

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

January 8, 2024

1. CALL TO ORDER

The Regular Meeting of the Riverdale Public Library District Board of Trustees was called to order by President Williams at 6:01PM on Monday, January 8, 2024 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, Technical Svc. Librarian Barb Diehl, Circ. Supv/Programs Coord. Ehron Bourné, and Asst. Programs Coord. Karen Beran.

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 December 11, 2023

Trustee Dixon arrived at 6:04PM

Amendment to pg. 1 Roll Call; Trustee Battle was added

Amendment to pg. 2 Communications; Trustee Vickie changed to Trustee Williams

Amendment to pg. 3 Director's report; 'Trustee Bourné refuted the statement that the technical issue at Lau has delayed the implementation of our online bill payment process' was added.

Amendment to pg. 4 Library service fees; Proposed prices were added.

A motion was made by Trustee Bourné to approve the minutes of the Regular Board Meeting held on December 11, 2023 as amended. Seconded by Trustee Gay.

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 Special Meeting held on December 18, 2023

A motion was made by Trustee Brown to approve the minutes of the Special Meeting held on December 18, 2023. Seconded by Trustee Gay.

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

Nays: None

Abstain: Dixon

Absent: None

Motion Passed

4c. Action Item: Approval of the Closed Session minutes of the Special Meeting held on December 18, 2023

Attorney Touhy advised that closed session minutes would need to be approved during executive session and once every 6 months they will be brought into open session to determine if they remain confidential or not.

Closed session minutes were postponed to be voted on during the closed session. No action required.

5. COMMUNICATIONS

President Williams announced that the next village board meeting had been canceled. She also relayed that free covid tests could be acquired online at Covid.gov

Trustee Brown presented a library program opportunity with Dawn the Dancing Diva and gave her information to the library's Circ Supv/Program's Coord. Bourné.

Website Design Review postponed to public comments.

6. FINANCIAL REPORTS

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

President Williams presented the Income and Expense Statements for December 1 thru December 30 of 2023 and reported that as of the end of the month of December the Library's bank balance was \$557,542.40.

Trustee Gay inquired why Director Holt had not yet cashed her pay checks to which Director Holt said she would be doing so presently.

A motion was made by Trustee Bourné to approve the December 2023 Financial Report. Seconded by Trustee Brown.

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 January 8, 2024 in the amount of \$19,102.50

Trustee Gay explained that she had reviewed the Nicor Gas bill and it was accurately listed on the AP. In regard to the Lau invoice for the audit, Trustee Bourné relayed that she and Director Holt spoke with Lau and were told that specific spreadsheets are completed and submitted to the auditors which requires a great deal of time and this is the reason for such a high bill. Trustee Bourné expressed her concerns as the time relayed by the accountants can not be refuted and suggested the library attempt to complete some of the work on our end in an effort to cut down the cost. The Board also discussed the future possibility of moving to a new accounting firm.

Trustee Bourné requested that a negative sign be added to the refund on pg. 2

A motion was made by Trustee Bourné to approve the Accounts Payable for January 8, 2024 in the amount of \$19,102.50. Seconded by Trustee Brown.

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 December 13, 2023 in the amount of \$12,087.10, and December 27, 2023 in the amount of \$12,330.12

A motion was made by Trustee Gay to approve the Library Payroll for December 13, 2023 in the amount of \$12,087.10, and December 27, 2023 in the amount of \$12,330.12. 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 email to be designated for Accounts Payable has been set up and the library would be moving forward with the automatic bill pay.

8. DIRECTOR, ASSISTANT DIRECTOR, AND CIRCULATION REPORTS

Director's Report:

Trustee Gay requested more information regarding the audit. Director Holt explained that she had spent the last month getting everything finalized and certain documents were still being compiled by Lau (such as the GASB68 form from IMRF) which needed to be provided to the auditors. In addition, Director Holt said she had collected checks and signed off on forms which were required by the auditors and that the audit should be completed by February. Director Holt also reported that she had reached out to Hearne for a list of required documents. Trustee Bourné expressed that the Board was under the impression that Director Holt had already reached out to Hearne concerning this year's audit and had received a list of what was required. The Board also questioned why certain forms and documents were still currently being completed when they had been told that they were finished last year and expressed confusion regarding the report versus what Director Holt relayed during the meeting.

