

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

July 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 6:00PM on Monday, July 10, 2023 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

Present: Trustee Battle, Trustee Bourné, Trustee Brown, Trustee Gay, Trustee Sims, Trustee Williams

Absent: Trustee Dixon

A quorum was present to conduct business

Also present: Attorney Maryclare Touhy, Director Kate Holt, Ron Valdez of Heritage Technology Solutions, members of the staff, and a member of the public.

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 June 12, 2023

A motion was made by Trustee Gay to approve the minutes of the Regular Board Meeting held on July 12, 2023 as amended. Seconded by Trustee Brown.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams

Nays: None

Abstain: None

Absent: Dixon

Motion Passed

5. COMMUNICATIONS

Attendees were informed concerning the next Village of the Whole meeting scheduled for July 11, 2023. Trustees were reminded to complete the OMA training.

Trustees were also informed about the new Illinois law concerning state funding in regard to Public Library's book banning policies.

Item 10b. was moved up in regard to the speaker's time.

10b. Discussion/Action Item: Heritage Service Contract Proposal

Ron Valdez of Heritage presented the new service contract proposal and expounded on the details and questions that were brought up by the Board.

A motion was made by Trustee Gay to approve the Heritage Service Contract Proposal based on the term as filled in. Seconded by Trustee Sims.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams
Nays: None
Abstain: None
Absent: Dixon

Motion Passed

6. FINANCIAL REPORTS

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

President Williams reported the Income and Expense Statements for June 1st to June 30th of 2023 and relayed that as of the end of the month of June the Library's bank balance was \$464,037.08.

A motion was made by Trustee Gay to approve the June 2023 Financial Report. Seconded by Trustee Battle.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams
Nays: None
Abstain: None
Absent: Dixon

Motion Passed

6b. Action Item: Approval of the Accounts Payable for July 10, 2023 in the amount of \$26,497.40.

After discussion a motion was made by Trustee Gay to approve the Accounts Payable for July 10, 2023 in the amount of \$27,032.40 as amended. Seconded by Trustee Bourné.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams
Nays: None
Abstain: None
Absent: Dixon

Motion Passed

6c. Action Item: Approval of the Library Payroll for June 14, 2023 in the amount of \$10,879.26 and June 28, 2023 in the amount of \$11,226.52.

A motion was made by Trustee Brown to approve the Library Payroll for June 14, 2023 in the amount of \$10,879.26 and June 28, 2023 in the amount of \$11,226.52. Seconded by Trustee Sims.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams
Nays: None
Abstain: None
Absent: Dixon

Motion Passed

7. DIRECTOR, ASSISTANT DIRECTOR, & CIRCULATION REPORTS

Director's Report:

Director Holt opened the floor to the Board for questions and discussion on the Director's report. The Board commented on outreach and a new program proposal of business workshops for patrons, as well as the custodian position and door repair. Discussion for other items was reserved until they appeared on the Agenda.

Assistant Director's Report:

None

Circulation Report:

The Board commented on patron feedback, outreach, and programs as outlined in the June circulation report. Possible future music lessons at the Library or Library of Things (i.e. circulating instruments) was also discussed.

8. ATTORNEY REPORT

Attorney Touhy reported on the conclusion of the IMRF situation.

9. REPORTS OF COMMITTEE AND OFFICERS

President Williams presented the amendments that were suggested to be made to the Board Bylaws during the Committee meeting in March.

10. OLD BUSINESS

10a. Discussion/Action Item: Deiters & Todd Board Training Recap

The Board discussed the details of the upcoming training. No action required.

11. NEW BUSINESS

11a. Discussion/Action Item: NIR Roofcare Proposal

A motion was made by Trustee Brown to table the NIR Roofcare Proposal. Seconded by Trustee Gay.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams

Nays: None

Abstain: None

Absent: Dixon

Motion Passed

11b. Discussion/Action Item: Acorn Tuckpointing Front Facade

Following discussion a motion was made by Trustee Brown to ratify the previously executed contract in payment to Acorn Tuckpointing for labor and services related to tuckpointing in the amount of \$7,500. Seconded by Trustee Gay.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams

Nays: None

Abstain: None

Absent: Dixon

Motion Passed

11c. Discussion/Action Item: Meristem Consulting Proposal

Following discussion a motion was made by Trustee Bourné to approve the Meristem Consulting proposal not to exceed \$1,750. Seconded by Trustee Brown.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams
Nays: None
Abstain: None
Absent: Dixon
Motion Passed

11d. Discussion/Action Item: Decennial Efficiency Committee

The Board discussed procedures for the Decennial Committee. No action required.

11e. Discussion/Action Item: Custodian Position Job Description Revision

Following discussion and suggestions from the staff, Board, and Attorney Touhy it was decided to create a new job description for the custodian position rather than revise the current job description. A motion was made by Trustee Gay to table the Custodian Position Job Description Revision. Seconded by Trustee Brown.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams
Nays: None
Abstain: None
Absent: Dixon
Motion Passed

11f. Discussion/Action Item: Approve Revisions to the Board Bylaws

A motion was made by Trustee Gay to approve the revisions to the Board Bylaws as discussed. Seconded by Trustee Brown.

Ayes: Battle, Bourné, Brown, Gay, Sims, Williams
Nays: None
Abstain: None
Absent: Dixon
Motion Passed

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENTS

None

14. ADJOURNMENT

President Williams adjourned the meeting by consensus at 8:26PM following a motion made by Trustee Gay to adjourn the July 10, 2023 Regular Board Meeting. Seconded by Trustee Sims.

SIGNED Shana Battle DATE 8-14-2023
Shana Battle, Secretary