

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

October 10th, 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, October 10th, 2022 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Dixon, Trustee Cunningham, Trustee Brown

There was a quorum present to conduct business.

Also present: Director Kate Holt, Karen Beran, Barb Diehl, Attorney Maryclare Touhy, Ehron Bourné, Rebecca Bourné,

3. PERSONAL REFLECTION/MEDITATION

The board took 30 seconds of silence.

4. MINUTES

4a. Approval of the September 12, 2022 Special Board Meeting Minutes.

A motion was made by Trustee Burford and seconded by Trustee Battle to approve the minutes of the Special Board Meeting held on September 12, 2022 as amended. Correction will read: 3. **Discussion/Action Item:** Ordinance 2022-01 Budget & Appropriations Ordinance in the amount of \$924,000.

Ayes: Battle, Burford, Gay, Williams

Nays: None

Absent: Brown, Cunningham, Dixon

Motion Passed

4b. Approval of the September 12, 2022 Regular Board Meeting Minutes.

A motion was made by Trustee Burford and seconded by Trustee Battle to approve the minutes of the Regular Board Meeting held on September 12, 2022 as amended.

Correction on item 2: Karen Beran was not in attendance.

Correction on item 6b: September 12, 2022 Accounts Payable. The Board discussed that the library has not been receiving late fees and that the vendors are understanding of delays regarding billing delays caused by waiting for the board meeting.

Correction on item 10b: Trustee Gay expressed the need for cross-training and the need for education in board officer responsibilities.

Correction on item 10e: Trustee Gay presented the Secretary Audit for fiscal year 2021-2022.

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

5. COMMUNICATIONS

President Williams received a communication from a Riverdale resident expressing approval of positive customer service. She also commented on the revitalized library interior and commended the hard work of the staff.

President Williams also received communications from two other Riverdale resident expressing approval of the new library newsletter.

President Williams mentioned upcoming Village events.

6.FINANCIAL REPORT

6a: September 2022 Financial Statements

President Williams discussed the Income and Expense Statement for September 1 to September 30, that she created from the bank statements.

A motion made by Trustee Battle to approve the September 2022 Financial Report. Second by Trustee Burford.

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

6b. October 10, 2022 Accounts Payable.

A motion made by Trustee Burford to approve the Accounts Payable for October 10, 2022 in the amount of \$16,445.82. Seconded by Trustee Battle.

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

6c. Library Payroll

A motion made by Trustee Gay to approve the Library Payroll for September 21, 2022 in the amount of \$10,930.02 and October 5, 2022 in the amount of \$10,963.41. Seconded by Trustee Burford.

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

6d. Ratify Payment

A motion made by Trustee Burford to ratify payment in the amount of \$1,064.43 to LiMRICC on September 19, 2022. Seconded by Trustee Battle.

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

7. DIRECTOR'S, ASSISTANT DIRECTOR'S, AND CIRCULATION REPORTS

Director's Report:

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

POLICY

Trustee Gay inquired about the division of labor regarding the Laptop Policy creation. Director Holt explained the contributions of every involved staff member.

INSURANCE

Trustee Gay raised a question about the insurance quote provided by Kamm Insurance. Director Holt laid out the chain of communication with the representative of Kamm and recounted the events that placed the library in its current insurance situation. President Williams outlined the email exchange as well and expressed a desire to see the library properly structurally evaluated.

Trustee Gay inquired regarding the credentials of the building inspection vendor. Director Holt and President Williams both vouched for their credentials.

BUILDING

Trustee Gay expressed desire to see the library parking lot refurbished before the installation of a new sign were to proceed. Director Holt agreed that the parking lot would be a priority and expressed a need to establish a special reserve fund to properly fund that project and likewise explained the goals for sign installation. President Williams suggested polling the board during the course of the next meeting when the full board would be present. Attorney Touhy outlined the nature and formation of a special reserve fund.

OUTREACH

President Williams expressed concern regarding the balance of power between the library and a possible Friends of the Library. Director Holt explained the need for a 501(c)(3) organization in partnership with the library as well as the need for a carefully created charter to ensure the organization does not misuse its standing. Attorney Touhy explained the nature and legal standing of a 501(c)(3) organization. After discussion it was decided to table the topic for consideration at the next board meeting with all active board members.

AUDIT

Director Holt recounted the conversation with the representative of Hearne concerning the audit and expressed that he would be ready to present at the November board meeting.

Assistant Director's Report:

WEB DESIGN

President Williams requested of Assistant Director Bourné to update the website in order to keep it fresh.

TECH/CIRCULATION/ADMIN/SERVICES

The Director and Assistant Director pledged to work on a board document binder to ensure that all minutes, ordinances, and resolutions would be readily available in a hard copy format.

8. ATTORNEY REPORT

Nothing to report.

9. REPORTS OF COMMITTEES AND OFFICES:

Nothing to report.

10. OLD BUSINESS

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

Attorney Touhy recounted the legal discussion and review for the contract with the vendor.

A motion made to approve contract by Trustee Burford and seconded by Trustee Battle.

Ayes: Battle, Burford, Gay, Williams

Nays: None

Absent: Brown, Cunningham, Dixon

Motion Passed

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

After discussion the item was tabled to allow all active board members to weigh in on the topic.

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

After discussion the item was table to allow all active board members to weigh in on the topic.

10d. **Discussion/Action Item:** Mission Statement

A motion made by Trustee Burford to direct the library attorney to draft a resolution to adopt the new mission statement. Seconded by Trustee Gay.

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

10e. **Discussion/Action Item:** Slogan/Phrase to be posted in the library

A vote was held by the trustees to determine which of the existing suggestions would be selected as the new library slogan. 'Smile! We're Learning' was chosen.

10f. **Discussion/Action Item:** Director Evaluation

Table for further consideration under the direction of Trustee Brown, the lead for the Director evaluation committee.

11. NEW BUSINESS:

11a. **Discussion/Action Item:** Approval for Trustee Dixon to attend Trustee Day at the 2022 ILA Conference.

A motion made by Trustee Battle to approve attendance of Trustee Dixon for the 2022 ILA Conference. Seconded by Gay.

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

11b. **Discussion/Action Item:** Signage

Director Holt advised tabling this until more quotes were acquired.

11c. **Discussion/Action Item:** Printing Software Upgrade

Tabled due to budgetary constraints.

11d. **Discussion/Action Item:** Bathroom Vendor

Tabled in expectation of a contract provided at the next board meeting.

11e. **Discussion/Action Item:** Laptop Policy

Attorney Touhy gave the approval of the policy to be voted on by the board.

A motion made to approve the Laptop Policy by Trustee Battle. Seconded by Trustee Burford.

Ayes: Battle, Burford, Gay, Williams

Nays: None

Absent: Brown, Cunningham, Dixon

Motion Passed

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENT

Volunteer Katherine Bourné offered to assist in contacting building assessment vendors.

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 8:15PM

SIGNED

Shana Battle

Shana Battle, Secretary

DATE

11.14.22