

Regular Board Meeting Minutes of the RIVERDALE PUBLIC LIBRARY DISTRICT

October 9, 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, October 9, 2023 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Brown

A quorum was present to conduct business.

Also present: Assistant Director Rebecca Bourné, Attorney Maryclare Touhy, Supervisor Circulation Ehron Bourné, Tech Services Librarian Barb Diehl, NIR Roofcare Representative Miguel Garcia, and members 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 September 11, 2023

A motion was made by Trustee Bourné to approve the minutes of the Regular Board Meeting held on September 11, 2023. Seconded by Trustee Sims.

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

Nays: None

Abstain: None

Absent: Brown

Motion Passed

4b. Action Item: Approval of the Minutes of the Strategic Planning Committee held on October 2, 2023

A motion was made by Trustee Dixon to approve the minutes of the meeting of the Strategic Planning Committee held on October 2, 2023. Seconded by Trustee Gay.

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

Nays: None

Abstain: None

Absent: Brown

Motion Passed

4c. Action Item: Approval of the Minutes of the Decennial Committee held on September 11, 2023

A motion was made by Trustee Sims to approve the minutes of the meeting of the Decennial Committee held on September 11, 2023. Seconded by Trustee Bourné.

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

Motion Passed

5. COMMUNICATIONS

The Committee of the Whole Village Meeting will be held on Oct. 10 at 7pm.

The Coffee with the Mayor event will be held on Oct. 21 at 10am.

FEMA site at the Chicago Heights PL, Oct. 10-13 from 8am-5pm regarding the Jun. 29 - Jul. 2 storms.

NIR Representative Miguel Garcia gave a presentation highlighting NIR's specialties and the benefits of the proposed plan for preventative roofcare for the Riverdale Library which would assist in creating a longer lifespan for the Library's roof.

The Board will make a decision in regards to the roofcare proposal at the next regular meeting on November 13th.

6. FINANCIAL REPORTS

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

President Williams reported the Income and Expense Statements for Sept. 1 to Sept. 30 of 2023 and relayed that as of the end of the month the Library's bank balance was \$428,901.91.

President Williams also presented a comparison of previous years to demonstrate the Library's improvement over the years.

Trustee Gay enquired into check variances. Assistant Bourné was instructed to look into the matter.

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

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

Motion Passed

6b. Action Item: Approval of the Accounts Payable for October 9, 2023 in the amount of \$21,872.49.

Trustee Sims questioned the purchase of a conference table as listed on the AP. Trustee Bourné explained and proposed possible ratifications for the expense.

Following enquiry from Trustee Gay, the Domain Listings invoice was reviewed by Barb Diehl and Attorney Touhy and was ultimately removed from the AP list.

Trustee Gay requested clarification regarding the State Farm insurance payment. Trustee Bourné reported the status of the Library's insurance and reasons for the payment.

A motion was made by Trustee Bourné to approve the Accounts Payable for October 9, 2023 in the amount of \$21,872.49 less the Domain Listings for \$288. Seconded by Trustee Dixon.

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

6c. Action Item: Approval of the Library Payroll for September 20, 2023 in the amount of \$11,949.79, and for October 4, 2023 in the amount of \$11,798.21.

A motion was made by Trustee Gay to approve the Library Payroll for September 20, 2023 in the amount of \$11,949.79, and for October 4, 2023 in the amount of \$11,798.21. Seconded by Trustee Sims.

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

7. DIRECTOR, ASSISTANT DIRECTOR, AND CIRCULATION REPORTS

Director's Report:

Audit- President Williams clarified the audit process as outlined in the report.

Check Fraud- Trustee Gay requested that a complaint form be filed with the Post Office regarding the check theft and fraud case.

Staff Safety- Attorney Touhy explained that certain requirements such as a policy and training are required before employees are allowed to utilize pepper spray in defense. Trustee Bourné voiced her concerns and suggested that instead the staff should be empowered to disengage and contact the police if put in difficult situations.

After discussion the Board agreed to not move forward on the use of pepper spray

Sexual Harassment Training- Attorney Touhy affirmed that sexual harassment training for the staff is a state requirement and therefor should be implemented.

Assistant Director's Report:

Assistant Director Bourné reported that the Riverdale PD had reached out to request that the library enter into a camera sharing program. Item will be further discussed at a later meeting.

Circulation Reports:

The Board commended the Sept. Circulation Report and library programs past and upcoming.

In response to a patron comment asking for the library to lower costs for faxes the Board instructed the staff to investigate and determine whether those costs can be lowered as requested. Circulation Supervisor Bourné shared that a patron had offered to fundraise specifically to cover copying and printing costs of students.

8. ATTORNEY REPORT

None

9. REPORTS OF COMMITTEE AND OFFICERS

Strategic Planning Committee-

Trustee Bourné detailed the items discussed at the committee meeting and the decision to create a questionnaire in order to compile everyone's hopes, goals, and objectives for the Library. The Board members and Admin staff agreed to complete the questionnaire; a summary of which would be discussed at the next committee meeting and then presented at the November regular board meeting.

Bylaws

No discussion

Decennial Committee

No discussion

10. OLD BUSINESS

10a. Discussion/Action Item: Direct Deposit and Automated Bill Payment

The Board discussed the status and process of the direct deposit and the decision to move recurring bills to automated pay to mitigate late fees and lessen the possibility of another theft of a check.

A motion was made by Trustee Dixon to approve the Automated Bill Payment for AT&T, COEO, Constellation, Tri-State Disposal, GreatAmerica Financial, Nicor Gas, Nationwide Retirement Solutions, Xerox, and Martin Whalen. Seconded by Trustee Sims.

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

Nays: None

Abstain: None

Absent: Brown

Motion Passed

10b. Discussion/Action Item: Board Bylaws

Attorney Touhy detailed all legal revisions she made to the bylaws as requested by the Board.

A motion was made by Trustee Dixon to amend Section II of Article IX of the bylaws as presented. Seconded by Trustee Sims.

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

Nays: None

Abstain: None

Absent: Brown

Motion Passed

11. NEW BUSINESS

11a. Discussion/Action Item: B&A Update

President Williams announced the public hearing and special meeting at 6PM on October 23rd to approve the Budget and Appropriations Ordinance.

No action required.

11b. Discussion/Action Item: ILA Conference

The Board discussed the future possibility of covering the fees for overnight stays of persons attending a conference.

A motion was made by Trustee Sims to approve Trustee Bourné, Assistant Director Bourné, and Director Holt to attend the ILA conference and conference fees. Seconded by Trustee Dixon.

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

Motion Passed

11c. Discussion/Action Item: Reinstatement of Library Treasurer's Report to Agenda

Following discussion a motion was made by Trustee Dixon to approve the addition of the Treasurer's Report to the Agenda which will be placed under the Financial Reports and to amend the Bylaws Section IV of Article VI. Seconded by Trustee Bourné.

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

Motion Passed

11d. Discussion: Review of Annual Accountant Treasurer's Report

The Board Discussed the Treasurer's Report created by the Library Accounting Firm and concluded that President Williams will present the Financial Budget Actual Report at the next meeting for comparison.

11e. Discussion: Disaster Manual Review

The Board discussed the Disaster Manual as presented and made suggestions for amendments.

12. EXECUTIVE SESSION

None

13. PUBLIC COMMENTS

Paul Bourné gave an update on the status of the website redesign.

Circulation Supervisor Bourné relayed an invitation from Live4Lali to attend their Masquerade Ball.

14. ADJOURNMENT

President Williams adjourned the meeting at 8:11PM

SIGNED Shana Battle DATE 11.13.23
Shana Battle, Secretary