

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

**December 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 6:00PM on Monday, December 11, 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: Director Kate Holt, Assistant Director Rebecca Bourné, Attorney Maryclare Touhy, Circulation Supervisor Ehron Bourné, and members of the public; Jerome Russel and Cheryl Shaw.

*Trustee Dixon arrived at 6:03PM*

**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 November 13, 2023

Amendment to pg. 6; abbreviations were spelled out.

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 Brown.

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 Decennial Committee Meeting held on November 13, 2023

A motion was made by Trustee Brown to approve the minutes of the Decennial Committee Meeting held on November 13, 2023. Seconded by Trustee Bourné.

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 Levy Public Hearing Meeting held on December 4, 2023

A motion was made by Trustee Bourné to approve the minutes of the Levy Public Hearing Meeting held on December 4, 2023. Seconded by Trustee Sims.

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 Levy Ordinance Special Meeting held on December 4, 2023

A motion was made by Trustee Brown to approve the minutes of the Levy Ordinance Special Meeting held on December 4, 2023. Seconded by Trustee Bourné.

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

**5. COMMUNICATIONS**

President Williams relayed that the Village of Riverdale meeting was to take place at 7PM on December 12, 2023. Trustee Bourné relayed that while at the ILA conference she had discovered a new vendor called Lote4Kids, an online multi-language book database, which she passed on to the Admin staff for review.

**6. FINANCIAL REPORTS**

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

President Williams presented the Income and Expense Statements for Nov 1 thru Nov 30 of 2023 and reported that as of the end of the month of November the Library's bank balance was \$449,723.10.

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

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 December 11, 2023 in the amount of \$16,314.41

A motion was made by Trustee Dixon to approve the Accounts Payable for December 11, 2023 in the amount of \$16,314.41. Seconded by Trustee Gay.

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



**6c. Action Item:** Approval of the Library Payroll for November 15, 2023 in the amount of \$12,003.17, and for November 29, 2023 in the amount of \$12,512.05

A motion was made by Trustee Bourné to approve the Library Payroll for November 15, 2023 in the amount of \$12,003.17, and for November 29, 2023 in the amount of \$12,512.05. Seconded by Trustee Battle.

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

**6d. 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 Battle 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 Brown.

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 Directors & Officers Insurance was in order and State Farm would be mailing a copy of the policy for the Library records.

Trustee Bourné also reported that the email to be designated for Accounts Payable was not created as requested and that Director Holt was in the process of getting it updated.

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

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

Director Holt reported on the acquisition of a 3D Printer for the library. She explained that the printer was free of charge and that she would be having the machine inspected to determine its condition and afterwards she would look into purchasing the appropriate items for utilization.

Trustee Bourné refuted the statement that the technical issue at Lau has delayed the implementation of our online bill payment process.

The Board postponed discussion on other items until they were brought up on the Agenda.

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

None

### **Circulation Reports:**

The Board discussed patron donations, the outreach done at Washington Elementary School, and Respond Now, an organization which reached out in an effort to partner with the Library for future endeavors.

## **9. ATTORNEY REPORT**

None



## 10. REPORTS OF COMMITTEE AND OFFICERS

### Decennial Committee:

It was noted that copies of certain documents had been requested by Director Holt and would be available shortly. Attorney Touhy also acknowledged that she would forward the document retention deadline sheet at her earliest convenience.

Addressing the Admin reports; The board reiterated that a follow-up section should be added to all reports and inquired regarding the HR Source Checkup, the schedule for document filing, protocol for the Library Director's timesheets, and filing for the current fiscal year policies and contracts. It was requested of Director Holt to assess these matters and provide a follow-up at the next meeting.

## 11. OLD BUSINESS

### 11a. Discussion/Action Item: Emergency/Disaster/Crisis Manual

Assistant Director Bourné noted the updates and amendments to the manual.

A motion was made by Trustee Battle to approve the Emergency/Disaster/Crisis Manual.

Seconded by Trustee Gay.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

The Board reviewed roof maintenance quotes from Olsson Roofing, NIR Roofcare, and Nombach Roofing & Tuckpointing.

A motion was made by Trustee Battle to approve NIR roofcare for the semi-annual 2 service visits in the amount of \$1,300.00. Seconded by Trustee Brown.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

### 11c. Discussion/Action Item: Library Service Fees

Proposed fees: Copies/Prints lowered from \$0.50 to \$0.25 (color) and \$0.15 to \$0.10 (b/w)  
Faxes lowered from \$1.00 to \$0.50

A motion was made by Trustee Bourné to approve the new fax/copy/print library fees in the amount as stated at the bottom of pg. 2 of the proposal. Seconded by Trustee Battle.

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

Nays: Gay

Abstain: None

Absent: None

**Motion Passed**



### 3. Discussion/Action Item: Holiday Bonuses

At the Board's direction the holiday checks to be voted on are to be separate checks and are not to be included in the normal payroll.

A motion was made by Trustee Sims to approve a holiday bonus in the gross amount of \$1200 for the administrative staff including the Library Director. Seconded by Trustee Bourné.

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

**Motion Passed**

A motion was made by President Williams for a holiday bonus in the net amount of \$200 for Karen and Cheryl. Seconded by Trustee Brown.

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

**Motion Passed**

A motion was made by President Williams to approve a holiday bonus in the net amount of \$100 for the following people: Desire, JASmine, Felisa, and Chaniah. Seconded by Trustee Gay.

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

**Motion Passed**

### 6. Public Comment

None

### 7. Adjournment

President Williams made a motion to adjourn the Special Meeting at 7:27PM. Seconded by Trustee Brown.

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

**Motion Passed**

SIGNED Shana Battle DATE 1-8-2023  
Shana Battle, Secretary