

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

November 8, 2021

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 7:00 P.M. on Monday, November 8, 2021 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

Present: Trustee Brown, Trustee Dixon, Trustee Gay, President Williams
Trustee Battle arrived at 7:29 PM

Absent: Trustee Burford, 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 CONSENT AGENDA

President Williams and Attorney Kolinski discussed how consent agendas worked and explained that by adding the monthly minutes and financials as consent agenda items, the meetings could move along faster by not making several motions that are essentially the same, but still allowing certain items to be pulled from the consent agenda for vote. After much discussion, it was determined that the board will continue with the current structure and bring back the possibility of doing a consent agenda at a later date.

4. MINUTES

4a. Action Item: Approval of October 18, 2021 Regular Board Meeting minutes

A motion was made by Trustee Brown and seconded by Trustee Dixon to approve the October 18, 2021 regular board meeting minutes.

Ayes: Brown, Dixon, Gay, Williams

Nays: None

Absent: Battle, Burford, Cunningham

Motion Passed

4b. Action Item: Approval of October 18, 2021, Budget & Appropriations Ordinance Hearing Minutes.

A motion was made by Trustee Dixon and seconded by Trustee Brown to approve the minutes of the Budget & Appropriations Ordinance Hearing minutes held on October 18, 2021.

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

4c. Action Item: Approval of November 1, 2021, Special Board Meeting Minutes.
A motion was made by Trustee Dixon and seconded by Trustee Brown to approve the minutes of the Special Board Meeting held on Monday, November 1, 2021.

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

4d. Action Item: Approval of November 2, 2021, Special Board Meeting Minutes.
A motion was made by Trustee Dixon and seconded by Trustee Brown to approve the minutes of the Special Board Meeting held on Tuesday, November 2, 2021.

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

4. COMMUNICATIONS

None.

5. TREASURER'S REPORT

5a. Action Item: October 2021 Financial Statements

President Williams discussed the Income and Expense Statement for October 1 to October 31 that she created from the bank statements. She also stated that as of the meeting date there is \$201,537.18 in the bank.

She also stated that after much investigation she discovered that the library was being charged \$115 per month for the credit card terminal. After discussion with Interim Director Parker and employee Barb Diehl, the decision to cancel the terminal was made.

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

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

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5b. Action Item: November 8, 2021, Accounts Payable.

Trustee Gay inquired about some of the vendors and the services they provide.

A motion made by Trustee Brown to approve the Accounts Payable for November 8, 2021 in the amount of \$29,515.10. Seconded by Trustee Dixon.

Ayes: Brown, Dixon, Gay, Williams

Nays: None

Absent: Battle, Burford, Cunningham

Motion Passed

5c. Action Item: Library Payroll October 29, 2021, and November 3, 2021

A motion made by Trustee Brown to approve the Library Payroll for October 29, 2021, in the amount of \$3,339.67 and November 3, 2021 in the amount of \$3,858.01. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

6. INTERIM DIRECTOR'S REPORT

Interim Director Parker asked if there were any questions on her written report. President Williams stated that she was glad we found Discover Books so that we can recycle the old books that the library is weeding.

Trustee Brown asked a question about the .02% Building and Maintenance Levy, asked if we were doing background checks on new staff and if the board could get a tour of the staff areas of the library.

Trustee Gay asked about the book Serving Our Public, which is what the per capita grant requirements are based on this year and if we were going to put any of the book discards for sale to the public.

Interim Director Parker stated that a new circulation supervisor had been hired. She has several years of library experience from circulation to outreach. She has strong graphics abilities and is currently supervises staff at the library she works at. She will start full time on December 6th but will do some part time hours beforehand to get familiar with the library and procedures.

7. ATTORNEY REPORT

Attorney Kolinski asked if we were doing employment contracts for the new employees, and that she would write an opinion on COVID vaccine mandates for the December meeting.

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8. REPORTS OF COMMITTEES AND OFFICES:

None

9. OLD BUSINESS

9a. **Discussion Item:** FY19 Audit

President Williams created an audit review for the board, which she distributed to the board. She reviewed the document with the board.

Trustee Gay read a statement regarding the audit and library finances.

9b. **Discussion Item:** Directors & Officers Insurance

President Williams stated that the board now has D&O insurance and she would forward the policies to Interim Director Parker and Attorney Kolinski.

Trustee Gay stated that we should stay with local State Farm agent and read a statement supporting the current agent.

10. NEW BUSINESS:

10a. **Discussion/Action Item:** Approve the LIMRiCC-UCGA Third quarter payment.

A motion made by Trustee Brown to approve the Third Quarter LIMRiCC –UCGA payment in the amount of \$29.39. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

10b. **Discussion/Action Item:** Ordinance 2021-02 .02% Building & Maintenance Levy

A motion was made by Trust Gay to approve Ordinance 2021-02. Seconded by Trustee Battle.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

10c. **Discussion/Action Item:** Library going fine free

Interim Director Parker discussed the benefits of the library going fine free.

A motion made by Trustee Battle for the library to go fine free as of January 1, 2022.

Seconded by Trustee Dixon.

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

10d. **Discussion Item:** IPLAR report summary
Interim Director Parker discussed the IPLAR report summary with the board.

10e. **Discussion Item:** Per Capita grant Serving Our Public review ch 1-5
Interim Director Parker reviewed Ch 1-5 of Serving Our Public with the board.

11.EXECUTIVE SESSION
None

12.PUBLIC COMMENT
None

13. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 8:34 PM.

SIGNED _____ DATE _____
Shana Battle, Secretary