

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

**August 14, 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 6:05PM on Monday, August 14, 2023 at the Riverdale Public Library.

**2. ROLL CALL**

The roll was called as follows:

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

Absent: Trustee Battle

A quorum was present to conduct business

Also present: Attorney Maryclare Touhy, Director Kate Holt, and members of the staff.

**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 July 10, 2023

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

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

Nays: None

Abstain: None

Absent: Battle

**Motion Passed**

**4b. Action Item:** Approval of the Minutes of the Committee of the Whole Meeting held on July 15, 2023

A motion was made by Trustee Gay to approve the minutes of the Committee of the Whole Meeting held on July 15, 2023. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: Battle

**Motion Passed**

**5. COMMUNICATIONS**

The next Village of the Whole meeting is scheduled for Aug. 22, 2023.

A new Pizza Restaurant is coming soon to Riverdale.

6. FINANCIAL REPORTS

**6a. Action Item:** Approval of the July 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 \$453,170.46.

Minor paycheck complications were also reported and the Board members and Attorney Touhy discussed how to resolve them.

Following this, a motion was made by Trustee Gay to approve the July 2023 Financial Report. Seconded by Trustee Dixon.

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

**Motion Passed**

**6b. Action Item:** Approval of the Accounts Payable for August 14, 2023 in the amount of \$16,068.88.

Following discussion a motion was made by Trustee Brown to approve the Accounts Payable for August 14, 2023 in the amount of \$16,068.88. Seconded by Trustee Gay.

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

**Motion Passed**

**6c. Action Item:** Approval of the Library Payroll for July 12, 2023 in the amount of \$11,893.45, for July 26, 2023 in the amount of \$11,895.95, and for August 9, 2023 in the amount of \$11,595.41

A motion was made by Trustee Gay to approve the Library Payroll for July 12, 2023 in the amount of \$11,893.45, for July 26, 2023 in the amount of \$11,895.95, and for August 9, 2023 in the amount of \$11,595.41. Seconded by Trustee Bourné.

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

**Motion Passed**

## 7. DIRECTOR, ASSISTANT DIRECTOR, AND 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 and discussed the Live & Learn Grant, carpeting, IPLAR report, completed door replacement, and outreach.

### **Assistant Director's Report:**

None

### **Circulation Reports:**

The Board commented on new staff, programming, patron numbers, and patron feedback, interior and exterior upgrades.

## 8. ATTORNEY REPORT

Attorney Touhy reported her status on the Bylaw amendments and offered assistance with regard to contract filing.

## 9. REPORTS OF COMMITTEE AND OFFICERS

**Committees:** The Secretary's Audit was discussed and will be reported on by Trustee Gay at the next regular meeting.

President Williams suggested appointing an Accounts Payable Processing Committee with Trustee Bourné spearheading the committee.

**Officers:** Trustee Gay, the Village Civil Service Commission, announced the swearing in of Trustee Brown and Trustee Bourné to the Civil Service Committee on the 22nd of August.

## 10. OLD BUSINESS

### **10a. Discussion/Action Item: Heritage Service Contract Proposal Terms**

Following discussion and polling the Board, a motion was made by Trustee Dixon to approve the Term of the Heritage Service Contract Proposal for 1 year. Seconded by Trustee Bourné.

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

Nays: None

Abstain: None

Absent: Battle

**Motion Passed**

### **10b. Discussion/Action Item: NIR Roofcare Proposal**

Following discussion it was decided to discontinue further dialogue with NIR and instead explore other roofcare proposals. No action required.

### **10c. Discussion/Action Item: Decennial Efficiency Committee**

Attorney Touhy reiterated the prerequisites for the Decennial Committee and gave suggestions on the most efficient avenues to complete the task. The Board was also advised that the report should be submitted by May 31, 2024. The first meeting will be held on September 11, 2023 at 5:30PM.

No action required.

**10c. Discussion/Action Item:** Custodian Position Job Description Revision

Following comments and suggestions, a motion was made Trustee Bourné to approve the Custodian Job Description as amended. Seconded by Trustee Brown.

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

11. NEW BUSINESS

**11a. Discussion/Action Item:** Trustee Training Recap

The Board discussed and gave feedback concerning the Trustee Training with Jim Dieters of Dieters & Todd Library Consulting. No action required.

**11b. Discussion/Action Item:** Final 2022-2023 Budget/Expense Report

The Budget/Expense records for the fiscal year 22-23 was reviewed and discussed. No action required.

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENTS

None

Trustee Sims and Trustee Bourné recommended setting up Goals/Strategic Plans for the future improvement of the Library.

14. ADJOURNMENT

President Williams adjourned the meeting by consensus at 8:08PM

SIGNED

*Shana Battle*

Shana Battle, Secretary

DATE

*9-11-2023*