

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

September 11, 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 6:02PM on Monday, September 11, 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 August 14, 2023

A motion was made by Trustee Bourné to approve the minutes of the Regular Board Meeting held on August 14, 2023. Seconded by Trustee Brown.

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

Nays: None

Abstain: None

Absent: Battle

Motion Passed

5. COMMUNICATIONS

President Williams announced the Committee of the Whole Village Meeting which will be held on September 14th at 7:00PM as well as this year's ILA Conference which will be held in Springfield at the end of October.

6. FINANCIAL REPORTS

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

President Williams reported the Income and Expense Statements for August 1st to August 30th of 2023 and relayed that as of the end of the month the Library's bank balance was \$438,618.52.

President Williams also gave an update on the status of the check fraud investigation and Board members discussed measures to ensure the theft of Library checks is not repeated.

A motion was made by Trustee Bourné to approve the August 2023 Financial Report. Seconded by Trustee Gay.

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

Nays: None

Abstain: None

Absent: Battle

Motion Passed

6b. Action Item: Approval of the Accounts Payable for September 11, 2023 in the amount of \$27,841.05.

The Board discussed improving communications between Library administration and the accountants.

A motion was made by Trustee Brown to approve the Accounts Payable for September, 2023 in the amount of \$27,841.05. Seconded by Trustee Bourné.

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

6c. Action Item: Approval of the Library Payroll for August 23, 2023 in the amount of \$11,866.68, and for September 6, 2023 in the amount of \$11,804.88

A motion was made by Trustee Bourné to approve the Library Payroll for August 13, 2023 in the amount of \$11,866.68, and for September 6, 2023 in the amount of \$11,804.88. Seconded by Trustee Gay.

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

11h. Action Item: Ratify 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 to ratify the transfer of \$100,000.00 from the Library's savings account to the Library's checking account to pay for payroll and invoices. Seconded by Trustee Gay.

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

The Board requested Attorney Touhy to provide a memo to Lau to remedy check discrepancies.

7. DIRECTOR, ASSISTANT DIRECTOR, AND CIRCULATION REPORTS

Director's Report:

Directo Holt opened the floor to the Board for questions and discussion on the Director's report. The Board commented and discussed long-term planning and the audit status as well as staff safety and the possibility of having a security guard or procuring an agreement with the Riverdale Police Department to have an officer make regular walkthroughs. It was also determined that a policy for the use of pepper-spray would be drafted by Attorney Touhy.

Assistant Director's Report:

The Board discussed the collection development of Spanish language selections and the community Baby Shower event; and expressed approval concerning the Lunch Bus summer event.

Circulation Reports:

The Board commended the Library on the increase of patrons, and discussed staff in-service days as outlined in the circulation report.

8. ATTORNEY REPORT

None

9. REPORTS OF COMMITTEE AND OFFICERS

11c. Discussion/Action Item: Long-Term Planning Committee

President Williams appointed herself, Trustee Sims, and Trustee Bourné to the Strategic Planning Committee.

No action required.

11b. Discussion/Action Item: Appointment of Trustee Bourné to Accounts Payable Committee

Trustee Bourné reported that an evaluation of the current AP process was being conducted, but suggested a committee not being required and instead as Treasurer she would review the AP process.

No action required.

10. OLD BUSINESS

None

11. NEW BUSINESS

11a. Discussion/Action Item: Secretary's Audit Committee

Trustee Gay presented the Secretary Audit for fiscal year 07/22-06/23 and reported that everything was in order and no amendments were necessary.

No action required.

11d. Discussion/Action Item: Carpet Cleaning Quotes

Following discussion, input from staff, and polling of the Board members, a motion was made by Trustee Dixon to approve the proposal from Southland Steam pending an itemized list as discussed. Seconded by Trustee Gay.

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

Motion Passed

Trustee Dixon exited the meeting at 7:25PM.

The Board then discussed closure processes for time of cleaning. It was determined that once a date had been set with Southland Steam that it would be brought to the Board for closing approval.

11e. Discussion/Action Item: AED Purchasing Quotes

Following discussion and polling of the Board members, a motion was made by Trustee Sims to approve the AmericanAED Quote in the amount of \$1,891. Seconded by Trustee Bourné.

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

Motion Passed

Trustee Battle arrived at 7:43.

11f. Discussion/Action Item: IPLAR Completion

President Williams noted minor typos and incorrect addresses on the IPLAR report for amendment.

A motion was made by Trustee Brown to approve the IPLAR report with amendments. Seconded by Trustee Gay.

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

11f. Discussion/Action Item: Direct Deposit

President Williams and Director Holt gave a brief summary of the direct deposit process.

No action required.

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENTS

None

14. ADJOURNMENT

President Williams adjourned the meeting by consensus at 7:58PM

SIGNED

Shana Battle

Shana Battle, Secretary

DATE

10-2-2023