

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

January 10, 2021

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, January 10, 2022 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Cunningham and Trustee Gay

There was a quorum present to conduct business.

Also present: Interim Director Kathy Parker, Attorneys Maryclare Touhy and Matt Welch, Riverdale resident June Hawkins arrived at 7:05 PM.

3. Personal Reflection/Meditation

The board took 30 seconds of silence.

4. MINUTES

4a. Approval of the December 13, 2021 Special Board Meeting Minutes.

A motion was made by Trustee Battle and seconded by Trustee Dixon to approve the minutes of the Special Board Meeting held on Monday, December 13, 2021

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

4b. Approval of December 13, 2021 Regular Board Meeting Minutes

. A motion was made by Trustee Dixon and seconded by Trustee Brown to approve the minutes of the Regular Board Meeting, as corrected, held on Monday, December 13, 2021.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

5. COMMUNICATIONS

None.

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6. TREASURER'S REPORT

6a: December 2021 Financial Statements

President Williams discussed the Income and Expense Statement for December 1 to December 31, that she created from the bank statements. She also stated that as of the meeting date there is \$186,367.94 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 Brown to accept the December 2021 Income and Expense Statement. Second by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

6b. January 10, 2022 Accounts Payable.

Trustee Brown inquired about the Museum Passes.

A motion made by Trustee Dixon to approve the Accounts Payable for January 10, 2022 in the amount of \$34,678.48 and an additional Accounts Payable list for January 10, 2022 in the amount of \$3,775.20. Seconded by Trustee Burford.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

6c. Library Payroll December 15, 2021 and December 29, 2021

A motion made by Trustee Dixon to approve the Library Payroll for December 15, 2021 in the amount of \$4,037.43 and December 29, 2021 in the amount of \$4,609.78. Seconded by Trustee Battle.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

7. INTERIM DIRECTOR'S REPORT

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

President Williams asked questions regarding the auditor, the status of the furniture from Orland Library, the library router and the IT grant, and when we would reopen for additional days to the public.

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Trustee Dixon asked about the library vendor Martin Whalen.

Trustee Brown asked about the new employee that was let go.

8. ATTORNEY REPORT

Attorney Touhy introduced herself to the board and stated she was excited to be working with them going forward. Attorney Welch introduced himself to the board.

9. REPORTS OF COMMITTEES AND OFFICES:

None

10. OLD BUSINESS

10a. Per Capita requirements Chapters 6-12.

The Board reviewed Chapters 6-12 for the Per Capita requirement.

10b. Library Director Search

President Williams asked that now that the board has gone through the search process, did anyone have any suggestions? There were no suggestions, but an overall thought that the process was interesting and thorough.

11. NEW BUSINESS:

11a. Approve Resolution 2022-01 Approval of the Hearne & Associations audit contract

A motion made by Trustee Dixon to approve Resolution 2022-01 to contract with auditors Hearne & Associates for the next 3 fiscal years. Seconded by Trustee Burford.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

11b. Approve Resolution 2022-02 approving the Executive Session Minutes for August 9, November 1, November 2, December 4 and December 13, 2021

A motion was made by Trustee Dixon to approve the Executive Session Minutes for August 9, November 1, November 2, December 4 and December 13, 2021. Seconded by Trustee Battle

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

11c. Approve Resolution 2022-03 to keep the Executive Session Minutes for August 9, November 1, November 2, December 4 and December 13, 2021 closed.

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A motion made by Trustee Brown to keep Executive Session Minutes for August 9, November 1, November 2, December 4 and December 13, 2021 closed. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

11d. Covid Vaccine Mandate

Attorney Touhy reviewed the mandate memo from the firm with the board and answered questions.

A motion made by Trustee Dixon for the library to not require library staff to be vaccinated against COVID as a condition of employment, at this time. Seconded by Trustee Battle.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

Motion Passed

11e. FY21/22 Budget

Interim Director Parker reviewed the status of the FY21/22 budget. If the library continues to be thrifty and watch spending, we could have a small surplus of funds at the end of the fiscal year.

11f. July-December 2021 Library Statistics

Interim Director Parker reviewed the statistics with the board, since the library has not kept specific statistics in the past. More people are utilizing the library weekly and the people who are coming in appear to be happy with the service.

12. PUBLIC COMMENT

June Hawkins – is impressed by the Interim Director’s work during her time at the library; she is happy with where the library is heading and finds the board comradery refreshing.

13. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 7:25 PM.

SIGNED _____ DATE _____
Shana Battle, Secretary