for purchase and install.

A motion made by Trustee Brown to purchase a new DVR. Seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham, Williams

Motion Passed

11d. Doorbell/Buzzer for front door

President Williams discussed the security of the board when the library is closed but the board is meeting. To comply with the Open Meetings Act, the public must be able to attend all open meetings of the board. The thought is to install a doorbell at the front door after the library is closed, yet the board is meeting, for anyone who wants to attend the meeting. The board director Interim Director Parker to get quotes.

12. EXECITIVE SESSION

None

13. PUBLIC COMMENT

None

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 7:49 PM.

SIGNED _____ DATE _____
Shana Battle, Secretary