

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

**February 10, 2025**

**1. CALL TO ORDER**

The Regular Meeting of the Riverdale Public Library District Board of Trustees was called to order by President Williams at 6:04PM on Monday, February 10, 2025 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 Gay, Trustee Dixon

A quorum was present to conduct business.

Also present: Director Bourné and Shirley Armstrong

A motion was made by Trustee Brown to move item 12d. Approval of the Ordinance Authorizing and Approving Remote Attendance Policy up on the Agenda. Seconded by Trustee Sims.

Ayes: Battle, Bourné, Brown, Sims, Williams

Nays: None

Absent: Gay, Dixon

**Motion Passed**

**12d. Discussion/Action Item:** Approval of Ordinance Authorizing and Approving Remote Attendance Policy

The board reviewed the ordinance and policy authorizing remote attendance.

A motion was made by Trustee Battle to approve the Ordinance 2025-01 Authorizing and Approving the Remote Attendance Policy. Seconded by Trustee Sims.

Ayes: Battle, Bourné, Brown, Sims, Williams

Nays: None

Absent: Gay, Dixon

**Motion Passed**

**2a. Approve Trustees to Attend Remotely**

A motion was made by Trustee Battle to approve Trustee Gay and Trustee Dixon to attend the meeting remotely. Seconded by Trustee Sims.

Ayes: Battle, Bourné, Brown, Sims, Williams

Nays: None

Absent: Gay, Dixon

**Motion Passed**

**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 December 9, 2024

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

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

#### 5. COMMUNICATIONS

Public Service Announcements:

Village Board Special Meeting at 7PM on December 8, and a Committee of the Whole meeting immediately after.

Early voting begins for the Democratic Primary February 10 and ends February 24 at two sites; Calumet City Public Library and South Suburban College between 9am and 5pm weekdays and Saturday; and 10am-4pm on Sunday.

#### 6. FINANCIAL REPORTS

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

President Williams presented the Income and Expense Statements for December 1-31, 2024, and reported that as of the end of the month, the Library's account balance stood at \$680,824.62. The board also reviewed all financial statements, transactions, deposits, cleared payroll, and vendor checks for the month of December.

A motion was made by Trustee Battle to approve the December Financial Report. Seconded by Trustee Brown.

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

##### 6b. Action Item: Approval of the January Financial Reports

President Williams presented the Income and Expense Statements for January 1-31, 2024, and reported that as of the end of the month, the Library's account balance stood at \$689,390.89. The board also reviewed all financial statements, transactions, deposits, cleared payroll, and vendor checks for the month of January.

A motion was made by Trustee Brown to approve the January Financial Report. Seconded by Trustee Battle.

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

##### 6c. Action Item: Approval of the Library Payroll and Holiday Bonus Dated:

- 12-11-2024 in the amount of \$11,228.77
- 12-11-2024 in the amount of \$7,198.12 (Bonus)
- 12-24-2024 in the amount of \$10,190.63
- 1-8-2025 in the amount of \$11,869.36

- 1-22-2025 in the amount of \$11,688.94

A motion was made by Trustee Bourné to approve the Library Payrolls and Holiday Bonus as itemized on the agenda. Seconded by Trustee Battle.

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

**6d. Action Item:** Ratify the Accounts Payable for January 13, 2025 in the amount of \$29,348.24

A motion was made by Trustee Bourné to ratify the accounts payable for January 13, 2025 in the amount of \$29,348.24. Seconded by Trustee Sims.

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

**6c. Action Item:** Approval of the Accounts Payable for February 10, 2025 in the amount of \$19,138.69

A motion was made by Trustee Brown to approve the accounts payable for February 10, 2025 in the amount of \$19,138.69. Seconded by Trustee Battle.

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

**7. TREASURER'S REPORT**

None

**8. DIRECTOR AND CIRCULATION REPORTS**

The board reviewed the reports of the Library Director and Public Services Director (PSD) as presented. Discussion included new rates for IMRF and Limricc Health Insurance as well as the potential contracting with a security agency. Trustees also noted comments from patrons and inquired if the situation had been resolved. PDS Bourné confirmed that the concerns had been addressed.

**9. ATTORNEY REPORT**

None

**10. REPORTS OF COMMITTEE AND OFFICERS**

None

**11. OLD BUSINESS**

None

**12. NEW BUSINESS**

**12a. Discussion/Action Item:** Ratify LIMRiCC Resolutions and Intergovernmental Agreement (IGA)

The board discussed the LIMRiCC resolutions to amend the IGA between LIMRiCC and its members, which were endorsed by the previous administration without the board's knowledge, and the updated IGA which the current director endorsed with the Board President's approval. The board also reviewed the amendments proposed.

A motion was made by Trustee Battle to approve Resolution 2025-01 of the Riverdale Public Library District, Cook County, Illinois Ratifying the Approval of Amendments to the Intergovernmental Agreement by and between the Library and the Library Insurance Management and Risk Control Combination ("LIMRiCC") and Ratifying the Execution of an Intergovernmental Agreement. Seconded by Trustee Brown.

