

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

**December 12, 2022**

**1. CALL TO ORDER**

The Regular Meeting of the Riverdale Public Library Board of Trustees was called to order by President Williams at 6:04PM on Monday, December 12, 2022 at the Riverdale Public Library.

**2. ROLL CALL**

The roll was called as follows:

Present: Trustee Battle, Trustee Brown, Trustee Burford, President Williams

*Trustee Dixon arrived at 6:15PM*

Absent: Trustee Cunningham, Trustee Gay,

There was a quorum present to conduct business.

Also present: Director Holt, Assistant Director Rebecca Bourné, Attorney Maryclare Touhy, Circulation Supervisor Ehron Bourné, Tech Services Librarian Barb Diehl, Senior Circulation Clerk Karen Beran, and members of the public.

**3. PERSONAL REFLECTION/MEDITATION**

The board took 30 seconds of silence.

**4. MINUTES**

**4a. Action Item:** Approval of the November 14, 2022 Regular Board Meeting Minutes  
Amendments: Mike 'Pfrommer'

A motion was made by Trustee Brown to approve the minutes of the Regular Board Meeting held on November 14, 2022 as amended. Seconded by Trustee Burford

Ayes: Battle, Brown, Burford, Williams

Nays: None

Absent: Cunningham, Dixon, Gay

**Motion Passed**

**4b. Action Item:** Approval of the December 5, 2022 Special Meeting for the Truth in Taxation Hearing

A motion was made by Trustee Burford to approve the minutes of the Special Meeting held on December 5, 2022 for the Truth in Taxation hearing. Seconded by Trustee Brown

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

**Motion Passed**

**4c. Action Item:** Approval of the December 5, 2022 Special Meeting for the Tax Levy Approval

A motion was made by Trustee Battle to approve the minutes of the Special Meeting held on December 5, 2022 for the Tax Levy Approval. Seconded by Trustee Brown

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

**Motion Passed**

**5. COMMUNICATIONS**

None

**6. FINANCIAL REPORTS**

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

President Williams discussed the Income and Expense Statement for November 1, 2022 to November 30, 2022 that she created from the bank statements. She also stated that as of the end of the month of November there is \$202,523.52 in the bank.

President Williams then explained the monthly service charge for the bank account and how after speaking with the bank it was refunded the Library's account has been upgraded to an Elite account to prevent this charge from reoccurring.

President Williams also reported the library receiving a PPRT check in the amount of \$13,517.77 and a refund in the amount of \$1,450.00 from Jamie Rachlin of Meristem Advisors LLC.

A motion was made by Trustee Battle to approve the November 2022 Financial Report and seconded by Trustee Burford.

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

**Motion Passed**



**6b. Action Item:** Approval of the December 12, 2022 Accounts Payable

President Williams inquired about the absence of the monthly AT&T bill. Director Holt explained that due to contract renegotiations and being overcharged at an earlier date AT&T has been essentially reimbursing the library and therefore the monthly AT&T bill has been excluded until said reimbursement is completed.

A motion was made by Trustee Battle to approve the Accounts Payable for December 12, 2022 as amended in the amount of \$26,705.23 and seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

**Motion Passed**

**6c. Library Payroll:** Approval of the Library Payroll for November 16, 2022, November 20, 2022, and December 14, 2022

A motion was made by Trustee Battle to approve the Library Payroll for November 16, 2022 in the amount of \$10,930.03 and November 30, 2022 in the amount of \$10,930.34 and December 14, 2022 in the amount of \$10,347.31. Seconded by Trustee Dixon

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

**Motion Passed**

**7. DIRECTOR, ASSISTANT DIRECTOR, & CIRCULATION REPORTS**

**Director's Report:**

Concerning the AED Defibrillator Grant, President Williams questioned whether there were any legal issues that could arise by the staff using the defibrillators while waiting for the EMTs. Attorney Touhy assured that there would not be a liability issue and that she did not foresee there being any legal concerns or issues.

Trustee Brown inquired regarding the Library's partnership with the George Patton School. Director Holt explained that the library would be assisting the school's librarian in the weeding process of the school's library collection.

**Assistant Director's Report:**

No comments.

## **Circulation Report:**

Regarding a patron's request for more senior programs, President Williams suggested we ask our patrons for recommendations.

