

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

**November 13, 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, November 13, 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

A motion was made by President Williams to allow Trustee Battle to attend the Board Meeting remotely.  
Seconded by Trustee Brown.

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

**Motion Passed**

A quorum was present to conduct business.

Also present: Director Kate Holt, Assistant Director Rebecca Bourné, Attorney Maryclare Touhy, Circulation Supervisor Ehron Bourné, Tech Services Librarian Barb Diehl, and Paul 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 October 9, 2023

Amendment under **6a.** from (3) to (30).

A motion was made by Trustee Bourné to approve the minutes of the Regular Board Meeting held on November 13, 2023 as amended. Seconded by Trustee Sims.

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

**Motion Passed**

**4b. Action Item:** Approval of the Minutes of the B&A Public Hearing Meeting held on October 23, 2023

A motion was made by Trustee Gay to approve the Minutes of the B&A Public Hearing Meeting held on October 23, 2023. Seconded by Trustee Brown.



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

**4c. Action Item:** Approval of the Minutes of the B&A Ordinance Special Meeting held on October 23, 2023

A motion was made by Trustee Gay to approve the Minutes of the B&A Ordinance Special Meeting held on October 23, 2023. Seconded by Trustee Brown.

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

**4d. Action Item:** Approval of the Minutes of the Strategic Planning Committee held on November 6, 2023

Amendment under **5. Adjournment** from (special meeting) to (committee meeting).

A motion was made by Trustee Gay to approve the Minutes of the B&A Ordinance Special Meeting held on November 6, 2023 as amended. Seconded by Trustee Bourné.

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

**5. COMMUNICATIONS**

A Property Tax Assessment Workshop will be held on November 18 at the Thornton Village Hall.

A Special Village Meeting will be held at 6:45PM before the regular scheduled Village Meeting at 7PM.

Trustee Bourné gave a brief overview of her time at the ILA conference.

Paul Bourné presented the library website redesign. Following discussion it was determined that the new upgrades would be put into effect on January 1, 2024.

**6. FINANCIAL REPORTS**

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

President Williams reported the Income and Expense Statements for Oct. 1 thru Oct. 31 of 2023 and relayed that as of the end of the month the Library's bank balance was \$410,332.14.

A motion was made by Trustee Brown to approve the October 2023 Financial Report. Seconded by Trustee Dixon.

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



**6b. Action Item:** Approval of the Accounts Payable for November 13, 2023 in the amount of \$19,712.25.

A motion was made by Trustee Gay to approve the Accounts Payable for November 13, 2023 in the amount of \$19,712.25. Seconded by Trustee Dixon.

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

**6c. Action Item:** Approval of the Revised Accounts Payable for October 9, 2023 in the amount of \$21,941.41.

Amendments: Demco-Voided; Reuben Martinez-Voided; Southland Carpet-Added to total;  
Domain Listings-Removed

A motion was made by Trustee Brown to approve the Revised Accounts Payable for October 9, 2023 in the amount of \$21,941.41. Seconded by Trustee Bourné.

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

**6d. Action Item:** Approval of the Library Payroll for October 18, 2023 in the amount of \$11,792.08, and for November 1, 2023 in the amount of \$11,537.81.

A motion was made by Trustee Gay to approve the Library Payroll for October 18, 2023 in the amount of \$11,792.08, and for November 1, 2023 in the amount of \$11,537.81. Seconded by Trustee Dixon.

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

**6a. Action Item:** Approval of the Revised July 2023 Financial Report

Report revised to show the correct allocation funds. Amendment of \$46,650.98 PPRT to \$30,782.93 PPRT and \$15,868.05 Per Capita Grant.

A motion was made by Trustee Bourné to approve the July 2023 Financial Report. Seconded by Trustee Dixon.

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



## 7. TREASURER'S REPORT

Trustee Bourné reported that the Worker's Comp was reinstated and that the D&O Insurance was in order. Trustee Bourné also reported on the AP process, the state of the digital and paper vendor files, and that an email designated for AP invoices was being brought to the Board to be voted on as listed in the Agenda.

## 8. DIRECTOR, ASSISTANT DIRECTOR, AND CIRCULATION REPORTS

### Director's Report:

Director Holt reported that State Farm had agreed to cover the cost of collection replacement under the Library's current existing contract with no additional charges. The Board expressed concern about insurance for replacement of the Library building and contents. It was determined to look into acquiring this coverage through State Farm and as well as other insurance companies.

