

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

November 14th, 2022

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 6:15PM on Monday, November 14, 2022 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Battle, Trustee Cunningham

There was a quorum present to conduct business.

Also present: Director Kate Holt, Assistant Director Rebecca Bourné, Attorney Maryclare Touhy, Circulation Supervisor Ehron Bourné, Tech Services Librarian Barb Diehl, Senior Circulation Clerk Karen Beran, John Williams from Hearne & Associates, Jamie Rachlin from Meristem Advisors LLC, special community invitee Dionne Anderson, and members of the public.

3. PERSONAL REFLECTION/MEDITATION

The board took 30 seconds of silence.

*Agenda Items New Business 11d. and Communications 5a. were moved to the beginning of the meeting in consideration of the presenters.

11d. *Discussion/Action Item:* Levy/Truth In Taxation

Jamie Rachlin gave a brief presentation outlining the details of the levy, explaining the reason for the property tax levy increase for the Riverdale Public Library District, and thereby the need for a Truth In Taxation hearing. President Williams explained the hearing meeting day-of details to the board. Trustee Gay expressed her understanding of the proceedings. Attorney Touhy reiterated the levy details. The board engaged in a brief discussion about the tax percentage received by the library.

No action was taken.

5. COMMUNICATIONS

5a. John Williams of Hearne & Associates presented an analysis of the library audit report of June 2021. Mr. Williams began with a brief review of the audit's letters to the board including the Auditor's Communication With Those Charged With Governance and the Auditor's Management Letter (Letter of Recommendations). The board posed questions regarding outstanding checks

and bank reconciliation, as well as negative vs. positive fund balances to which Mr. Williams gave satisfactory explanations. Highlights from the financial statement were then discussed. Mr. Williams concluded that the library board is on an incredibly improved trajectory.

4. MINUTES

4a. Action Item: Approval of the October 10, 2022 Regular Board Meeting Minutes

Amendments:

3. Discussion/Action Item Ordinance 2022-01: Budget and Appropriations Ordinance in the amount of **\$924,000**.

7. Director's Report-Insurance: "Director Holt and President Williams both vouched for their **credentials**."

7. Director's Report-Building: "Special Reserve Fund" heading was removed and the corresponding paragraphs were combined.

A motion was made by Trustee Brown to approve the minutes of the Regular Board Meeting held on October 10, 2022 as amended and seconded by Trustee Gay

Ayes: Brown, Dixon, Burford, Gay, Williams

Nays: None

Absent: Battle, Cunningham

Motion Passed

6. FINANCIAL REPORTS

6a. Action Item: Approval of the October 2022 Financial Statements

President Williams discussed the Income and Expense Statement for October 1 to October 31 that she created from the bank statements. She also stated that as of the meeting date there is \$195,279.39 in the bank,

A motion was made by Trustee Brown to approve the October 2022 Financial Report and seconded by Trustee Dixon.

Ayes: Brown, Dixon, Burford, Gay, Williams

Nays: None

Absent: Battle, Cunningham

Motion Passed

6b. Action Item: Approval of the November 14, 2022 Accounts Payable

A motion was made by Trustee Burford to approve the Accounts Payable for November 14, 2022 as amended in the amount of \$32,872.41 and seconded by Trustee Dixon.

Ayes: Brown, Dixon, Burford, Gay, Williams

Nays: None

Absent: Battle, Cunningham

Motion Passed

6c. Library Payroll

A motion was made by Trustee Gay to approve the Library Payroll for October 19, 2022 in the amount of \$10,870.78 and November 2, 2022 as amended in the amount of \$11,079.32.
Seconded by Trustee Dixon

Ayes: Brown, Dixon, Burford, Gay, Williams

Nays: None

Absent: Battle, Cunningham

Motion Passed

Before discussing the Administration Reports President Williams suggested the hiring of Mike Farmer for snow plowing and the purchasing of a salt spreader. Director Holt confirmed that Mike Farmer had been commissioned and that a salt spreader would be acquired directly.

7. DIRECTOR, ASSISTANT DIRECTOR, & CIRCULATION REPORTS

Director's Report:

Board members were invited to ask questions. Trustee Dixon inquired about the half-year budget review. Director Holt explained wanting to create a dedicated report on how much of the budget has been spent, where the library will be financially by the end of December, and to ascertain that funds are being spent appropriately.

Trustee Gay requested more information on what the possibility of scaling the improvements to the parking lot meant. Director Holt explained that essentially the improvements to the parking lot would be done in stages, first repairing minor issues and then slowly working up to the more major and expensive repairs. Trustee Gay expressed wanting to wait until the entire project could be completed at once. President Williams suggested waiting until a quote was received to determine how to move forward.

Trustee Brown inquired regarding the meeting with the Vice Superintendent and Principal of District 133 on November 1st. Director Holt relayed that the goal of the meeting was to establish new relationships between the school district and the library and to discuss the library providing support for the teachers and programs to bring students into the library.

Circulation Supervisor Ehron Bourné was called upon to expound on the teacher's meeting on the 9th of November as Director Holt was not in attendance. She explained that the meeting went extremely well and ideas were exchanged on how to better partner with the school to bring programs and resources to the teachers and students.

Assistant Director's Report:

Trustee Brown suggested the creation of more diverse collections and resources for the library.

President Williams questioned what other libraries do regarding the age limit on library cards due to the request that was brought to the board that the library card policy be amended to allow children younger than 5 to register for library cards. Asst. Director Rebecca Bourné relayed that

some libraries do not have an age limit but add extra restrictions to cards registered to minors. She then presented Dionne Anderson, a local preschool teacher and the originator of the request, who explained the reasons for her petition. The board then directed Attorney Touhy and the library staff to create an updated policy to be put on the agenda for the next board meeting.

