

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

July 11th, 2022

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 6:02 PM. on Monday, July 11th, 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 Dixon arrived at 6:05 PM.

Absent: Trustee Burford, Trustee Cunningham

There was a quorum present to conduct business.

Also present: Director Kate Holt, 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 June 13, 2022 Regular Board Meeting Minutes.

A motion was made by Trustee Dixon and seconded by Trustee Battle to approve the minutes of the Regular Board Meeting held on May 9, 2022.

Ayes: Battle, Brown, Gay, Williams

Nays: None

Absent: Cunningham, Burford, Dixon

Motion Passed

5. COMMUNICATIONS

President Williams brought forward the upcoming Trustee Day for October 20th at the ILA Conference and encouraged the other trustees to attend.

6. TREASURER'S REPORT

6a: July 2022 Financial Statements

President Williams discussed the Income and Expense Statement for June 1 to June 30, that

she created from the bank statements.

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

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Cunningham, Burford

Motion Passed

6b. July 11, 2022 Accounts Payable.

A motion made by Trustee Dixon to approve the Accounts Payable for July 11, 2022 in the amount of \$11,969.87 Seconded by Trustee Battle. Accounts payable was amended to add \$1,870.70 to include the health insurance bill which had been received late. Trustee Gay inquired regarding the AT&T recurring charges for our mobility platform.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Cunningham, Burford

Motion Passed

6c. Library Payroll

The payroll was tabled due to inaccuracy until it could be fixed by the accountant and will be approved at the next meeting.

10a. **Discussion/Action Item:** Phone Installation (Moved to earlier in the meeting to respect the time of the presenter)

A vendor representative gave a presentation and Q and A session to help explain the VOIP installation project to be implemented. The representative of Heritage Technical Solutions outlined the hardware and software requirements of the installation. Director Holt recommended the "future-proofing" of the library telecommunications system to ensure continued service as telephone service options change (analog phones to be discontinued). Trustee Gay raised the concerns of contract language. Attorney Touhy agreed to renegotiate the contract to library specifications. President Williams inquired regarding the cost of call volume under the new phone system. Director Holt inquired regarding future upgrades for the system and the representative explained the coverage for future upgrades, if required or desired. Trustee Gay inquired about if there is an extended warranty beyond the initial period and the representative presented the current cost.

The decision to accept the contract was tabled for further discussion and contractual review from Attorney Touhy.

7. DIRECTOR'S REPORT

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

POLICY

Meeting Room Policy

Trespassing Policy

Attorney Touhy outlined the current legal requirements and past cases of how to handle trespassing and loitering of patrons. Director Holt recommended security solutions to protect against unauthorized library electrical usage (from the exterior). Director Holt also outlined the complications of dedicated policies which would affect individuals staying on library property after and before hours.

STAFF

Payroll Changes

Director Holt inquired with Attorney Touhy to ensure that library minimum wage increases are being applied in accordance with Illinois workforce laws. Touhy explained that the wages as written are within the law. Director Holt also brought up the cost of living increases for being established in policy.

Staffing Changes

Director Holt explained the staffing changes which needed to take place considering resignations and coverage of job responsibilities. She outlined the responsibilities of the circulation supervisor position and assistant director position.

Patron Behavior Towards Staff

Director Holt outlined the event of a patron acting discriminatorily and explained how the staff and board should handle these kinds of events and how the director will handle these events in the future.

8. ATTORNEY REPORT

9. REPORTS OF COMMITTEES AND OFFICES:

10. OLD BUSINESS

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

Director Holt presented the full insurance quote as provided by Kamm Insurance for review by the board. After review, the board determined to proceed with changing insurance once the

existing insurance lapses. The Director agreed to seek out a structural engineer to aid with information gathering for the insurance process.

Motion was made to move forward with seeking service from Kamm Insurance by Trustee Brown and seconded by Trustee Battle.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Cunningham, Burford

Motion Passed

10c. ***Discussion/Action Item:*** Financial Control Policy

President Williams provided the adjusted financial control policy which needed to be put forward to be voted on. Policy for employee reimbursement was added after discussion.

Motion was made to approve policy by Trustee Dixon and seconded by Trustee Battle.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Cunningham, Burford

Motion Passed

10d. ***Discussion/Action Item:*** Staffing Level Policy

Director Holt outlined the brief staffing levels policy for board approval.

Motion was made to approve policy by Trustee Dixon and seconded by Trustee Battle.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Cunningham, Burford

Motion Passed

11. NEW BUSINESS:

11a. ***Discussion/Action Item:*** Meeting Room Policy

Meeting room policy was tabled in the interest of time to be reconsidered for the next meeting.

11b. ***Discussion/Action Item:*** Trespassing Policy

Discussion was concluded over the course of the director's report and no policy was required at this time as determined by the director, attorney, and trustees.

11c. ***Discussion/Action Item:*** Budgeting and Financial Schedule

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

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Absent: Cunningham, Burford

Motion Passed

11d. **Discussion/Action Item:** Job Descriptions

Director Holt presented the new job description and outlined the necessity of another full time staff along with the benefits of an assistant director on staff. Trustee Gay expressed concerns of parity of job responsibilities.

Motion was made to approve the job description as written by Trustee Dixon and seconded by President Williams.

Ayes: Brown, Dixon, Williams

Nays: Battle, Gay

Absent: Cunningham, Burford

Motion Passed

11e. **Discussion/Action Item:** Building Assessment

Director Holt presented the proposal/quote from Studio CG in order to examine the building. After discussion, the item was tabled to seek out further quotes and to seek out further information from Studio GC.

12. EXECUTIVE SESSION

The board entered executive session (For the purposes of "employment, compensation, discipline, performance or dismissal of specific employees") at 8:50 PM after a motion made by Trustee Brown and seconded by Trustee Dixon.

The board exited executive session at 9:30 PM after a motion made by Trustee Brown and seconded by Trustee Dixon.

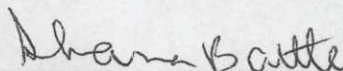
13. PUBLIC COMMENT

None

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 9:30 PM.

SIGNED


Shana Battle, Secretary

DATE

8.8.2022