

**Riverdale Public Library  
Monthly Meeting Agenda  
Monday, April 12, 2010  
7:00pm (note time change)**

1) Call to order

2) Roll Call

**Presentation on “Steps Toward Hiring a New Library Director” by Alice Calabrese-Berry,  
MLS Executive Director**

- Handouts from MLS
- Administrative Librarian job description
- Library Trustee Handbook

3) Minutes

- **Action Item:** Approval of the minutes of the regular meeting held March 8, 2010\*

4) Communications

- Butternut Tree Named Official Tree of Riverdale; Reminder to the Village that we have received no response to our letters requesting fee waivers and parking dated February 10 and March 17; Message from the Mayor encouraging local hiring; response from Shaun Freeman; LACONI Annual Trustee Banquet on Friday, May 7\*; The Village Drum article\*; donation in memory of Mary Ann Mehorczyk from Adelle and Larry Swanson;
- **Action Item:** any request for reimbursements for upcoming events

5) Treasurer’s Report

- Review the Financial Reports\*
- **Action Item:** Approve the Bills to be Paid for April 12, 2010\*

6) Librarian’s Report

- Monthly Calendar\*
- Statistics\*
- Print Server report\*
- Quarterly Reciprocal Borrowing Report\*
- Miscellaneous: Ethics filings required by May 1 to Cook County; Certificate of Completion for Arlene Mallek for the Open Meetings Act; letter to Congressman Jesse Jackson regarding funding for libraries through LSTA for 2011; letter to neighbors regarding roof project; letter to ILA nominating Kathy McSwain for the Robert R. McClarren Legislative Development Award; 1 incident report

7) Reports of Committees and Officers

- a. **Discussion item:** Staff-suggested priorities for Mission Statement\*
- b. Reports on meetings attended

8) Unfinished Business

a. **Action item:** Trustee vacancy

- Original public notice dated November 10, 2009
- Documents supplied to Emerson and Knight requesting response to the questions of why they would like to serve and what experience/expertise/community involvement they could offer to the Board
- Response received from Francine Emerson on March 15

b. **Information Item:** DVD/CD refusal to loan chart\*

9) New Business

a. **Action Item:** Per Capita Grant: Envisioning Green at the Riverdale Public Library\*

b. **Action Item:** Request to replace hail-damaged air conditioning unit during roofing project

c. **Action Item:** Revision of the Materials Selection Policy\*

d. **Action Item:** Eliminate the policy to serve as a polling place

e. **Information Item:** dates for 2010 meetings for Trustees to review and verify May 2010\*

10) Announcements:

Next Regular Board meeting Monday, May 10, 2010 at 7:30pm

11) Adjournment

\*indicates attached items

If you need an accommodation for a disability for this meeting, please phone or write Arlene Mallek, Riverdale Library, 208 W. 144<sup>th</sup> Street, Riverdale, IL 60827, 708-841-3311 at least 5 working days prior to the event.