

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

December 9, 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, December 9, 2024 at the Riverdale Public Library.

2. ROLL CALL

The roll was called as follows:

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

Absent: Trustee Dixon

A quorum was present to conduct business.

Also present: Acting Director (AD) Rebecca Bourné, Public Services Director (PSD) Ehron Bourné, Technical Services Librarian (TSL) Barb Diehl, Library Consultant (LC) Kathy Parker, and John Williams of Hearne & Associates

3. PERSONAL REFLECTION/MEDITATION

The Board took 30 seconds of silence.

4. MINUTES

4a. Action Item: Approval of the minutes of the Levy Public Hearing held on November 11, 2024

A motion was made by Trustee Battle to approve the minutes of the Levy Public Hearing held on November 11, 2024. Seconded by Trustee Bourné.

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

Nays: None

Absent: Dixon

Motion Passed

4b. Action Item: Approval of the minutes of the Regular Meeting held on November 11, 2024

Trustee Dixon arrived at 6:03PM

A motion was made by Trustee Battle to approve the minutes of the Regular Meeting held on November 11, 2024. Seconded by Trustee Bourné.

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

Nays: None

Abstain: Dixon

Absent: None

Motion Passed

A motion was made by Trustee Battle to move item 12a. Fiscal Year 2023-2024 Financial Audit up on the Agenda. Seconded by Trustee Bourné.

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

Nays: None

Absent: None

Motion Passed

12a. Fiscal Year 2023-2024 Financial Audit

Mr. Williams of Hearne & Associates presented the annual financial audit and gave a brief overview highlighting the following points:

- The Library District’s net position has improved significantly, reaching \$983,000 compared to \$778,000 the prior year.
- The district’s cash position increased by \$135,000, indicating a healthy financial state, with cash reserves exceeding six months’ worth of expenditures.
- Effective communication and timely information exchange between the Board and the auditors facilitated a smoother audit process.
- The Board has successfully addressed previous issues, such as negative fund balances, improving overall financial reporting.

Mr. Williams also emphasized that Hearne & Associates will guarantee the finalization and submission of the audit by December 31, 2024, in accordance with legal requirements.

A motion was made by Trustee Gay to approve and accept the Fiscal Year 2023-2024 Financial Audit as presented. Seconded by Trustee Sims.

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

5. COMMUNICATIONS

Trustee Brown, Trustee Bourné, and AD Bourné reported on the December 3rd ILA Legislative Meetup.

6. FINANCIAL REPORTS

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

President Williams presented the Income and Expense Statements for November 1-30, 2024, and reported that as of the end of the month, the Library’s account balance stood at \$710,740.97. The board also reviewed all financial statements, transactions, deposits, cleared payroll, and vendor checks for the month of November.

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

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

6b. Action Item: Approval of the Library Payroll for November 13, 2024 in the amount of \$11,008.80; and November 27, 2024 in the amount of \$11,025.38

A motion was made by Trustee Gay to approve the Library Payroll for November 13, 2024 in the amount of \$11,008.80; and November 27, 2024 in the amount of \$11,025.38. Seconded by Trustee Battle.

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

6c. Action Item: Approval of the Accounts Payable for December 9, 2024 in the amount of \$28,701.95

A motion was made by Trustee Bourné to approve the accounts payable for December 9, 2024 in the amount of \$28,701.95. Seconded by Trustee Brown.

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

7. TREASURER'S REPORT

Postponed to Items on Agenda

8. DIRECTOR AND CIRCULATION REPORTS

The board reviewed the reports of the Acting Director and Public Services Director as presented. Discussion included adding additional security cameras, doing promotional push-outs on Facebook, patron comments, and upcoming programs.

9. ATTORNEY REPORT

None

10. REPORTS OF COMMITTEE AND OFFICERS

None

11. OLD BUSINESS

None

12. NEW BUSINESS

12a. See above on pg2.

12b. Discussion/Action Item: 2025 Board Dates

A motion was made by Trustee Brown to approve the Board Meeting Dates for 2025. Seconded by Trustee Gay.

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

12c. Discussion/Action Item: 2025 Holidays & Dates

AD Bourné proposed two additional dates be added to the Library Holiday List. Veterans Day and Black Friday.

A motion was made by Trustee Brown to approve the 2025 Holidays and Closing Dates, including Veterans Day and Black Friday. Seconded by Trustee Dixon.

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

12d. Discussion/Action Item: Staff Year-End Holiday Bonus

AD Bourné proposed bonuses for staff in the net amount of \$300 for part-time and \$1000 for full-time. AD Bourné also noted that she would be developing a more comprehensive bonus policy for the future.

A motion was made by Trustee Battle to approve the Staff Year-End Holiday Bonus \$1000 net for full-time staff and \$300 net for part-time staff currently employed at the library. Seconded by Trustee Sims.

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

12e. Discussion/Action Item: 2025 Salary Changes

1. Due to the FLSA earning threshold rule for exempt employees being halted, the board decided to postpone raising certain staff salaries for the present.

A motion was made by Trustee Battle to table the FLSA earnings threshold for 2025. Seconded by Trustee Gay.

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

2. AD Bourné proposed that the hourly pay rate for library staff be raised to \$16 rather than the new 2025 Illinois & Cook County minimum wage of \$15.

A motion was made by Trustee Battle to approve the minimum base pay of \$16 an hour for staff to begin January 1, 2025. Seconded by Trustee Sims.

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

12f. Discussion: Review of Serving our Public for FY26 Per Capita Grant Requirement

The board reviewed the Serving Our Public 4.0: Standards for Illinois Public Libraries.

12g. Action/Discussion: Banking Transition

Trustee Bourné presented her report regarding the transition of banking services from Fifth Third Bank to Wintrust Bank. Trustee Bourné noted a lack of clear communication from their previous bank and highlighted the potential benefits of switching to Wintrust, including better interest rates and more transparent service. The board also discussed transaction fees and cash register updates for accepting card payments.

A motion was made by Trustee Gay to approve the banking transition from Fifth Third Bank to Wintrust Bank. Seconded by Trustee Sims.

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

12h. Action/Discussion: Acting Director Review and Position

Postponed to follow executive session.

13. EXECUTIVE SESSION

A motion was made by Trustee Battle to go 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 Gay.

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

Executive Session was entered at 7:34PM

A motion was made by Trustee Gay to return to open session. Seconded by Trustee Sims.

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

Open session resumed at 8:15PM

Action to be taken out of Executive Session

12h. Action/Discussion: Acting Director Review and Position

A motion was made by Trustee Battle to approve Acting Director Bourné as Director of the Riverdale Public Library District with a salary of \$63,100, effective January 1, 2025. Seconded by Trustee Gay.

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

14. PUBLIC COMMENTS

None

15. ADJOURNMENT

President Williams adjourned the regular board meeting at 8:19PM.

SIGNED Shana Battle DATE 2-10-2025
Shana Battle, Secretary