

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

August 8th, 2022

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 6:06 PM. on Monday, August 8th, 2022 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Trustee Burford arrived at 6:57

Absent: Trustee Dixon, Trustee Cunningham

There was a quorum present to conduct business.

Also present: Director Kate Holt, JJ Armstrong, Karen Beran, Barb Diehl, Attorney Maryclare Touhy, Ehron and Rebecca Bourne.

3. PERSONAL REFLECTION/MEDITATION

The board took 30 seconds of silence.

4. MINUTES

4a. Approval of the July 11, 2022 Regular Board Meeting Minutes.

A motion was made by Trustee Gay and seconded by Trustee Brown to approve the minutes of the Regular Board Meeting held on July 11, 2022.

Ayes: Battle, Brown, Gay, Williams

Nays: None

Absent: Cunningham, Burford, Dixon

Motion Passed

5. COMMUNICATIONS

None were received.

6. TREASURER'S REPORT

6a: July 2022 Financial Statements

President Williams discussed the Income and Expense Statement for July 1 to July 31, that she created from the bank statements.

A motion made by Trustee Brown to approve the July 2022 Income and Expense Statement.
Second by Trustee Gay.

Ayes: Battle, Brown, Gay, Williams

Nays: None

Absent: Cunningham, Burford, Dixon

Motion Passed

6b. July 11, 2022 Accounts Payable.

A motion made by Trustee Gay to approve the Accounts Payable for July 11, 2022 in the amount of \$13,560.12. Seconded by Trustee Battle. Accounts payable was amended compensate for a typographical error.

Ayes: Battle, Brown, Gay, Williams

Nays: None

Absent: Cunningham, Burford, Dixon

Motion Passed

6c. Library Payroll

A motion made by Trustee Brown to approve the Library Payroll for July 13, 2022 in the amount of \$8,544.84 and July 27, 2022 in the amount of \$9,833.98. Seconded by Trustee Battle.

Ayes: Battle, Brown, Gay, Williams

Nays: None

Absent: Cunningham, Burford, Dixon

Motion Passed

7. DIRECTOR'S AND CIRCULATION REPORTS

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

POLICY

Schools

Director Holt gave an overview of the Back to School celebration she attended.

IPLAR

Director Holt outlined the necessity of the Board Secretary Audit requirement for the Illinois Public Library Annual Report (IPLAR).

STAFFING

HR Source

Director Holt outlined the recommendations for changes to the library's HR policy. She explained the workings of FMLA (Family Medical Leave Act) and how the library is not covered by it. She discussed the possibility of forming a medical leave policy, library safety policy and the review of existing library policies. She outlined the annual requirements for sexual harassment training for the state of Illinois.

Circulation Manager Ehron Bourne presented her report and offered the board to ask questions on the topics presented.

Trustee Brown expressed excitement to see the library's programming represented in the Shopper newspaper.

President Williams celebrated the collaboration between the library and the Park District.

Trustee Gay expressed positive feedback with use of Age Options Grant.

8. ATTORNEY REPORT

9. REPORTS OF COMMITTEES AND OFFICES:

Mission Policy Committee- Trustee Gay

Trustee Gay gave a report on the formulation of a library mission statement with ideas and recommendations. The trustees agreed to review the proposed materials for further review.

Director Evaluation Committee-Trustee Brown

Trustee Brown provided a sample rubric/list of evaluation guidelines for the director, with more to follow in the next meeting. Trustee Brown agreed to meet with Director Holt personally regarding what goals the Director would like to set for herself.

10. OLD BUSINESS

10a. **Discussion/Action Item:** Phone System Upgrade

Attorney Touhy recounted the current state of negotiations for the VOIP installation contract and expressed that the contract should be ready to vote on at the next board meeting. With further clarification from the vendor, President Williams was able to answer questions on the installation and the functionality of the VOIP installation.

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

This item was tabled as the library requires a building assessment to continue with this process.

10c. **Discussion/Action Item:** Meeting Room Policy

Attorney Touhy reviewed the meeting room policy as presented and declared that the policy was sound. Director Holt outlined possible ways the policy could be adjusted (re: room deposits and charges). In addition to laying out spelling and formulation of policy, the policy was deemed ready to be submitted to a vote.

Motion made to approve policy by Trustee Brown and seconded by Trustee Battle.

Ayes: Battle, Brown, Burford, Gay, Williams

Nays: None

Absent: Cunningham, Dixon

Motion Passed

10d. **Discussion/Action Item:** Budgeting and Appropriations

President Williams presented the paperwork for the Budget and Appropriations provided by the library consultant and reviewed it for the board. After going through the timeline for the B and A, the trustees have agreed to host the special meeting before the actual meeting of the Board in September.

10e. **Discussion/Action Item:** Building Assessment

Director Holt provided a status report for the state of the building assessment bids.

11. NEW BUSINESS:

11a. **Discussion/Action Item:** Rename Agenda Item Treasurer's Report

President Williams outlined why this change of name of the future agenda items was in the best interest of clarity.

Motion made to approve change by Trustee Brown and seconded by Trustee Burford.

Ayes: Battle, Brown, Burford, Gay, Williams

Nays: None

Absent: Cunningham, Dixon

Motion Passed

11b. **Discussion/Action Item:** Board Officers' Responsibilities

Trustee Gay made a request for job shadowing and cross-training for board responsibilities.

11c. **Discussion/Action Item:** Secretary Audit

Outlined during the Director's Report. Trustees Gay and Dixon were assigned the role of secretary auditors.

11d. **Discussion/Action Item:** Home Delivery Policy

Director Holt provided an overview of the Home Delivery Policy changes (mainly those of verbiage and clarity). Director Holt responded to concerns regarding policy implementation and safety in the act of delivering.

Motion made to approve policy by Trustee Battle and seconded by Trustee Brown.

Ayes: Battle, Brown, Burford, Gay, Williams

Nays: None

Absent: Cunningham, Dixon

Motion Passed

11e. **Discussion/Action Item:** Replacement Copier

Director Holt presented the contract/quote for the library to receive a copier and to consolidate library printing devices and also receive income from the usage of a dedicated copier, rather than continuing to contract out with another library. After discussion, Director Holt agreed to gather more information regarding rates and to seek out other quotes.

11f. **Discussion/Action Item:** Approval for Trustee Brown, Vice-President Gay and President Williams to attend Trustee Day at the 2022 ILA Conference.

Motion made to approve attendance of ILA by Trustee Brown and seconded by Trustee Battle.

Ayes: Battle, Brown, Burford, Gay, Williams

Nays: None

Absent: Cunningham, Dixon

Motion Passed

11g. **Discussion/Action Item:** Discussion on the one-time county sponsored interest-free loan program to assist with the county's late property tax bills.

Upon the discussion of the offerings, the trustees have come to a decision that this program will not be usable or helpful for the library and will not be pursued.

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENT

None

14. ADJOURNMENT

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

SIGNED

Shana Battle
Shana Battle, Secretary

DATE

9.12.2022