

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

**July 15, 2024
(Rescheduled from July 8th, 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 6:00PM on Monday, July 15, 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: Acting Director Bourné, Attorney Touhy, and Public Services Librarian 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 June 10, 2024

Amendment: 6d. A motion was made by Trustee Brown to approve the transfer of \$150,000.00 from the library's savings account to the library's checking account to pay for payroll and invoices.

A motion was made by Trustee Gay to approve the minutes of the Regular Board Meeting held on June 10, 2024 as amended. Seconded by Trustee Brown.

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

4b. Action Item: Approval of the minutes of the Decennial Committee Meeting held on June 10, 2024

A motion was made by Trustee Battle to approve the minutes of the Decennial Committee meeting held on June 10, 2024. Seconded by Trustee Sims.

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

4c. Action Item: Approval of the minutes of the Executive Session held on May 13, 2024

A motion was made by Trustee Bourné to approve the minutes of the Executive Session held on May 13, 2024. Seconded by Trustee Brown.

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

5. COMMUNICATIONS

President Williams informed the attendees that the Village of Riverdale would be holding a Back-to-School Bash on August 3rd.

Trustee Gay commended the Acting Director on her handling of a situation at the library.

6. FINANCIAL REPORTS

6a. Action Item: Approval of the June Financial Reports

President Williams presented the Income and Expense Statements for June 1-30, 2024 and reported that as of the end of the month, the Library's account balance stood at \$592,898.41. The Board also reviewed all bank transactions, deposits, and cleared payroll, and vendor checks for the month of June.

Amendment: pg2. *MaxSaver PF Net Interest for June = \$174.74*

A motion was made by Trustee Bourné to approve the June Financial Report as amended. Seconded by Trustee Brown.

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

6b. Action Item: Approval of the Accounts Payable for July 15, 2024 in the amount of \$27,056.36

Amendment: pg1. *Limrisc - \$2265.44 July Billing, and \$1140.47 Past Due*

A motion was made by Trustee Brown to approve the Accounts Payable as amended for July 15, 2024 in the amount of \$27,056.36. Seconded by Trustee Gay.

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

6c. Action Item: Approval of the Library Payroll for June 12, 2024 in the amount of \$9,852.52 and June 26, 2024 in the amount of \$10,022.29.

President Williams gave a brief overview of the new payroll reports through Paylocity and those created by Acting Director Bourné.

A motion was made by Trustee Gay to approve the Library Payroll for June 12, 2024 in the amount of \$9,852.52 and June 26, 2024 in the amount of \$10,022.29. Seconded by Trustee Bourné.

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

7. TREASURER'S REPORT

Trustee Bourné reported that she met with the library's accountants and as a result of that recommended that the board vote to approve a contract with them to continue processing accounts payable, monthly financials, and audit. She also noted that with so many transitions happening at once, it would be easier on the staff as well. The board reviewed the proposal presented and directed Acting Director Bourne to add it to the agenda for the next meeting. Trustee Bourné also informed the board that the library's accountants had advised that a resolution be drafted to transfer from the general fund to the specials funds to cover any deficit fund balances. At board directed Attorney Touhy to draft the resolution for the next scheduled regular board meeting.

8. DIRECTOR AND CIRCULATION REPORTS

The board reviewed the reports of the Acting Director and Circulation Supervisor.

9. ATTORNEY REPORT

None

10. REPORTS OF COMMITTEE AND OFFICERS

None

11. OLD BUSINESS

None

12. NEW BUSINESS

12a. Discussion: BAO FY 24/25 Tentative Draft

The board reviewed the Budget & Appropriations tentative draft for the fiscal year 2024-2025. No action was taken. A public hearing was scheduled to be held at 5:30pm on August 12, 2024 before approval at the regular board meeting at 6pm on August 12, 2024.

12b. Discussion/Action Item: Resolution 2024-03 - Keep minutes of the executive sessions closed for June 14, August 9, November 1, November 2, December 4, and December 13, 2021, February 7, February 8, February 19, July 11, 2022, February 13, April 10, 2023, January 8, February 12, March 11, May 13, 2024

The board reviewed the executive session minutes to determine whether the minutes should remain closed or be opened to the public. No discussion was had.

A motion was made by Trustee Brown to approve the Resolution of the Riverdale Public Library District, Cook County, Illinois approving the confidentiality of certain Executive Session minutes in accordance with the Open Meetings Act. Seconded by Trustee Sims.

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

Nays: None

Absent: Dixon

Motion Passed

12c. Discussion/Action Item: Secretary's Audit

Trustee Bourné volunteered to join the Secretary's Audit Committee with Trustee Gay. Trustee Bourné and Trustee Gay will audit the meeting minutes and report back at the next regular board meeting. No action required.

12d. Discussion/Action Item: Internal Financial Controls Policy Revision

A motion was made by Trustee Gay to table the Internal Financial Controls Policy Revision until the next meeting. Seconded by Trustee Battle.

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

12e. Discussion/Action Item: Carpet Maintenance Quotes

Quotes were presented to the board for the cleaning of the library carpet. The board requested more details regarding the quotes.

A motion was made by Trustee Gay to table the Carpet Maintenance Quotes to the next meeting. Seconded by Trustee Brown.

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

13. EXECUTIVE SESSION

None

14. PUBLIC COMMENTS

Public Services Director Bourné inquired about the upcoming the flea market event.

15. ADJOURNMENT

President Williams adjourned the regular board meeting at 7:38PM.

SIGNED Shana Battle DATE 8-12-2024
Shana Battle, Secretary