

**March 11, 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, March 11, 2024 at the Riverdale Public Library.

**2. ROLL CALL**

The roll was called as follows:

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

A quorum was present to conduct business.

Also present: Assistant Director Rebecca Bourné, Circ. Supv/Programs Coord. Ehron Bourné, Technical Svc. Librarian Barb Diehl, Asst. Programs Coord. Karen Beran., Attorney Maryclare Touhy, Kathy Parker, and Pastor Ann Bilbrew.

**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 February 12, 2024

A motion was made by Trustee Bourné to approve the minutes of the Regular Board Meeting held on February 12, 2024. Seconded by Trustee Gay.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**5. COMMUNICATIONS**

Committee of the Whole Village meeting to be held February 13 at 7PM.

President Williams also shared that a resident texted her to say that the newsletter looked great.

President Williams motioned to move **Item 12a. Approve Kathy Parker as Part-Time Interim Director** as the next agenda item. Seconded by Trustee Brown.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

The board reviewed Kathy Parker's Consulting Resume and Interim Director proposal.

A motion was made by Trustee Gay to approve proposal from Kathy Parker Consulting and to approve her as a part-time Interim Director. Seconded by Trustee Brown.

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

## 6. FINANCIAL REPORTS

### 6a. Action Item: Approval of the February Financial Reports

President Williams presented the Income and Expense Statements for February 1-29 of 2024 and reported that as of the end of the month, the Library's bank balance was \$527,479.92. The Board also reviewed the cleared payroll and vendor checks.

A motion was made by Trustee Battle to approve the February Financial Report. Seconded by Trustee Gay.

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 March 11, 2024 in the amount of \$22,285.08

The board reviewed Heritage Billing and discussed best practices regarding the pre-paid block of time. Interim Director Kathy Parker said she would speak with the library's Heritage contact to get more information and report back to the board at the next meeting.

A motion was made by Trustee Gay to approve the Accounts Payable for March 11, 2024 in the amount of \$22,285.08. 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 Library Payroll for February 21, 2024 in the amount of \$12,523.47, and for March 6, 2024 in the amount of \$12,513.95.

A motion was made by Trustee Dixon to approve the Library Payroll for February 21, 2024 in the amount of \$12,523.47 and for March 6, 2024 in the amount of \$12,513.95. Seconded by Trustee Gay.

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 overdrawn funds, as specified in the audit, had been investigated and that a meeting with the library's auditor and accountants was being planned to resolve the issue.

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

Interim Director Kathy Parker reported that she had spoken with Norine Lau regarding the status of direct deposit and monthly financial reports. She also informed the board that she would be out of town in April and June, but assured the board that she would be available by phone and would also be working to prepare the next budget for the May meeting.

The board discussed the AT&T billing and deposit policy for custodial credit risk, as outlined in the Assistant Director's report, and commended the Circulation Supv/Programs Coord. Ehron Bourné and Assistant Director Rebecca Bourné regarding the library's status.

## 9. ATTORNEY REPORT

None

## 10. REPORTS OF COMMITTEE AND OFFICERS

Strategic Planning Committee: Trustee Bourné reported on the status of the strategic plans and announced that quotes were being procured for the more critical projects, which will be presented to the board at the next meeting.

Fundraising Committee: Trustee Sims, Trustee Brown, and Trustee Bourné were appointed to the fundraising committee.

## 11. OLD BUSINESS

### 11b. Discussion/Action Item: Paid Time Off Policy Changes

Attorney Touhy explained the paid time off policy revisions requested by the Admin staff so that part-time staff's vacation time would be frontloaded at the beginning of the year in the same way as full-time staff.

Following discussion a motion was made by Trustee Sims to approve the revised policy and procedure handbook related to vacation time. Seconded by Trustee Battle.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

## 12. NEW BUSINESS

### 12b. Discussion/Action Item: Appointment of IMRF Authorized Agent & FOIA Officer

A motion was made by Trustee Brown to approve the resolution 2024-01 appointing Rebecca Bourne as Riverdale Public Library District's Authorized Agent to the Illinois Municipal Retirement Fund. Seconded by Trustee Dixon.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

A motion was made by Trustee Brown to approve Rebecca Bourne as the FOIA Officer for Riverdale Public Library. Seconded by Trustee Dixon.

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

**Motion Passed**

**12c. Action Item:** Approve the transfer of \$150,000.00 from the library's savings accounts to the library's checking account to pay for payroll and invoices.

President Williams explained that monthly spending has gone up, so a \$50,000 increase per quarter is required.

A motion was made by Trustee Battle to approve the transfer of \$150,000.00 from the library's savings accounts to the library's checking account to pay for payroll and invoices. Seconded by Trustee Dixon.

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

**Motion Passed**

**12d. Discussion:** Year-To-Date Budget Review

The Board reviewed the YTD budget expenses.

**12e. Discussion/Action Item:** Age Options Grant

Interim Director Kathy Parker explained that some questions had arisen concerning the 2022-2023 Age Options grant reporting done by Director Holt and that she had spoken with the grant administrator and resolved the issue. She assured the board that Barb Diehl was now overseeing the process and would ensure that reporting was handled appropriately.

No action required.

**12f. Discussion/Action Item:** Request to rent the Library for Church Service

Rev Wanzette Ann Bilbrew of Living Springs Riverdale Ministry Center submitted a letter of request to the board to rent the Library meeting space to hold services. Rev Bilbrew also gave a brief overview of her church and its outreach, explained that their building was being sold in the near future, and asked that the board review and consider the request.

Attorney Touhy advised that there were some liability concerns that would need to be addressed.

Action was tabled for further review and discussion.

**12g. Discussion/Action Item:** Parking Lot Lighting Replacement

A motion was made by Trustee Dixon to approve the Parking Lot Lighting Replacement in the amount of \$1,975.00. Seconded by Trustee Gay.

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

**Executive Session was entered at 7:37PM**

**The board returned to open session at 7:59PM.**

The roll was called as follows:

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

**13. Action Item:** Approval of the minutes of the Executive Session minutes of the regular meeting held on January 8, 2024.

A motion was made by Trustee Brown to approve the Executive Session minutes of the regular meeting held on January 8, 2024 Seconded by Trustee Sims.

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

**14. PUBLIC COMMENTS**

None

**15. ADJOURNMENT**

A motion was made by President Williams to adjourn the regular board meeting. Seconded by Trustee Dixon.

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

The Regular Board Meeting of the Riverdale Public Library District was adjourned at 8:08PM

SIGNED Shana Battle DATE 4-8-2024  
Shana Battle, Secretary