Director Holt also reported that Lau would be providing the requisite documents to Hearne & Associates for the Library Audit, and that the representative from Lau was in the process of getting set up for direct deposit.

Director Holt also reported that she would be applying for the 'My Library Is' Grant.

Following discussion the Board provided suggestions for the Chamber of Commerce but also requested that the Library relinquish some of the responsibilities linked with the chamber.

The Board also discussed the upcoming sexual harassment training for the staff.

*Trustee Battle exited the meeting at 7:35PM.*

### Assistant Director's Report:

Trustee Gay asked for more information regarding the Camera Sharing Program. Asst. Dir. Bourné explained the details as laid out in her report.

The Board also discussed the fax and copy Costs.

### Circulation Reports:

Trustee Gay shared her appreciation for Taco Day.

President William shared feedback from a participant of the CPR classes who said she enjoyed the training session at the Library, the teacher was excellent, and that it would be good if the training was offered at least once a year.

## 9. ATTORNEY REPORT

None

*Items 11. Old Business and 12. New Business were moved forward on the Agenda.*

## 11. OLD BUSINESS

### 11a. Discussion/Action Item: Disaster Manual Review and Approval

A motion was made by Trustee Dixon to table the Disaster Manual Review and Approval. Seconded by Trustee Gay.

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

Nays: None

Abstain: None

Absent: Battle

**Motion Passed**

### 11b. Discussion/Action Item: Roof Maintenance Quotes

A motion was made by Trustee Gay to table the Roof Maintenance Quotes. Seconded by Trustee Dixon.



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

**11c. Discussion:** Board Bylaws Changes

President Williams briefly went over the final copies of the Board Bylaws.

**12. NEW BUSINESS**

**12a. Discussion/Action Item:** Levy and Truth in Taxation Update

Meeting for the Tax Levy will be held on December 4 at 6PM.

No action required.

**12b. Discussion/Action Item:** Approval of Online Banking Access for Treasurer

A motion was made by Trustee Bourné to approve Online Banking Access for Trustee Bourné, Treasurer.  
Seconded by Trustee Dixon.

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

**12c. Discussion/Action Item:** AP Email Establishment/Access

Trustee Bourné reiterated the reason for a dedicated separate AP email where all AP invoices/bills will be directed.

A motion was made by Trustee Sims to approve the AP Email Establishment/Access. Seconded by Trustee Dixon.

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

**12e. Discussion/Action Item:** Approval of 2024 Board Meeting Dates

A motion was made by Trustee Brown to approve the 2024 Board Meeting Dates. Seconded by Trustee Gay.

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



**12f. Discussion/Action Item: Sexual Harassment Training**

No action required.

**12g. Discussion/Action Item: Library Service Fees**

The Board requested more research into prices of neighboring libraries and as well as a document listing the reduced fees for the Riverdale Public Library.

A motion was made by Trustee Gay to table the Library Service Fees to the next meeting. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: Battle

**Motion Passed**

**12h. Discussion/Action Item: Library and Police Department Cooperation**

Attorney Touhy informed the Board that her firm also represented the village police in regard to the Memorandum of Understanding (MOU) agreement which legally might cause a conflict of interest therefore the Board might want to move forward with another firm to handle the MOU. The Board ultimately was of the opinion that the Library would prefer to continue working with Montana & Welch and Attorney Touhy said that she would provide a waiver for President Williams to sign which would approve Attorney Touhy to continue working on the MOU.

No action required.

*Trustee Brown exited the meeting at 8:01PM*

**12d. Discussion: 2023 Oct Year to Date (YTD) Budget/Expense Report**

President Williams went over the revenue and expenses of the Library Budget YTD beginning in July 2023.

**10. REPORTS OF COMMITTEE AND OFFICERS**

Trustee Bourné provided the Board members with a review of the first draft of the Strategic Plan and expressed her appreciation for all the members' input through the questionnaire.

Trustee Bourné also reported that at the next committee meeting a more formalized plan with designated headings, itemized goals, etc. would be put together for the Board to vote on to adopt.

Trustee Bourné also suggested the reinstatement of standing committees.

**13. EXECUTIVE SESSION**

None

**14. PUBLIC COMMENTS**

None

**15. ADJOURNMENT**

President Williams adjourned the meeting at 8:14PM

SIGNED Shana Battle DATE 12-17-2023  
Shana Battle, Secretary