Trustee Gay expressed her appreciation for cross-training between the admin staff, the staff book club, and requested more information regarding Pcs for People. Director Holt explained that a partnership with PCs for People could enable the library to recycle old and disused electronics, provide affordable electronics to the Riverdale community, and also assist in acquiring new electronics for the library if necessary. Trustee Bourné inquired whether the library electronics in question could be given away instead of recycled. The staff explained that most items were outdated and the others were inoperable. Attorney Touhy advised that any items of some worth would need to be declared surplus by ordinance before being disposed of. Trustee Brown inquired about the HR Source meeting. Director Holt explained that she had set up the meeting as requested by the Board.

Trustee Bourné asked how the copier and fax fees would be implemented. The staff explained that Today's Business Solutions (TBS) would come in and update the coin boxes, but the print release system could be updated by the Tech Svcs Librarian Ms. Diehl.

Assistant Director's Report:

None

Circulation Reports:

The Board discussed staff in-service days.

At Circ Supv/Programs Coord Bourné's suggestion, Trustee Sims requested that the staff personally implement the new service fees since the systems and coin boxes had not yet been updated.

9. ATTORNEY REPORT

Attorney Touhy reported that she is waiting on the Mayor to execute the waiver before she can move forward in regard to the Camera Network sharing Memorandum of Understanding (MOU) with the RiverdalePD.

10. REPORTS OF COMMITTEE AND OFFICERS

None

11. OLD BUSINESS

11a. Discussion/Action Item: Library Financial Audit

Discussed during the Director's Report. No action required.

12. NEW BUSINESS

12a. Discussion/Action Item: Paid Time Off Policy Changes

Attorney Touhy gave a brief overview of the Paid Leave For All Workers act, put into effect January 1, 2024. As discussed previously the library must comply with the new act. Attorney Touhy explained that she drafted an amendment to the Vacation policy for part time staff members as this is the only change that would need to be made for compliance.

A motion was made by Trustee Battle to approve the amended Vacation Policy as presented. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: None

Motion Was Passed

12b. Discussion/Action Item: Library Holidays/Closing Dates

The Board discussed the request to add Good Friday and the first day of Kwanza to the library holiday list. Trustee Bourné inquired why certain holidays were not on the list. Attorney Touhy explained that those holidays are not required by law and therefore it is up to the Board to decide. Following discussion, advice from Attorney Touhy, and input from staff, the Board decided to approve Good Friday as a holiday and to remove the day after Thanksgiving.

A motion was made by Trustee Bourné to approve the Holidays and Closing Dates as listed, including Good Friday, and removing the day after Thanksgiving and Kwanza. Seconded by Trustee Brown.

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

Nays: None

Abstain: None

Absent: None

Motion Was Passed

12b. Discussion/Action Item: In-Service Staff Day

Circ Supv/Programs Coord. Bourné reiterated, as relayed in her report, that she would like to have in-service days for staff which would give the staff time as a whole to work together for team building events to help strengthen the staff and give everyone a chance to socialize with each other outside of regular work. Trustee Gay expressed concern for covering the rest of the work week if everyone was on duty for that one day, but Ms. Bourné assured that she would be able to schedule everyone accordingly.

A motion was made by Trustee Bourné to approve the in-service staff days of April 26, 2024 and October 25, 2024. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: None

Motion Was Passed

13. EXECUTIVE SESSION

A motion was made at 7:38PM by Trustee Battle to go into executive session Pursuant to 5 ILCS 120/2(c)(2), Executive Session to discuss the "employment, compensation, discipline, performance, or dismissal of specific employees". Seconded by Trustee Sims.

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

President Williams called the Regular Board Meeting back to order at 8:43PM. Seconded by Trustee Sims.

The roll was called as follows:

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

Absent: Trustee Brown

Action Item: Ratify Payroll Changes

A motion was made by Trustee Gay to ratify the total gross salary due to Barb Diehl in the amount of \$1246.70. Seconded by Trustee Battle.

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

A motion was made by Trustee Bourné to ratify the total gross salary due to Kate Holt in the amount of \$2837.69. Seconded by Trustee Sims.

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

14. PUBLIC COMMENTS

Paul Bourné briefly updated the Board on the new changes to the website.

15. ADJOURNMENT

President Williams adjourned the meeting at 8:46PM

SIGNED Shana Battle DATE 2.12.2024
Shana Battle, Secretary