

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

August 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 6:00PM on Monday, August 12, 2024 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Dixon, Trustee Gay

A quorum was present to conduct business.

Also present: Acting Director Bourné, 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 July 15, 2024

A motion was made by Trustee Brown to approve the minutes of the Regular Board Meeting held on July 15, 2024. Seconded by Trustee Sims.

Ayes: Battle, Bourné, Brown, Sims, Williams

Nays: None

Absent: Dixon, Gay

Motion Passed

5. COMMUNICATIONS

President Williams informed the attendees that the Village of Riverdale would be holding a Committee of the Whole meeting at 7pm August 13, 2024.

President Williams reminded the board and staff of the upcoming ILA conference in Peoria, Oct 8-10. Individuals who wish to attend must inform the Library Director to be approved at the next board meeting.

6. FINANCIAL REPORTS

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

President Williams presented the Income and Expense Statements for July 1-31, 2024 and reported that as of the end of the month, the Library's account balance stood at \$793,968.90. The board also reviewed all financial statements, transactions, deposits, and cleared payroll, and vendor checks for the month of July.

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

Ayes: Battle, Bourné, Brown, Sims, Williams

Nays: None

Absent: Dixon, Gay

Motion Passed

6b. Action Item: Approval of the Accounts Payable for August 12, 2024 in the amount of \$23,174.54

A motion was made by Trustee Brown to approve the Accounts Payable for August 12, 2024 in the amount of \$23,174.54. Seconded by Trustee Bourne.

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

6c. Action Item: Approval of the Library Payroll for July 10, 2024 in the amount of \$9,775.77 and July 24, 2024 in the amount of \$9,926.90

A motion was made by Trustee Battle to approve the Library Payroll for July 10, 2024 in the amount of \$9,775.77 and July 24, 2024 in the amount of \$9,926.90. Seconded by Trustee Bourné.

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

7. TREASURER'S REPORT

None

8. DIRECTOR AND CIRCULATION REPORTS

The board reviewed the reports of the Acting Director and Circulation Supervisor. President Williams requested more information regarding iLead Trustee. Director Bourné noted that resources and information regarding Trustee Elections would be available shortly on the library website.

9. ATTORNEY REPORT

None

10. REPORTS OF COMMITTEE AND OFFICERS

Secretary Audit Committee - Trustee Bourné presented the Secretary's Audit Report in the absence of Trustee Gay. Several minor discrepancies were noted, and recommendations were made to correct them.

Fundraising Committee - Trustee Sims reported the Committee would be holding a Flea Market fundraiser on September 28th, and gave a brief overview of the event. The funds raised will go towards library outreach programs.

11. OLD BUSINESS

11a. Discussion/Action: Approval of Ordinance 2024-01 Providing for Budget and Appropriations of the Riverdale Public Library District for the FY beginning July 1, 2024, and ending June 30, 2025

A motion was made by Trustee Bourné to approve Ordinance 2024-01 Providing for Budget and Appropriations of the Riverdale Public Library District for the FY beginning July 1, 2024, and ending June 30, 2025 in the amount of \$1,358,500. Seconded by Trustee Brown.

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

11b. Discussion/Action: Internal Financial Controls Policy Revision

A motion was made by Trustee Battle to move item 11b. Internal Financial Controls Policy Revision down under 12b. Seconded by Trustee Brown.

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

11c. Discussion/Action: Quotes for Carpet Maintenance

The board reviewed three quotes presented for the maintenance of the library carpet (public areas only).

A motion was made by Trustee Battle to approve Stanley Steemer's quote for the carpet cleaning in the amount of \$1,200. Seconded by Trustee Brown

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

12. NEW BUSINESS

12a. Discussion/Action: Approval of Ordinance 2024-02 Authorizing the Levy of an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment.

The board discussed the pros and cons of approving the additional tax as recommended by the library's financial advisor, and how it would affect the residents of Riverdale. It was noted that this is a standard procedure for the majority of libraries and the board elected to move forward with approval.

A motion was made by Trustee Battle to approve Ordinance 2024-02 Authorizing the Levy of an Additional Tax for the maintenance, repairs, and alterations of the library building and equipment in the amount of 0.02%. Seconded by Trustee Sims.

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

12b. Discussion/Action Item: Approval of Resolution 2024-04 a resolution of the Riverdale Public Library District authorizing and approving the transfer of funds from the general fund to certain special funds

Director Bourné explained that this resolution would assign general funds to the special funds to cover the deficit balances that were reported in the past annual financial audit by Hearne & Associates.

A motion was made by Trustee Brown to approve Resolution 2024-04 a resolution of the Riverdale Public Library District authorizing and approving the transfer of funds from the general fund to certain special funds. Seconded by Trustee Sims

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

12c. Discussion/Action Item: Installation Contract for 2nd HVAC Unit

A motion was made by Trustee Battle to approve the installation contract for the 2nd HVAC unit from Naughton Mechanical in the amount of \$24,710.00. Seconded by Trustee Bourné

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

12d. Discussion/Action Item: William LAu & Co Proposal

The board reviewed the proposal with the amendments as requested.

A motion was made by Trustee Bourné to approve the proposal from William Lau & Co Proposal as outlined on the third page of the proposal. Seconded by Trustee Battle

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

11b. Discussion/Action Item: Internal Financial Controls Policy Revision

The board reviewed the presented financial controls policy with the revisions to outline the current processes for accounts payable, payroll, and banking.

A motion was made by Trustee Brown to approve the Internal Financial Controls Policy revision with removal of option 2 and the first paragraph on page 2. Seconded by Trustee Bourné.

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

Item 12e. postponed to after executive session

13. EXECUTIVE SESSION

A motion was made to enter Executive Session pursuant to 5 ILCS 120/2(c)(2), executive session to discuss the "employment, compensation, discipline, performance, or dismissal of specific employees" by Trustee Battle. Seconded by Trustee Brown.

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

Executive Session was entered at 7:46pm

The board returned to Open Session at 8:00pm

12e. Discussion/Action Item: Director Salary

A motion was made by Trustee Battle to approve the salary adjustment for Acting Director Rebecca Bourné for \$52,998 retroactive to May 13, 2024 as listed on the 2024/2025 Salary Schedule and reflected in the Assistant Director column. Seconded by Trustee Brown.

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

14. PUBLIC COMMENTS

None

15. ADJOURNMENT

President Williams adjourned the regular board meeting at 8:03PM.

SIGNED Shana Battle DATE 9.8.2024
Shana Battle, Secretary