Trustee Dixon suggested creating an e-newsletter. Director Holt explained that having a physical newsletter was important due to increased patron involvement directly attributed to their having received the hard copy newsletter, but that the library would look into offering an electronic version as well.

Trustee Gay and President Williams expressed appreciation that notary services would soon be available to patrons.

Circulation Report:

President Williams inquired into the range of topics offered by the tutors. Circ. Supervisor Ehron Bourné relayed that all common core subjects will be offered for tutoring.

Trustee Dixon asked about the proposed Beautification Fund and what the board's initial reticence was concerning the matter. Director Holt explained the board's concern with soliciting for donations. Circ. Supervisor Ehron Bourné went on to explain that in lieu of patrons giving the staff monetary gifts which they cannot accept, she would like to have a beautification fund which would allow the patrons to express their gratitude in a monetary way that would be ethical and beneficial to the library. The director commented that Friends of the Library, the Beautification Fund, and a special reserve fund are all viable options that can be in effect simultaneously. Attorney Touhy explained the difference between the three options, and the policy needed regarding a beatification fund.

Trustee Brown inquired into the tutoring grade levels, as well as the vetting process for volunteer tutors, and expressed concerns regarding private one-on-one tutoring. The Circ. Supervisor explained that at present grades K-8th can be accommodated for tutoring, and was able to allay Trustee Brown's concerns. Attorney Touhy gave legal recommendations for tutor qualifications.

Trustee Gay expressed excitement for the library's patron giveaways initiative.

Trustee Dixon referred back to the Asst. Director's report and queried into Paul Bourné's website proposal and mock-up. The director stated it had been removed from the agenda in an effort to not overload the board, and the consensus was to put it on the next month's agenda. Trustee Dixon offered to connect the staff with the SSC Digital Arts Department Chairperson as a follow-up to the possible recruitment of a student web-design intern.

Trustee Gay questioned the library directing solo attention to District 133 and why networking with District 148, which has offices nearby and more schools, has not been pursued. Director Holt expressed that our library would need to work around other community libraries to engage with District 148.

8. ATTORNEY REPORT

None

9. REPORTS OF COMMITTEE AND OFFICERS

Mission Statement Committee
Director Evaluation Committee

Trustee Gay asked why the agenda item, Mission Statement Committee was included. President Williams suggested both agenda items, Mission Statement Committee and Director Evaluation Committee be removed from future agendas. Trustee Gay inquired about the Mission Statement and what happens next. President Williams explained that it was voted on and Attorney Touhy will draw up a resolution updating the bylaws to include the new mission statement.

10. OLD BUSINESS

10a. Discussion/Action Item: Building Assessment

New assessments were distributed to the board and attorney for review. Item was tabled for next month's meeting.

10b. Discussion/Action Item: Insurance

Trustee Gay passed information to the director on two additional insurance companies in the event we cannot work with Kamm Insurance Group. Director Holt reported not receiving the requested quote from Allstate. Item was tabled for next month's meeting.

10c. Discussion/Action Item: Director Evaluation

Trustee Gay expressed a desire for additional evaluatory sections including organizational skills, work quality, and leadership be added to the Director Evaluation. A consensus on how to update the existing proposed evaluation could not be reached. The decision was made to use the proposed evaluation supplied by Trustee Brown as is.

A motion was made by Trustee Burford to approve the new Director Evaluation presented by Trustee Brown and seconded by Trustee Dixon.

Ayes: Brown, Dixon, Burford, Gay, Williams

Nays: None

Absent: Battle, Cunningham

Motion Passed

10d. Discussion/Action Item: Bathroom Vendor

The contract was reviewed by Attorney Touhy who cautioned that the 12 month contract renews automatically unless canceled 90 days prior to execution of auto-renewal, and recommended revisiting whether to keep or terminate the contract 9 months from the start of the contract.

A motion was made by Trustee Brown to approve Citron as the bathroom vendor for the library and seconded by Trustee Dixon.

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

10e. Discussion/Action Item: Laptop Policy

A motion was made by Trustee Dixon to approve the amendment of the Laptop policy to include "Lost/Damaged/Stolen Accessories: \$25-\$75" and seconded by Trustee Brown.

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

11. NEW BUSINESS

11a. Discussion/Action Item: Library Closing Times and Dates

A motion was made by Trustee Dixon to approve the following Holiday closures: Closing early the Wednesday before Thanksgiving at 3:00pm; Thanksgiving Day; the day after Thanksgiving; Christmas Eve; Christmas Day; Monday, the day after Christmas; Saturday, New Year's Eve; New Year's Day; and Monday, the day after New Year's Day and seconded by Trustee Brown.

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

11b. Discussion/Action Item: Bathroom Vendor
Formerly approved under Old Business 10d.

11c. Discussion/Action Item: Library Audit Report

A motion was made by Trustee Dixon to approve the June 2021 Library Audit Report presented by John Williams of Hearne and Associates and seconded by Trustee Brown.

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

12. EXECUTIVE SESSION

13. PUBLIC COMMENTS

None

14. ADJOURNMENT

A motion was made by Trustee Gay to adjourn the November 2022 Regular Board Meeting and seconded by Trustee Dixon.

Ayes: Brown, Dixon, Burford, Gay, Williams

Nays: None

Absent: Battle, Cunningham

Motion Passed

President Williams adjourned the Regular Board Meeting by consensus at 8:42

SIGNED

Shana Battle

Shana Battle, Secretary

DATE 12.12.2022