

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

March 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 6:01PM on Monday, March 10, 2025 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: Director R. Bourné, Public Services Director E. Bourné, Technical Services Librarian B. Diehl

2a. Action Item: Approve Trustees to Attend Remotely

No action required

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 February 10, 2025

A motion was made by Trustee Brown to approve the minutes of the Regular Meeting held on February 10, 2025. Seconded by Trustee Dixon.

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

Nays: None

Absent: Gay

Motion Passed

5. COMMUNICATIONS

Public Service Announcements:

- Early voting for the Consolidated Election begins March 17
- Special Village meeting March 11 at 6:50pm followed by a Committee of the Whole meeting.
- Trustee Forum Spring Webinars - First Session Topic: Sustainability - Trustees who attended shared feedback.

6. FINANCIAL REPORTS

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

President Williams presented the Income and Expense Statements for February 1-28, 2025, and reported that as of the end of the month, the Library's account balance stood at \$678,005.97. The board also reviewed all financial statements, transactions, deposits, cleared payroll, and vendor checks for the month of February from both Fifth Third Bank and Beverly Bank & Trust.

A motion was made by Trustee Battle to approve the February 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 Dated March 5, 2025 in the amount of \$12,155.19, and March 19, 2025 in the amount of \$12,181.96

A motion was made by Trustee Bourné to approve the Library Payroll dated March 5, 2025 in the amount of \$12,155.19, and March 19, 2025 in the amount of \$12,181.96. 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 March 10, 2025 in the amount of \$27,481.85

A motion was made by Trustee Battle to approve the accounts payable for March 10, 2025 in the amount of \$27,481.85. Seconded by Trustee Bourné.

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

7. TREASURER'S REPORT

Trustee Bourné recommended keeping the majority of the library's funds in the Beverly Bank MaxSafe account to maximize the interest generated.

8. DIRECTOR AND CIRCULATION REPORTS

Director Bourné presented her report detailing the following:

- | | | |
|----------------------|---------------------|---------------------------|
| - Agenda Items | - Policy Drafts | - New Staff |
| - Banking transition | - Library appraisal | - Patron feedback |
| - Budget preparation | - New bookdrop | - Outreach and networking |
| - Handling ICE raids | - New printer | - Training |

9. ATTORNEY REPORT

None

10. REPORTS OF COMMITTEE AND OFFICERS

None

11. OLD BUSINESS

None

12. NEW BUSINESS

12a. Discussion/Action Item: Security Guard Quotes

An additional quote for security services was presented to the board for review and discussion.

A motion was made by Trustee Battle to revoke the contract with Benford Protection Group Security. Seconded by Trustee Bourné.

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

A motion was made by Trustee Brown to approve Alpha7 Protective Services as the security Service for the library. Seconded by Trustee Bourné

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

12b. Discussion/Action Item: Approval of Designated Staff Members in Charge Policy to be added to the Personnel Manual

A motion was made by Trustee Bourné to approve the Designated Staff Members in Charge Policy to be added to the personnel manual. Seconded by Trustee Battle.

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

12c. Discussion/Action Item: Ratify the Purchase of 1 Ticket to the Library Journal Professional Development Budget Management Fundamentals Course in the amount of \$275.04

A motion was made by Trustee Brown to ratify the purchase of 1 ticket to the Library Journal Professional Development Budget Management Fundamentals Course in the amount of \$275.04. Seconded by Trustee Bourné.

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

12d. Discussion: Employee Appreciation

Trustee Battle expressed her gratitude to the staff for their outstanding work in maintaining and improving the library. She suggested that something be done to show the board's appreciation for all staff members. In response, the board decided to organize an Employee Appreciation Day in April. Trustee Battle will lead this initiative with the assistance of the administrative staff.

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

A reminder was given to complete the Statement of Economic Interest (SEI) filing by May 1st.

13. EXECUTIVE SESSION

None

14. PUBLIC COMMENTS

None

15. ADJOURNMENT

President Williams adjourned the regular board meeting at 7:27PM.

SIGNED Shana Battle DATE 4-14-2025
Shana Battle, Secretary