

Regular Board Meeting Minutes of the RIVERDALE PUBLIC LIBRARY DISTRICT

May 8, 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 6:00PM on Monday, May 8, 2023 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Burford, Trustee Cunningham

A quorum was present to conduct business

Also present: Attorney Maryclare Touhy, Asst. Dir. Rebecca Bourné, Circ. Suprv. Ehron Bourné, Tech Svcs Librarian Barb Diehl, Asst. Programs Coord. Karen Beran, Trustee Elect Bourné,

3. PERSONAL REFLECTION/MEDITATION

The Board took 30 seconds of silence.

4. MINUTES

4a. Action Item: Approval of the Minutes of the Regular Board Meeting held on April 10, 2023

A motion was made by Trustee Dixon to approve the minutes of the Regular Board Meeting held on April 10, 2023. Seconded by Trustee Brown.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Abstain: None

Absent: Burford, Cunningham

Motion Passed

4b. Action Item: Approval of the Executive Session Minutes held on April 10, 2023

A motion was made by Trustee Brown to approve the minutes of the Executive Session held on April 10, 2023. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Dixon, Williams

Nays: None

Abstain: Gay

Absent: Burford, Cunningham

Motion Passed

5. COMMUNICATIONS

President Williams informed attendees that the review of the Board Bylaws would be postponed to a later meeting.

The Board commended the latest Library Newsletter.

President Williams gave a brief reminder of the upcoming Trustee Training on May 20th.

President Williams distributed flyers for the upcoming Village Clean Up event.

6. FINANCIAL REPORTS

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

President Williams reported the Income and Expense Statements for April 1st to April 30th of 2023 and relayed that as of the end of the month of March the Library's bank balance was \$567,955.89.

A motion was made by Trustee Dixon to approve the April 2023 Financial Report. Seconded by Trustee Battle.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Abstain: None

Absent: Burford, Cunningham

Motion Passed

6b. Action Item: Approval of the Accounts Payable for May 8, 2023 in the amount of \$28,661.32.

A motion was made by Trustee Brown to approve the Accounts Payable for May 8, 2023 as amended. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Abstain: None

Absent: Burford, Cunningham

Motion Passed

6c. Action Item: Approval of the Library Payroll for April 19, 2023 in the amount of \$11,222.65 and May 3, 2023 in the amount of \$11,222.67.

A motion was made by Trustee Gay to approve the Library Payroll for April 19, 2023 in the amount of \$11,222.65 and May 3, 2023 in the amount of \$11,222.67. Seconded by Trustee Dixon.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Abstain: None

Absent: Burford, Cunningham

Motion Passed

7. DIRECTOR, ASSISTANT DIRECTOR, & CIRCULATION REPORTS

Director's Report:

The Board discussed direct deposit, training, grant applications, building construction, and DEI strategic planning as presented in the Director's report.

Assistant Director's Report:

The Board discussed policies, past and upcoming library collaborations and events, and the proposed maintenance for the outdoor landscape as outlined in the Assistant Directors report.

Circulation Report:

The Board commented on the upcoming programs, HR training for staff, patron feedback, updated mask mandate, reopening of the Library's water fountain, and bike locks for patrons as presented in the circulation reports.

8. ATTORNEY REPORT

Attorney Touhy explained the correct procedures for the swearing in of the new board trustees.

9. REPORTS OF COMMITTEE AND OFFICERS

Postponed to next Regular Board Meeting.

10. OLD BUSINESS

10a. Discussion/Action Item: Building Assessment Quotes

After discussing the proposed quotes for the door repair, a motion was made by Trustee Gay to approve Preferred Window and Door's proposal in the amount of \$3,288.00. Seconded by Trustee Brown.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Abstain: None

Absent: Burford, Cunningham

Motion Passed

10b. Discussion/Action Item: Unattended Children Policy

A motion was made by Trustee Brown to approve the Unattended Children policy. Seconded by Trustee Gay.

Ayes: Battle, Brown, Dixon, Gay, Williams

Nays: None

Abstain: None

Absent: Burford, Cunningham

Motion Passed

10b. Discussion/Action Item: Confidentiality Policy

Following discussion, a motion was made by Trustee Battle to approve the Confidentiality policy. Seconded by Trustee Dixon.

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

10c. Discussion/Action Item: Decennial Committee on Local Government Efficiency Act Compliance

Attorney Touhy relayed the details and requirements for the Decennial Committee.

A motion was made by President Williams to appoint all Trustees of the Riverdale Public Library District Board to the Decennial Committee. Seconded by Trustee Dixon.

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

A motion was made by President Williams to appoint Library Director Holt to the Decennial Committee. Seconded by Trustee Gay.

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

A motion was made by President Williams to appoint Asst. Dir. Bourné to the Decennial Committee. Seconded by Trustee Brown.

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

A motion was made by President Williams to appoint Circ. Suprv. Bourné. Seconded by Trustee

Battle.

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

Motion Passed

11. NEW BUSINESS

11a. Discussion/Action Item: Budget for Fiscal Year 2023-23

President Williams presented the budget draft for the next fiscal year.

No action was taken at this time.

11b. Discussion/Action Item: Approve New Annual Salary for Director Holt in the amount of \$66,340.

A motion was made by Trustee Dixon to approve the new annual salary for Director Holt in the amount of \$66,340. Seconded by Trustee Battle.

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

Motion Passed

11c. Discussion/Action Item: Americans with Disabilities Act (ADA) Policy

A motion was made by Trustee Gay to approve the ADA policy. Seconded by Trustee Brown.

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

Motion Passed

11d. Discussion/Action Item: Solicitation and Distribution Policy

A motion was made by Trustee Brown to approve the Solicitation and Distribution policy. Seconded by Trustee Gay.

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

Motion Passed

11e. Discussion/Action Item: Use By Groups Policy

For the ease of understanding, there was a wording change from 'sans' to 'without'.

A motion was made by Trustee Dixon to approve as amended the Use by Groups policy.
Seconded by Trustee Gay.

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

Motion Passed

11f. Discussion/Action Item: Approve the transfer of \$100,000.00 from the library's savings account to the library's checking account to pay for payroll and invoices.

A motion was made by Trustee Dixon Approve the transfer of \$100,000.00 from the library's savings account to the library's checking account. Seconded by Trustee Brown.

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

Motion Passed

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENTS

Circ. Suprv. Bourné expressed her concerns about the evaluation process.

14. ADJOURNMENT

A motion was made by Trustee Brown to adjourn the May 8, 2023 Regular Board Meeting at 8:04PM. Seconded by Trustee Dixon.

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

Motion Passed

SIGNED Shana Battle DATE 6.12.2023
Shana Battle, Secretary