

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

September 13, 2021

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 7:01 P.M. on Monday, September 13, 2021, 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 Brown attended via telephone
Trustee Dixon arrived at 7:03 PM

Absent: Trustee Cunningham

There was a quorum present to conduct business.

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

3. MINUTES

3a. Action Item: Approval of August 9, 2021, Regular Board Meeting minutes

A motion was made by Trustee Gay and seconded by Trustee Burford to approve the minutes of the Regular Board Meeting held on Monday, August 9, 2021.

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

Nays: None

Absent: Cunningham

Motion Passed

3b. Action Item: Approval of August 30, 2021, Special Board Meeting Minutes.

A motion was made by Trustee Battle and seconded by Trustee Gay to approve the minutes of the Special Board Meeting held on Monday, August 30, 2021.

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

Nays: None

Absent: Cunningham

Motion Passed

4. COMMUNICATIONS

None.

5. TREASURER'S REPORT

5a. Action Item: July 2021 Financial Statements

President Williams discussed the Income and Expense Statement for August 1 to August 30, Regular Board Meeting Minutes September 13, 2021

2021, that she created from the bank statements.

She also discussed that she talked with the bank about why the library has been paying so much in monthly services fees and was informed that we have an account that requires a certain minimum balance and because we are not able to meet that threshold we are charged a fee. The bank said they will try to reverse some past charges and changed our account minimum to a lower threshold so we can meet the requirements. By doing this we can realize a \$3,200 a year savings in fees.

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

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

Nays: None

Absent: Cunningham

Motion Passed

5b. Action Item: August 9, 2021, Accounts Payable

A motion made by Trustee Brown to approve the Accounts Payable for September 13, 2021 in the amount of \$12, 856.87. Seconded by Trustee Battle.

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

Nays: None

Absent: Cunningham

Motion Passed

5c. Action Item: Library Payroll August 11, 2021, and September 1, 2021

A motion made by Trustee Burford to approve the Library Payroll for August 11, 2021 in the amount of \$2,344.18 and September 1, 2021 in the amount of \$2,344.18. Seconded by Trustee Gay.

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

Nays: None

Absent: Cunningham

Motion Passed

6. INTERIM DIRECTOR'S REPORT

Interim Director Parker asked if there were any questions on her written report. President Williams thanked Parker for working on finding savings with the library vendors, writing grants and going through all the documents in the library trying to put some order back in the administration files.

Interim Director Parker discussed the upcoming board training and the board set September 29th as for the training date. Also discussed was holding the Budget & Appropriations Ordinance Hearing at 7 PM on October 18, 2021 with the regular Board Meeting immediately following at 7:15 PM.

7. REPORTS OF COMMITTEES AND OFFICES:

None

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8. OLD BUSINESS

8a. **Discussion Item:** Opening to the public

Interim Director Parker stated that the library re-opened to the public today, September 13th after being closed since March 2020. There was a handful of people and it went well.

8b. **Action Item:** Ratify the contract to engage Meristem Advisors to complete the FY22 Budget & Appropriations Ordinance and Tax Levy, in the amount of \$1,000.00

A motion made by Trustee Burford to ratify the contract to engagement of Meristem Advisors to complete the Budget & Appropriations Ordinance and Tax levy not to exceed \$1,000.. Seconded by Trustee Battle.

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

Nays: None

Absent: Cunningham

Motion Passed

8c. **Action Item:** Ratify the contract to engage Deiters & Todd to conduct the library director search, for the fee of \$9,500.00

A motion made by Trustee Dixon to ratify the contract to engage Deiters & Todd to conduct the Library Director Search, for the fee of \$9,5000. Seconded by Trustee Gay.

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

Nays: None

Absent: Cunningham

Motion Passed

NEW BUSINESS:

9a. **Discussion Item:** FY21/22 Draft Budget

Interim Director Parker went over the FY21/22 Draft Budget line by line with the board. The board will vote in the final budget at the October meeting.

9b. **Action Item:** Library Personnel Policies

A motion made by Trustee Burford to approve the following policies: Equal Employment Opportunity, At-Will Employment, Reasonable Accommodations, Non-Discrimination, Anti-Bullying, Whistleblower Protection, Attendance, Dress Guidelines and Name Badges, Employer Communication Procedure, Code of Conduct, Disciplinary Steps, No Smoking, Drug and Alcohol Free Workplace, Uses of Cell Phones and Library Phones, Technology, Social Media, Exposure Control Plan, Identity Protection, Termination of Employment, Employment Eligibility, Criminal Background Check, FLSA Status, Employment Status,

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9b continued

Work Hours, Work Breaks and Meals, Time Sheets as amended, and to table the Workplace Security And Inspections policy for further review by Attorney Kolinsky: Seconded by Trustee Gay.

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

Motion Passed

9c. **Action Item:** Job description: Circ Supervisor

A motion was made by Trustee Dixon to approve the job description for Circulation Supervisor. Seconded by Trustee Gay.

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

Motion Passed

10. EXECUTIVE SESSION

11. PUBLIC COMMENT

None

12. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 8:22 PM.

SIGNED Shana Battle DATE 10-18-2021
Shana Battle, Secretary