In the matter of the Farmer's Market, Trustee Brown questioned where the supplies were coming from. Director Holt explained that the vendors and food would be provided by the Family Christian Health Center (FCHC) who were in charge of putting the event together and the Library would host/provide a space for the market.

Trustee Brown inquired about the report of sewer gas odors in the staff room. Ms. Diehl explained that this issue has occurred approximately since the building was built as the season changes from warm to cold. President Williams encouraged the hiring of a plumber.

## **8. ATTORNEY REPORT**

None

## **9. REPORTS OF COMMITTEE AND OFFICERS**

None

## **10. OLD BUSINESS**

### **10a. Discussion/Action Item: Building Assessment**

After reviewing the building assessments from Woods Residential and 5Fold provided by Volunteer Katherine Bourné, the board took a poll and decided to approve both the building and structural assessment proposals.

A motion was made by Trustee Brown to approve the Structural Building Assessment Letter of Intent from Woods Residential for the structural assessment in the amount of \$2,550.00.

Seconded by Trustee Dixon

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

**Motion Passed**

A motion was made by Trustee Dixon to approve the Building Assessment Proposal from 5Fold Technical Consultants in the amount of \$2,795.00. Seconded by Trustee Burford

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

**Motion Passed**



**10b. Discussion/Action Item:** Library Closing Times and Dates-2023

Amendment: Martin Luther King Jr Day

A motion was made by Trustee Burford to approve the Library Closing time and Dates for 2023 as amended. Seconded by Trustee Dixon

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

**Motion Passed**

**10c. Action Item:** Resolution for Mission Statement

Tabled until next month's Board meeting for more discussion.

**10d. Discussion/Action Item:** Friends of the Library

Director Holt detailed the purpose of the Friends of the Library and the benefits they offer to the Library. President Williams expressed some concerns. Ms. Diehl explained that when the Library had a Friends group in the past there were no issues between the Library and the Friends of the Library.

Library staff was instructed to inquire if any patrons would be interested in being a part of the Friends group.

No action was taken and the item was tabled until a later date.

**11. NEW BUSINESS**

**11a. Discussion/Action Item:** Meeting Times for 2023

A motion was made by Trustee Brown to approve the Meeting Times for the Library Board for 2023. Seconded by Trustee Battle

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

**Motion Passed**

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

Tabled until next meeting.

**11c. Discussion/Action Item: Collection Development Policy**

President Williams inquired regarding pg. 3 of the policy whether the Library could accept monetary donations. Attorney Touhy explained that the Library can indeed accept such donations.

President Williams directed that the bylaws should be amended in future.

A motion was made by Trustee Burford to approve the Collection Development Policy. Seconded by Trustee Brown

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

**11d. Discussion/Action Item: Weeding Policy**

A motion was made by Trustee Brown to approve the Weeding Policy. Seconded by Trustee Dixon

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

**11e. Discussion/Action Item: Web Design Proposal**

After some discussion, Trustee Brown raised concerns that the proposal under review was submitted by a Riverdale Public Library employee's family member, namely Paul Bourné, referencing past board negligence in similar matters, and the need for transparency. Director Holt and Trustee Dixon expressed reasons why this situation is different to allay these concerns, while acknowledging the necessity of due process. The Board concluded the matter by requesting more quotes for comparison before moving forward, as suggested by Attorney Touhy. No action was taken and the item was tabled until the next Board Meeting.

**11f. Discussion/Action Item: Cardholder Policy**

Tabled until next meeting.

**12. EXECUTIVE SESSION**  
None

**13. PUBLIC COMMENTS**

Senior Circ. Clerk, Karen Beran, outlined more details on the Friend's of the Library.



Community member/library volunteer Katherine Bourné, gave comments on the earlier discussed concerns regarding the web design proposal and her family's commitment to the library.

#### 14. ADJOURNMENT

A motion was made by Trustee Brown to approve the adjournment of the December 2022 Regular Board Meeting. Seconded by Trustee Dixon

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: None

Absent: Cunningham, Gay

**Motion Passed**

President Williams adjourned the Regular Board Meeting by consensus at 7:36PM.

SIGNED Shana Battle DATE 19. 2023  
Shana Battle, Secretary