

February 12, 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 6:02PM on Monday, February 12, 2024 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Bourné, Trustee Brown, Trustee Dixon

A quorum was present to conduct business.

Also present: Director Kate Holt, Assistant Director Rebecca Bourné, Attorney John Weiss, Hearne & Associates Representative John Williams, 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 January 8, 2024

A motion was made by Trustee Gay to approve the minutes of the Regular Board Meeting held on January 8, 2024. Seconded by Trustee Sims.

Ayes: Battle, Gay, Sims, Williams

Nays: None

Abstain: None

Absent: Bourné, Brown, Dixon,

Motion Passed

4b. Action Item: Approval of the Closed Session minutes of the Regular Meeting held on January 8, 2024

Approval was tabled for review during a closed session.

4c. Action Item: Approval of the Strategic Planning Committee Meeting minutes held on February 7, 2024

Tabled to be approved during the next committee meeting.

A motion was made by President Williams to move item 11a. Library Financial Audit next.

Ayes: Battle, Gay, Sims, Williams

Nays: None

Abstain: None

Absent: Bourné, Brown, Dixon

Motion Passed

11. Old Business

11a. *Discussion/Action Item:* Library Financial Audit

Trustee Dixon arrived at 6:13PM.

Trustee Bourné arrived at 6:16PM

John Williams from Hearne & Associates delivered an in-depth analysis of the 2022-2023 Annual Financial Report, along with a review of the Letters of Recommendations, collateral, assets, IMRF, and the library finances. Mr. Williams brought attention to the ongoing negative fund balance and offered suggestions for remedying the situation. In response to a request from the board, Mr. Williams kindly agreed to provide an additional analysis of the history of the negative fund balance to assist the board in handling the issue. It was also noted that a deposit policy needed to be implemented and added to the Financial Controls. Mr. Williams concluded that the library was in a better financial position financially but requested that the information needed for the audit be provided by October in the future.

No action required.

5. COMMUNICATIONS

President Williams announced the ILA (Illinois Library's Association) Annual Conference 2024 will be held in Peoria, October 8-10, at the Peoria Civic Center.

President Williams shared information on upcoming virtual ILA Library Trustee Forum Spring Workshop webinars.

6. FINANCIAL REPORTS

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

President Williams presented the Income and Expense Statements for January 1-31 of 2024 and reported that as of the end of the month, the Library's bank balance was \$535,986.74.

A motion was made by Trustee Bourné to approve the January Financial Report. Seconded by Trustee Sims.

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

Nays: None

Abstain: None

Absent: Brown

Motion Passed

6b. *Action Item:* Approval of the Accounts Payable for February 12, 2024 in the amount of \$21,986.80

President Williams noted that the increase in the Limricc Bill was due to the addition of Assistant Director Bourné to the insurance.

Trustee Gay expressed her appreciation for how the AP was organized.

A motion was made by Trustee Gay to approve the Accounts Payable for February 12, 2024 in the amount of \$21,986.80. Seconded by Trustee Battle.

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

Nays: None

Abstain: None

Absent: Brown

Motion Passed

6c. Action Item: Approval of the Library Payroll for January 10, 2024 in the amount of \$12,405.53, January 24, 2024 in the amount of \$12,641.50, and February 7, 2024 in the amount of 12,734.36

A motion was made by Trustee Bourné to approve the Library Payroll for January 10, 2024 in the amount of \$12,405.53, January 24, 2024 in the amount of \$12,641.50, and February 7, 2024 in the amount of 12,734.36. Seconded by Trustee Gay.

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

13. EXECUTIVE SESSION

Action be taken out of Executive Session

A motion was made by President Williams to move 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 Bourné.

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

Executive Session was entered at 6:46PM

The board returned to open session on a roll call vote at 7:15PM. Ayes (6) Nays (0) Absent (1)

President Williams announced that Director Holt had tendered her resignation. The date of separation is to be determined. President Williams also relayed that Kathy Parker would be returning on a consultant basis and noted that full-time staff would be compensated if they are required to work over their regularly scheduled hours.

7. TREASURER'S REPORT

None

8. DIRECTOR, ASSISTANT DIRECTOR, AND CIRCULATION REPORTS

The Board expressed their appreciation for the Assistant Director and Circulations reports, and commended the status of the library, programs, and patron involvement as outlined in the reports.

9. ATTORNEY REPORT

None

10. REPORTS OF COMMITTEE AND OFFICERS

Trustee Bourné reported on the status of the strategic plans and expounded on the list of Spring initiatives and staff and committee members who would be spearheading each item. Trustee Sims announced that the committee had also begun the planning of a flea market fundraiser to be held later on in the year.

11. OLD BUSINESS

11b. Discussion/Action Item: Paid Time Off Policy Changes
Tabled to a later meeting. No action was taken.

12. NEW BUSINESS

None

13. Action Item: Ratify Retroactive Payroll

A motion was made by Trustee Williams to ratify the adjusted retroactive gross salary for Director Holt in the amount of \$2,998.80 that was paid on January 23, 2024. Seconded by Trustee Sims.

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

14. PUBLIC COMMENTS

None

15. ADJOURNMENT

A motion was made by President Williams to adjourn at 7:38PM. Seconded by Trustee Dixon.

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

SIGNED Shana Battle DATE 3-11-2024
Shana Battle, Secretary