

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

March 13, 2023

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, March 13, 2023 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Cunningham

A motion was made by Trustee Dixon to approve Trustee Battle joining the meeting remotely.
Seconded by Trustee Brown.

Ayes: Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

Trustee Battle attended the meeting remotely.

A quorum was present to conduct business.

Also present: Director Kate Holt, Attorney Maryclare Touhy, Asst. Director Rebecca Bourné, Circ. Supervisor Ehron Bourné, Tech Svcs Librarian Barb Diehl, Library Volunteer Ms. Bourné, John Williams from Hearne & Assoc., and Bill Goeing from Xerox.

3. PERSONAL REFLECTION/MEDITATION

The Board took 30 seconds of silence.

4. MINUTES

4a. Action Item: Approval of the Regular Board Meeting Minutes held on February 13, 2023

A motion was made by Trustee Brown to approve the minutes of the Regular Board Meeting held on February 13, 2023. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: Gay

Absent: Cunningham

Motion Passed

4b. Action Item: Approval of the Executive Session Minutes held on February 13, 2023

A motion was made by Trustee Dixon to approve the minutes of the Regular Board Meeting held on February 13, 2023 as confidential. Seconded by Trustee Burford.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

Items 10b. and 11b. were moved up on the agenda in regard to the guest presenters' time.

10b. Discussion/Action Item: Printer/Copier Upgrade

Bill Goeing from Xerox gave a brief presentation on the new Printer/Copier machine and coin tower upgrade which would take the place of the library's current copy machine located by the circulation desk. Mr. Goeing also described the operations that would be available with the new machine and expounded upon the details mentioned in the contract.

A motion was made by Trustee Gay to approve the Xerox Copier/Printer Contract. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

11b. Discussion/Action Item: Financial Audit Review

John Williams of Hearne & Associates presented an analysis of the library audit report for the fiscal year ended June 2022. Mr. Williams began with a brief review of the Letters of Recommendations; the *Auditors' Communication With Those Charged With Governance* and the *Management Letter* and also pointed out the recommendations made concerning the Library's uncollateralized deposits, old outstanding checks, and the negative fund balance accounts. Highlights from the Annual Financial Report were then discussed. Mr. Williams concluded that the 2022 audit shows the Library is continuing to move forward in a positive trajectory.

No action required.

5. COMMUNICATIONS

President Williams shared a communication from a resident who expressed her appreciation for how friendly, clean, and warm the library has become, as well as all the new programs and events that are now being held at the library.

6. FINANCIAL REPORTS

6a. Action Item: Approval of the February 2023 Financial Reports

President Williams gave a report on the Income and Expense Statements for February 1, 2023 to February 28, 2023 and relayed that as of the end of the month of February the Library's bank balance was \$330,792.36.

President Williams also reported the updating of the Library's regular checking and savings accounts to *Business Advantage Public Funds Checking* and *Public Funds MaxSaver* accounts respectively, to obtain insurance for the uncollateralized deposits as mentioned in the audit report.

A motion was made by Trustee Gay to approve the February 2023 Financial Report. Seconded by Trustee Burford.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

6b. Action Item: Approval of the Accounts Payable for March 13, 2023 in the amount of \$26,147.37.

A motion was made by Trustee Brown to approve the Accounts Payable for March 13, 2023 as amended in the amount of \$26,147.37. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

6c. Action Item: Approval of the Library Payroll for February 22, 2023 in the amount of \$11,626.38 and March 8, 2023 in the amount of \$11,201.90.

A motion was made by Trustee Burford to approve the Library Payroll for February 22, 2023 in the amount of \$11,626.38 and March 8, 2023 in the amount of \$11,201.90. Seconded by Trustee Brown.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

7. DIRECTOR, ASSISTANT DIRECTOR, & CIRCULATION REPORTS

Director's Report:

Training:

The board discussed the upcoming training opportunities for the administrative staff.

Grants:

Director Holt relayed information regarding grant options as well as the decision to postpone applying for any grants in order to first ensure that all requisite parts necessary for a successful application are acquired.

Door Repair/Plumbing/Tuckpointing:

Director Holt reported that currently additional quotes are being sought for the repair of the rear emergency door, plumbing inspection, and the brick tuckpointing and assured the board that these quotes would be presented to the board at the next meeting.

Training:

With the Avert training being completed and the CPR & First aid training upcoming, the board queried whether a liability issue might ensue in the event the staff provided aid to an injured person. Attorney Touhy relayed that she would follow up on the topic and report to the board at the next meeting.

Assistant Director's Report:

Collaboration/Outreach - Greater Chicago Food Depository:

The board discussed the program collaboration with GCFD for the Summer Lunch Bus.

Circulation Report:

New Job Descriptions and Staff Positions:

Circ. Supv. Bounré expounded upon her reasons for requesting to update the job descriptions/staff positions and specified the need for assistance in the tech department and program management. Following a brief discussion the board decided to move on until the item was reached on the agenda.

8. ATTORNEY REPORT

Attorney Touhy presented the updated Confidentiality policy which she created and stated that this policy would be an action item at the next meeting.

Attorney Touhy also reported that she had reached out to IMRF in order to receive the appropriate documentation to clear up the issue with the IMRF payments.

9. REPORTS OF COMMITTEE AND OFFICERS

9a. Discussion Item: Bylaws Committee Report

President Williams detailed the highlights of the committee meeting to amend the Board Bylaws. It was decided to make the final amendments at the next board meeting.

Item 10c. was moved up on the agenda.

10. OLD BUSINESS

10c. Discussion/Action Item: Director Annual Review

President Williams passed out the Director Evaluation forms and relayed directions to ensure the review was done appropriately.

No action required.

10a. Discussion/Action Item: Building Assessment

Director Holt highlighted points from the Woods Residential Building Assessment which showed that the trusses needed no repairs and the building in general was in good condition.

No action required.

10b. Discussion/Action Item: Printer/Copier Upgrade

Item was moved up on the agenda. See pg.2.

11. NEW BUSINESS

11a. Discussion/Action Item: IT Vendor Presentation

Tabled. No action required.

11b. Discussion/Action Item: Financial Audit Review

Item was moved up on the agenda. See pg.2.

11c. Discussion/Action Item: Job Descriptions

A motion was made by Trustee Brown to approve the job description of Technical Services Assistant with a \$1 raise as amended. Seconded by Trustee Gay.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

A motion was made by Trustee Burford to approve the job description of Assistant Programs Coordinator with a \$2 raise as amended. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

A motion was made by Trustee Dixon to approve the updated job title and description of Circulation Supervisor/Programs Coordinator. Seconded by Trustee Burford.

Ayes: Battle, Brown, Burford, Dixon, Williams

Nays: Gay

Absent: Cunningham

Motion Passed

11d. Discussion/Action Item: Unattended Children Policy

Item postponed to the next meeting.

Trustee Brown exited the meeting at 8:08PM

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENTS

Ms. Diehl expressed gratitude to the board members for approving the new job descriptions.

Ms. Bourné, who volunteered to help secure the building and structural assessments, assured the board members that according to the reports the building repairs could feasibly be placed on hold until the next budget year.

14. ADJOURNMENT

A motion was made by Trustee Gay to approve the adjournment of the March 13, 2023 Regular Board Meeting. Seconded by Trustee Dixon.

Ayes: Battle, Burford, Dixon, Gay, Williams

Nays: None

Absent: Brown, Cunningham

Motion Passed

President Williams adjourned the Regular Board Meeting at 8:12PM.

SIGNED Shana Battle DATE 4-10-2023
Shana Battle, Secretary