

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

July 12, 2021

CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 7:01 P.M. on Monday, July 12, 2021, at the Riverdale Public Library.

ROLL CALL

The roll was called as follows:

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

Absent: Trustee Burford, Trustee Cunningham

There was a quorum present to conduct business.

Also, present was Interim Director Kathy Parker, Attorney Jill Kolinski.

Guests from the Public were Betty Irvin Robinson, Darlene Pritchett, Kaleb Brown, June Hawkins, Carol McGhee.

Before the formal meeting started, President Williams asked Interim Director Parker to explain the differences between a library district (which Riverdale PLD is) a municipal library and a city library since there some new trustees to the board. Parker gave a general overview and answered questions from the trustees.

MINUTES

3a. Action Item: Approval of June 14, 2021 Regular Board Meeting minutes
A motion was made by Trustee Battle and seconded by Trustee Brown to approve the minutes of the Regular Board Meeting held on Monday, June 14, 2021.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

3b&c. Action Item: Approval of May 10, 2021 and June 14, 2021 Executive Session Minutes

A motion was made by Trustee Gay and seconded by Trustee Battle to table the approval of the Executive Session minutes of the Special Board Meeting held on Monday, May 10, 2021, and the June 14, 2021, until Attorney writes resolution.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

COMMUNICATIONS

None.

TREASURER'S REPORT

5a. Action Item: June 2021 Financial Statements

President Williams discussed the Income and Expense Statement for June 1 to June 30, 2021, that she created from the bank statements. She will continue to produce this document at each board meeting until the accountant begins to produce Monthly Financials, where this information will be included.

A motion made by Trustee Gay to approve the June 2021 Income and Expense Statement.
Second by Trustee Brown.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

5b. Action Item: July 12, 2021 Accounts Payable

A motion made by Trustee Battle to approve the Accounts Payable for July 12, 2021 in the amount of \$9,625.02 and seconded by Trustee Brown.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

5c. Action Item: Ratify two payments to Wm Lau/Accountant

A motion made by Trustee Brown to ratify the two payments to Wm Lau/Accountant in the amounts of \$7,922.00 and \$ 502.00. Seconded by Trustee Battle.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

INTERIM DIRECTOR'S REPORT

Interim Director Parker asked if there were any questions on her written report. Trustee Gay asked for clarification on the Call One vendor and the possibility of saving some money on this account. Parker clarified that the one line appears to be a direct line to the police and that the alarm company is also covering that line, therefore doubling coverage at a significant cost to the library. She believes that the library can cancel that line with Call One and continue with the alarm company for significant savings. She wants to do a bit more research before moving forward on cancelling the Call One line.

Interim Director Parker distributed a sample monthly financial report that she recommends the library start to use. Once the library accountant is caught up with the two years of financials that were ceased in 2019, they will start to produce this type of document which will be a better representation of the library's financial picture

If requested by the board, Parker would create a training session that would discuss the roles and responsibilities of the Board and of the director. She would also include Open Meetings Act training and some Freedom of Information Request information. Various trustees said they would like the training in the near future.

Also discussed was the LIMRiCC 2nd quarter Unemployment Payment that will be ratified at the August 9, 2021 board meeting. It was not included in the AP list because it came in after the list was created and the payment needed to be made by the end of July.

REPORTS OF COMMITTEES AND OFFICES:

None

UNFINISHED BUSINESS

None

NEW BUSINESS:

9a. Discussion: Library Director Search

President Williams deferred to Interim Director Parker to explain search process for a new library director. Parker discussed the process and tentative timeline and made the recommendation that the board seek a search firm to conduct the search. President Williams stated that Interim Director Parker gave her the names of 3 Illinois search firms and she would contact them for a quote and possible presentation at the August board meeting.

9b. Action Item: Reopening the Library on Monday August 2, 2021

Interim Director Parker requested board approval to reopen the library to the public from 10 AM to 3 PM starting Monday August 2nd. This of course was contingent on having enough staffing for the 20 hours, and the ability of having the library clean and sanitized beforehand. If the library was not able to be reopened on August 2nd she would let the board know. She also requested that the board make a determination on the requirement or recommendation of all who enter to wear a mask.

Trustee Battle made a motion to tentatively reopen the library on Monday August 2, 2021 from 10AM to 3PM. Seconded by Trustee Gay.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

Trustee Battle made the motion to require masks for all who enter the facility. Seconded by Trustee Brown.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

9c. Discussion Item: Library Calendar of Events

Interim Director Parker discussed the Library Calendar of Events that was in their packet. She will update as items are added.

EXECUTIVE SESSION

None

PUBLIC COMMENT

Betty Robinson

- Asked about the Lau and the annual audit
- Expressed thanks for a thorough financial discussion
- Asked about OMA training through the Illinois Library Association and recommended that the board attend training where they could network with other library trustees
- Stated that she was glad Interim Director Parker was hired by the Board

Darlene Pritchett

- Called library to ask when the library was going to be open and didn't like the answer that was given by staff
- Gentleman who answered the phone when she called was very rude.
- Glad that we discussed reopening the library

Carol McGhee

- South Suburban Hospital recommends masks
- Her office has signs recommending masks

June Hawkins

- Appreciated the detail in which all the agenda items were discussed about the status of the library and getting it back on the right track

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Dixon and seconded by Trustee Brown. President Williams adjourned the meeting at: 8:46 P.M.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Burford, Cunningham

Motion Passed

SIGNED Shana Battle DATE 8-9-2021
 Shana Battle, Secretary