

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

October 14, 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, October 14, 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 Sims, Trustee Williams

Absent: Trustee Gay

A quorum was present to conduct business.

Also present: Acting Director Bourné, Public Services Director Bourné, Technical Svcs Librarian Diehl, Attorney Touhy

3. PERSONAL REFLECTION/MEDITATION

The Board took 30 seconds of silence.

4. MINUTES

4a. Action Item: Approval of the minutes of the Regular Meeting held on September 9, 2024

A motion was made by Trustee Bourné to approve the minutes of the Regular Meeting held on September 9, 2024. Seconded by Trustee Sims.

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

Nays: None

Absent: Gay

Motion Passed

5. COMMUNICATIONS

Trustee Bourné and Acting Director Bourné provided a brief report of the ILA conference. Trustee Bourné suggested that written reports be required from any staff or trustees who will attend workshops or conferences in the future.

President Williams reported on the Thornton Township Tax Forum.

6. FINANCIAL REPORTS

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

President Williams presented the Income and Expense Statements for September 1-30, 2024, and reported that as of the end of the month, the Library's account balance stood at \$801,596.23. The board also reviewed all financial statements, transactions, deposits, cleared payroll, and vendor checks for the month of September.

President Williams also noted that a transfer of funds from savings to checking would be required before the next board meeting.

A motion was made by Trustee Brown to approve the September Financial Report. Seconded by Trustee Dixon.

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

Nays: None

Absent: Gay

Motion Passed

6b. Action Item: Approval of the Library Payroll for September 4, 2024 in the amount of \$10,123.56 and September 18, 2024 in the amount of \$10,333.30

A motion was made by Trustee Dixon to approve the Library Payroll for September 4, 2024 in the amount of \$10,123.56 and September 18, 2024 in the amount of \$10,333.30. Seconded by Trustee Brown.

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

6c. Action Item: Approval of the Accounts Payable for October 14, 2024 in the amount of \$51,873.47

A motion was made by Trustee Bourné to approve the accounts payable for October 15, 2024 in the amount of \$51,873.47. Seconded by Trustee Battle.

Acting Director Bourné and Attorney Touhy noted that the date for the AP on the Agenda was incorrect.

A motion was then made by Trustee Bourné to amend the accounts payable to read October 14, 2024 in the amount of \$51,873.47. Seconded by Trustee Battle.

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

7. TREASURER'S REPORT

Trustee Bourné reported that she would begin presenting a monthly snapshot of the library spending, which would be included in the board packet moving forward.

8. DIRECTOR AND CIRCULATION REPORTS

The board reviewed the reports of the Acting Director and Public Services Director reports. Items of discussion included senior programming, the hiring of a security officer, and procuring more information regarding having a library appraisal done in conjunction with acquiring new insurance.

9. ATTORNEY REPORT

Attorney Touhy provided an update on the status of the fraud investigation, expressing optimism about having a more comprehensive report in the upcoming weeks. She also mentioned that a resolution and policy regarding Travel Reimbursement had been drafted and would be presented to the board at the next meeting.

10. REPORTS OF COMMITTEE AND OFFICERS

Fundraising Committee- Trustee Sims delivered a report on the outcome of the first annual flea market fundraiser. The event was a success, and the amount of \$710 that was raised will be allocated for staff to utilize in various outreach initiatives aimed at serving the community. To ensure transparency and proper management of the funds, it was decided that a separate accounts payable list would be established, accompanied by detailed receipts.

11. OLD BUSINESS

None

12. NEW BUSINESS

12a. Discussion: Levy

The levy ordinance draft was presented and reviewed by the board. It was announced that the estimated amount of funds necessary is \$983,000 and that a notice for public hearing will be published 2 weeks in advance of the hearing scheduled to be held on November 11, 2024 at 5:30pm.

12b. Discussion/Action Item: Ratify the Purchase of two ATLAS Training tickets in the amount of \$48.38.

A motion was made by Trustee Dixon to ratify the purchase of two ATLAS training tickets in the amount of \$48.38. Seconded by Trustee Brown.

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

Absent: Gay
Motion Passed

12c. Discussion/Action Item: Approve the Financial Controls Revision

A motion was made by Trustee Brown to approve the Financial Controls document amended to approve the credit card limit increase to \$8000 under section Credit Cards on page 2. Seconded by Trustee Dixon.

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

A motion was made by Trustee Dixon to approve the emergency accounts payable checks addition to the Financial Controls document on page 2 allowing the Library Director, with the Board President's approval, to cut checks in house to be signed by the Board President and another signatory. Seconded by Trustee Bourné.

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

12d. Discussion/Action Item: Landscaping Proposals
Tabled

12e. Discussion/Action Item: Groundskeeping & Maintenance Quotes
Tabled

13. EXECUTIVE SESSION
None

14. PUBLIC COMMENTS
None

15. ADJOURNMENT
President Williams adjourned the regular board meeting at 7:57PM.

SIGNED Shana Battle DATE 11.11.2024
Shana Battle, Secretary