

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

**June 13th, 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, June 13th, 2022 at the Riverdale Public Library.

**2. ROLL CALL**

The roll was called as follows:

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

Trustee Dixon arrived at 6:10 PM.

Absent: Trustee Cunningham

There was a quorum present to conduct business.

Also present: Director Kate Holt, staff member JJ Armstrong, Karen Beran, Barb Diehl, Attorney Maryclare Touhy.

**3. PERSONAL REFLECTION/MEDITATION**

The board took 30 seconds of silence.

**4. MINUTES**

4a. Approval of the May 9, 2022 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 May 9, 2022.

Ayes: Battle, Brown, Burford, Gay, Williams

Nays: None

Absent: Cunningham, Dixon

**Motion Passed**

**5. COMMUNICATIONS**

President Williams brought up Trustee Day and the possibility of board trustees attending (as President Williams and Kathy Parker would be presenting) on Oct 20th.

**6. TREASURER'S REPORT**

6a: June 2022 Financial Statements

President Williams discussed the Income and Expense Statement for May 1 to May 31, that she



created from the bank statements. Trustee Gay pointed out a computational error on the report which was corrected.

A motion made by Trustee Dixon to approve the May 2022 Income and Expense Statement.  
Second by Trustee Battle.

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

6b. June 13, 2022 Accounts Payable.

A motion made by Trustee Brown to approve the Accounts Payable for June 13, 2022 in the amount of \$23,606.78 Seconded by Trustee Dixon.

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

6c. Library Payroll

A motion made by Trustee Dixon to approve the Library Payroll for May 18, 2022, in the amount of \$8,401.46, June 1, in the amount of \$8,474.11 and June 15, 2022 in the amount of \$8,449.88. Seconded by Trustee Brown.

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

11d. **Action Item:** A motion made to ratify payment to Fifth Third Bank for payment of library credit card in the amount of \$421.29 on May 13, 2022 and the payment to LIMRICC in the amount of \$1,187.76 for the 1st Quarter 2022 Health Insurance Payment. Made by Trustee XXX and seconded by Trustee XXX

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

## 7. DIRECTOR'S REPORT

Director Holt presented her report and offered the board to ask questions on the topics presented.



## NEW POLICIES

### *Staffing Level Policies*

Director Holt opened the floor to discuss a new policy to close the library whenever there are not enough staff to provide at least two staff on duty, for security purposes. Trustee Gay expressed concerns about library safety from disruptive patrons which Director Holt addressed. Director Holt likewise outlined options provided for the community for transient individuals. President Williams offered the possibility of trustees volunteering at the library to keep the operating if staff is unavailable. Director Holt resolved to take the input provided by trustees and staff to synthesize into a policy.

### *IMRF*

Director Holt explained the information provided by IMRF regarding rate changes and the balances of the accounts. Upon the overview of what was necessary to vest Director Holt as the designated library representative for IMRF, the board agreed to appoint her.

### *Weeding/ Collection Development*

Director Holt outlined the new weeding and collection development policies to be approved in a future board meeting (but tabled due to time constraints). This policy helps to shape how new library materials are selected and old library materials are removed.

### *Meeting with Jaime Rachlin*

Director Holt outlined her meeting with Jaime Rachlin and offered to provide the District financial schedule provided by Mr. Rachlin for the purposes of seeing how the levee process will proceed for the library.

## STAFF

Director Holt explained to the board the current status of hiring a maintenance technician and that Identity Check has been waiting for information from the Illinois State Police before they can proceed.

## DIRECTOR EVALUATIONS

President Williams outlined the format of the director evaluation for the July board meeting and requested that the meeting agenda reflect an executive session for discussion.

## 8. ATTORNEY REPORT

## 9. REPORTS OF COMMITTEES AND OFFICES:

## 10. OLD BUSINESS

### 10a. ***Discussion/Action Item:*** Phone Installation

Director Holt answered trustee questions regarding the cost, implementation and benefits of VOIP phone installation, however after consideration, the board had come to the conclusion that it would be easier for a representative of the phone installation vendor to come in and answer the technical and logistical questions. Between the two vendors provided, Director Holt recommended going with Heritage Technical Solutions as they have provided exemplary



service with their other IT projects at the library. The discussion was tabled until the vendor could come in for the next board meeting to answer questions directly.

Motion was made to table by Trustee Brown and seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham

**Motion Passed**

10b. ***Discussion/Action Item:*** Budget Proposal FY 22/23

President Williams presented the new budget for the Fiscal Year of 2022-23 which her and Director Holt worked through. Williams outlined the income and costs described in the budget regarding payroll, books and other operating costs. She also outlined the budget categories and how they are changing in the budget listing for the new fiscal year. Director Holt explained how budget rollovers and special reserve funds operate regarding the budget.

Motion was made to approve the budget proposal by Trustee Dixon and seconded by Trustee Brown.

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

Nays: None

Absent: Cunningham

**Motion Passed**

10c. ***Discussion/Action Item:*** Insurance Quotes/Offer

President Williams questioned the higher costs priced out with the insurance quote from Cook and Kocher and some of the items which were listed. Director Holt outlined some of the more esoteric insurance costs as requested by the board. Upon discussion between the two quotes, the board made the decision to pursue a quote from Kamm Insurance. Director Holt agreed to request a carrier quote from Kamm to be presented at the next meeting.

Motion was made to direct the Director to seek a carrier quote by Trustee Brown and seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham

**Motion Passed**

11. NEW BUSINESS:

11a. ***Discussion/Action Item:*** Appointment of IMRF Authorized Agent

Director Holt requested IMRF Agent Authorization for the purposes of administering the IMRF accounts.



Roll call for resolution was made to make Director Holt the IMRF Authorized Agent.

A motion was made to approve the resolution by Trustee Battle and seconded by Trustee Brown.

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

Nays: None

Absent: Cunningham

**Resolution Passed**

**11b. Discussion/Action Item:** Holiday Pay Policy

Director Holt outlined, in practice, how the new holiday pay policy applies to library staff in light of the upcoming Juneteenth holiday. Circulation Manager Armstrong helped to define the limitations and implementations of the new policy to answer the questions of the board. Trustee Dixon raised concerns regarding how the policy is implemented as a benefit.

A motion was made to amend the Holiday Pay Policy by Trustee Brown and seconded by Trustee Gay.

Ayes: Battle, Brown, Burford, Gay, Williams

Nays: Dixon

Absent: Cunningham

**Motion Passed**

**11c. Discussion/Action Item:** COVID/Infectious Disease Policy

Director Holt presented the COVID policy for the board's consideration. Attorney Touhy approved the policy.

Motion was made to approve the new policy by Trustee Brown and seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham

**Motion Passed**

**11d. Discussion/Action Item:** Financial Control Policy

Director Holt provided the draft of the Financial Control Policy that was created by Kathy Parker for the consideration of the board of trustees. President Williams outlined the previous financial control implementation and highlighted the differences between the past and the current one. Director Holt outlined the financial necessities of the policy and how it overlays library operations.

Motion was made to approve the new policy as amended by Trustee Brown and seconded by Trustee Dixon.

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

Nays: None

Absent: Cunningham  
**Motion Passed**

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENT

None

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 8:30 PM.

SIGNED

Shana Battle  
Shana Battle, Secretary

DATE

7-11-2022