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

**12b. Discussion/Action Item: Approval of Wintrust Resolutions**

The board discussed and reviewed the resolutions to approve Beverly Bank & Trust Company, N.A. as the depository for the library and authorizing signatories with the indicated powers listed in the resolution for both the Checking and MAXSAFE accounts.

A motion was made by Trustee Brown to approve Resolution 2025-02 Designating Public Depository And Authorizing Withdrawal Of Public Moneys for the Checking Account. Seconded by Trustee Bourné.

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

A motion was made by Trustee Bourné to approve Resolution 2025-03 Designating Public Depository And Authorizing Withdrawal Of Public Moneys for the MAXSAFE Account. Seconded by Trustee Battle.

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

**12c. Discussion/Action Item: Approval of Resolution Designating Authorized User and Signatories for Certain District Designated Depositories (Illinois Funds)**

The board was informed that former library employees were still listed as authorized users and signatories for the library's Illinois Funds Account. A Resolution was presented to remove those individuals and add the current director as the primary authorized user, with the Board President and Treasurer as secondaries.

A motion was made by Trustee Bourné to approve Resolution 2025-04 Of The Riverdale Public Library District, Cook County, Illinois Designating Authorized Users And Signatories For Certain District Designated Depositories. Seconded by Trustee Battle.

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

**12d. See pg 1**

**12e. Discussion/Action Item: Approval of 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 Brown to approve 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**

**12f. Discussion/Action:** Approval of the transfer of \$350,000.00 from the Library's 5/3 Savings Account to the Library's Wintrust Savings & Checking Accounts

A motion was made by Trustee Battle to approve the transfer of \$350,000.00 from the Library's 5/3 Savings Account to the Library's Wintrust Savings & Checking Accounts. Seconded by Trustee Sims.

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

**12g. Discussion/Action:** Atlas Trustee Day

The board was informed that the annual Atlas Trustee Day was scheduled for May 17th at the Orland Park Public Library. Trustee Battle, Trustee Bourné, and Trustee Williams elected to attend.

A motion was made by Trustee Bourné to approve Trustee Battle, Trustee Bourné, and Trustee Williams to attend the Atlas Trustee Day. Seconded by Trustee Brown.

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

**12h. Discussion/Action:** ILA Library Trustee Forum Spring Webinars

The board was informed that registration for the virtual ILA Library Trustee Forum spring webinars was open. An overview of each webinar was provided to the board. It was decided to approve all trustees' attendance.

A motion was made by Trustee Bourné to approve all trustees to attend the ILA Spring Webinars. Seconded by Trustee Brown.

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

**12i. Discussion/Action Item:** Approval of Donation List to PCs 4 People

The board was informed that the library has accumulated unused and damaged equipment that is occupying valuable space. The board was given a list of items that could be donated to PCs 4 People, an organization that will take, recycle or refurbish electronic equipment.

A motion was made by Trustee Battle to approve the donation list as it stands to PCs 4 People. Seconded by Trustee Sims.

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

**12j. Discussion/Action Item: Security Guard Quotes**

Four proposals were presented to the board for evaluation and discussion. Concerns were raised regarding the budget. Director Bourné assured that the budget would allow for this expense.

A motion was made by Trustee Brown to approve BPG, which is Bedford Protection Group as our security service at an hourly rate of \$31.75 to start as soon as possible. Seconded by Trustee Sims.

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

**12k. Discussion/Action Item: Approval of Travel Reimbursement**

Trustee Bourné, while attending ILA 2024, met Library Director and ILA Librarian of the Year Winner, Jennifer Drinka of Antioch Public Library District. Director Drinka suggested that Trustee Bourné and the administrative staff shadow her and her team for a day to observe best practices for administration and trustees and to see the operations of a similar library. She also invited them to attend the library's board meeting. Trustee Bourné informed the board that she would be interested in accepting this proposal and presented a Travel Reimbursement request for the trip.

A motion was made by Trustee Brown to approve the travel reimbursement as stated on the request not to exceed \$637.75. Seconded by Trustee Sims.

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

**12l. Discussion: Year-to-Date Budget Review (Accrual Basis)**

The board reviewed the YTD Budget and expenses.

**12m. Discussion: Statement of Economic Interest (SEI) Filings**

The board was informed that the Statement of Economic Interest (SEI) filings are due May 1st. Fees will be charged if filed after the due date.

**13. EXECUTIVE SESSION**

None

**14. PUBLIC COMMENTS**

Shirley Armstrong stated that she had lived in Riverdale since 1992 and had raised her children and now grandchildren in the library. She also expressed interest in becoming a library trustee.

**15. ADJOURNMENT**

President Williams adjourned the regular board meeting at 7:41PM.

SIGNED Shana Battle DATE 3-10-2025  
Shana Battle, Secretary