

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

**November 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 6:01PM on Monday, November 11, 2024 at the Riverdale Public Library.

**2. ROLL CALL**

The roll was called as follows:

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

A quorum was present to conduct business.

A motion was made by President Williams for Trustee Brown to attend remotely by phone. Seconded by Trustee Gay.

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

Also present: Acting Director Bourné, Public Services Director Bourné

**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 October 14, 2024

A motion was made by Trustee Battle to approve the minutes of the Regular Meeting held on October 14, 2024. Seconded by Trustee Sims.

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

**5. COMMUNICATIONS**

Announcements: Special Village Board Meeting on Nov 12, 2024 at 6:30pm followed by an Electoral Board Hearing. Thornton Township Ham & Turkey Giveaway

**6. FINANCIAL REPORTS**

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

President Williams presented the Income and Expense Statements for October 1-31, 2024, and reported that as of the end of the month, the Library's account balance stood at \$746,207.81. The board also reviewed all financial statements, transactions, deposits, cleared payroll, and vendor checks for the month of October.

*Amendment: pg. 2 MaxSaver Service Charge from \$360.81 to \$101.94.*

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

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

**6b. Action Item:** Approval of the Library Payroll for October 2, 2024 in the amount of \$10,456.52; October 16, 2024 in the amount of \$10,876.07; and October 30, 2024 in the amount of \$10,971.54

A motion was made by Trustee Battle to approve the Library Payroll for October 2, 2024 in the amount of \$10,456.52; October 16, 2024 in the amount of \$10,876.07; and October 30, 2024 in the amount of \$10,971.54. Seconded by Trustee Bourné.

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

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

A motion was made by Trustee Bourné to ratify the accounts payable for October 14, 2024 in the amount of \$51,873.47. Seconded by Trustee Sims.

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

**6d. Action Item:** Approval of the Accounts Payable for November 11, 2024 in the amount of \$17,275.39

A motion was made by Trustee Gay to approve the accounts payable for November 11, 2024 as amended in the amount of \$17,273.39. Seconded by Trustee Battle.

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

**6e. Action Item:** Ratify 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 Battle to ratify the transfer of \$150,000.00 from the Library's Savings Account to the Library's Checking Account to pay for payroll and invoices. Seconded by Trustee Bourné.

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

## **7. TREASURER'S REPORT**

Trustee Bourné reported that after discussions with President Williams and the Acting Director regarding several issues with the library's current banking facility, she began exploring the possibility of transferring the library's banking services to Wintrust Financial. She provided a summary of her meeting with their representatives alongside the Acting Director. Trustee Bourné highlighted several benefits, including full FDIC coverage, higher interest rates, and fraud protection. She recommended that a vote be held on this matter at the next regular meeting. The board decided to gather additional information to ensure they could make an informed and objective decision.

## **8. DIRECTOR AND CIRCULATION REPORTS**

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

## **9. ATTORNEY REPORT**

None

**10. REPORTS OF COMMITTEE AND OFFICERS**

None

**11. OLD BUSINESS**

None

**12. NEW BUSINESS**

**12a. Discussion/Action Item:** Approval of Ordinance 2024-03 Levying and Assessing Taxes of the Riverdale Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2024 and ending June 30, 2025 in the amount of \$983,600.00

A motion was made by Trustee Dixon to approve Ordinance 2024-03 Levying and Assessing Taxes of the Riverdale Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2024 and ending June 30, 2025 in the amount of \$983,600.00

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

**12b. Discussion/Action Item:** Approval of Resolution 2024-05 Providing Direction to the Cook County Clerk under the Property Tax Extension Limitation Law regarding the Tax Levy of the District for the year

A motion was made by Trustee Bourné to approve Resolution 2024-05 Providing Direction to the Cook County Clerk under the Property Tax Extension Limitation Law regarding the Tax Levy of the District for the year. Seconded by Trustee Sims.

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

**12c. Discussion/Action Item:** Approval of Resolution 2024-06 Authorizing and Approving a Travel Reimbursement Policy in accordance with the Illinois Local Government Travel Expense Control Act

A motion was made by Trustee Bourné to approve Resolution 2024-06 Authorizing and Approving a Travel Reimbursement Policy in accordance with the Illinois Local Government Travel Expense Control Act. Seconded by Trustee Battle.

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

**12d. Discussion/Action Item:** Approval of the Appraisal Agreement Quote

President Williams referred to Acting Director Bourné who emphasized the importance of completing an appraisal of the library facility and its contents to gain a clearer understanding of the library's worth, especially in conjunction with the search for a new insurance broker. She noted that a quote had been procured from Industrial Appraisal, which had been recommended by the library's consultant and other library colleagues. The board reviewed the quote and terms of the contract.

A motion was made by Trustee Bourné to approve the appraisal agreement quote in the amount of \$2,235. Seconded by Trustee Battle.

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

**12e. Discussion/Action Item: Approval of Trustees to Attend the Library Legislative Meetup**

Trustees Brown, and Bourne volunteered to attend the Legislative Meetup for the south suburbs and also requested that Acting Director also attend. Trustee Battle asked that she be approved to attend in the event she had availability.

A motion was made by Trustee Gay to approve Trustee Brown, Trustee Bourne, Trustee Battle, and Acting Director Bourne to attend the Library Legislative Meetup on Tuesday, December 3rd. Seconded by Trustee Sims.

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

**12f. Discussion/Action Item: Approval of the Job Description for Security Officer**

The board determined to approve the job description with the below suggested edits.

Amendments: pg1. Position Title- Library Security Officer (Unarmed)  
pg1. Pay- \$19-\$22  
pg1. Preferred Qualifications- 3-5 years prior security experience  
Must have certification  
Must have PERC card  
Must pass background check  
pg2. Must pass drug test

Additionally, the board requested that administration explore the option of engaging a security firm, as opposed to utilizing the standard library hiring processes.

A motion was made by Trustee Dixon to approve the Job Description for Security Officer as amended. Seconded by Trustee Gay.

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

**13. EXECUTIVE SESSION**

None

**14. PUBLIC COMMENTS**

None

**15. ADJOURNMENT**

President Williams adjourned the regular board meeting at 7:53PM.

SIGNED Shana Battle DATE 12. 9. 2024  
Shana Battle, Secretary