

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

April 10, 2023

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library District Board of Trustees was called to order by President Williams at 6:03PM on Monday, April 10, 2023 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Cunningham

Also present: Director Kate Holt, Asst. Director Rebecca Bourné, Circ. Supervisor Ehron Bourné, Trustee Elect Bourné, Trustee Elect Sims, Tech Svcs Librarian Barb Diehl, Attorney Maryclare Touhy,

3. PERSONAL REFLECTION/MEDITATION

The Board took 30 seconds of silence.

The Board acknowledged Trustee Burford's end of service as trustee and presented a token of appreciation for 30 years of service on the Riverdale Public Library Board of Trustees.

4. MINUTES

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

A motion was made by Trustee Gay to approve the minutes of the Regular Board Meeting held on March 13, 2023. Seconded by Trustee Burford.

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

Nays: None

Abstain: None

Absent: Cunningham

Motion Passed

4b. Action Item: Approval of the Minutes of the Bylaw Committee

A motion was made by Trustee Brown to approve the minutes of the Meeting held on March 3, 2023. Seconded by Trustee Gay.

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

Motion Passed

5. COMMUNICATIONS

President Williams informed attendees of the Coffee with the Mayor on April 29; Cancellation of the Riverdale Village meeting; and upcoming Trustee Training at Alsip-Merrionette Park Public Library District on May 20.

6. FINANCIAL REPORTS

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

President Williams reported on the Income and Expense Statements for March 1, 2023 to March 31, 2023 and relayed that as of the end of the month of March the Library's bank balance was \$446,951.23.

A motion was made by Trustee Dixon to approve the March 2023 Financial Report. Seconded by Trustee Burford.

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

Motion Passed

6b. Action Item: Approval of the Accounts Payable for April 10, 2023 in the amount of \$14,926.54.

A motion was made by Trustee Gay to approve the Accounts Payable for April 10, 2023 in the amount of \$14,926.54. Seconded by Trustee Burford.

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

Motion Passed

6c. Action Item: Approval of the Library Payroll for March 22, 2023 in the amount of \$11,154.50 and April 5, 2023 in the amount of \$11,251.39.

A motion was made by Trustee Battle to approve the Library Payroll for March 22, 2023 in the amount of \$11,154.50 and April 5, 2023 in the amount of \$11,251.39. Seconded by Trustee Burford.

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

Nays: None

Abstain: None

Absent: Cunningham

Motion Passed

Items 8. and 9. were moved up on the Agenda.

8. ATTORNEY REPORT

None

9. REPORTS OF COMMITTEE AND OFFICERS

Postponed to next Regular Board Meeting.

7. DIRECTOR, ASSISTANT DIRECTOR, & CIRCULATION REPORTS

Director's Report:

Director Holt reported the inability of SCARF to fulfill their AED grant goals due to a supply issue. The Board suggested alternatives for the Library to obtain an AED through different channels.

Director Holt informed the Board that direct deposit was viable through the Library's current accounting firm WM A Lau & CO. and would be less costly than working directly with the bank. The exact difference in cost would be acquired and presented at the next board meeting.

The Board discussed the reported upcoming staff evaluations and a possible pay raise for the staff.

Additional items mentioned in the report were postponed for discussion/action under 10. Old Business and 11. New Business.

Assistant Director's Report:

None

Circulation Report:

The Board expressed satisfaction with all points mentioned in the March circulation report and commended the Library staff on their excellent work.

10. OLD BUSINESS

10a. Discussion/Action Item: Building Assessment Quotes

After discussing the proposed quotes for tuckpointing the Library building, a motion was made by Trustee Burford to approve Acorn's proposal in the amount of \$13,500. Seconded by Trustee Gay.

Ayes: Battle, Brown, Burford, Dixon, Gay

Nays: None

Abstain: Williams

Absent: Cunningham

Motion Passed

Action on door repair proposals was postponed to procure additional quotes.

The Board discussed the plumbing quotes provided for review. A motion was made by Trustee Battle to approve the Flo-Maxx proposal in the amount of \$1,645. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: Cunningham

Motion Passed

Following a discussion concerning the HVAC system repair, a motion was made by Trustee Brown to approve Naughton Mechanical to do the necessary repairs for the HVAC system in the amount of \$4,200. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: Cunningham

Motion Passed

Action on the Roof Care proposal was postponed until additional information, details, and quotes could be obtained.

10b. Discussion/Action Item: Director Annual Review

Postponed to Executive Session.

10c. Discussion/Action Item: Unattended Children's Policy

Postponed to next Board meeting.

10d. Discussion/Action Item: Confidentiality Policy

Postponed to next Board meeting.

11. NEW BUSINESS

11a. Discussion/Action Item: Confidentiality Policy

See Item 10d.

11b. Discussion/Action Item: Fee Forgiveness and Fax Fee Waiver Day

Staff brought to the attention of the Board the upcoming Fee Forgiveness and Fax Free Days to be observed during National Library Week.

No action was required.

11c. Discussion/Action Item: Christmas and New Year Observances

No action was required.

11d. Discussion/Action Item: Decennial Committee on Local Govt. Efficiency Act Compliance

Postponed to next Board meeting

11e. Discussion/Action Item: Equitable Restroom Act Compliance

Director Holt explained the recent state regulations for single use restrooms.

No action necessary

11c. Discussion/Action Item: Director's University 2.0 Approval

A motion was made by Trustee Brown to approve the invoice in the amount of \$150 for Director Holt to attend Director's University 2.0. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: Cunningham

Motion Passed

Item 13. was moved forward on the agenda.

13. PUBLIC COMMENTS

Trustee Elect Sims commented on the tuckpointing proposals and agreed with the Board's decision on the Acorn proposal.

Circ Supv. Bourné requested a meeting with Board President and Administrative staff to discuss the new budget for the fiscal year 2023-2024.

12. EXECUTIVE SESSION

A motion was made by Trustee Dixon to exit open session and enter into executive session, Pursuant to 5 ILCS 120/2(c)(2), Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees at 7:52PM. Seconded by Trustee Burford.

Ayes: Battle, Burford, Dixon, Gay, Williams

Nays: None

Abstain: None

Absent: Brown, Cunningham

Motion Passed

Executive Session was entered at 7:52

14. ADJOURNMENT

Following discussion a motion was made by Trustee Battle to exit the Executive Session and adjourn the April 10, 2023 Regular Board Meeting at 8:31PM. Seconded by Trustee Burford.

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

Nays: None

Abstain: None

Absent: Cunningham

Motion Passed

SIGNED Shana Battle
Shana Battle, Secretary

DATE 5/8/2023