

Riverdale Public Library Monthly Meeting Agenda
Monday, April 24, 2017
7:00 P.M.

1. Call to order
2. Roll Call
3. Minutes
 - 3a. Action Item:** Approval of the minutes of the Regular Meeting held on Monday, December 12, 2016 and Tuesday, January 3rd, 2017.
4. Communications
 - 4a. Action Item:** any request for reimbursements for upcoming events
5. Treasurer's Report
 - Review the Financial Reports* (Property Tax Collections)
 - **Action Item:** Ratify Bills that have been Paid *
6. Librarian's Report
 - Monthly Calendar*
 - Statistics*
7. Reports of Committees and Officers:
8. Unfinished Business
9. New Business
 - 9a. Action Item:** Election of Officers
 - 9b. Action Item:** Authorize signatories on Library Accounts*
 - 9c. Action Item:** Approve Ordinance 2017-06 Regular Meetings of the Library Board of Trustee*
10. Public Comments (3 minutes Per Person Comments Must be on Agenda Items Only)
11. Adjournment

Suggested motions for April 24th, 2017 meeting

Minutes

3a. Action Item: If there are no corrections, the minutes from the regular Meeting on Monday, December 12th, 2017 and Tuesday, January 3rd, 2017 will be approved as distributed and place on file for audit.

Communications

4a. Reimbursement requests

MOVE That the following expenses be approved for reimbursement

Treasurer's Report

5a. Action item: ratify bills to be paid

Suggested motion: THAT bills in the amount of \$ _____ be paid.

Action to be taken: bills will be paid and the report placed on file for audit.

Reports of Committees and Officers

6a. Action item: NONE

Librarian's Report

After reports, the Librarian's Report will be placed on file for audit.

New Business

9c. Action Item: Ordinance 2017-06 Regular Meetings of the Library Board of Trustee*

Suggested motion: Move That the Board Adopts Ordinance 2017-06 Regular Meetings of the Library Board of Trustee*

Action to be taken: Posed and Filed

Board Agenda – Key phrases

Motions will be numbered on the agenda and referenced to the motions on the pre-printed suggested motion sheet.

CALL TO ORDER and state the time

ROLL CALL: Will Barb please call the roll. Announce that to there is a quorum conduct business.

APPROVAL OF MINUTES: Ask if there are any additions or corrections to the minutes. If there are none, the minutes are approved as presented and will be placed on file for audit. *If there are corrections, ask for a motion to approve the minutes as corrected.*

COMMUNICATIONS: After presentation, the communications will be placed on file for audit.

TREASURER’S REPORT: Ask the Assistant Director to review the financial summary and the bills for payment. After the Staff presentation, ask the Treasurer to present a motion to pay the bills. If there are no further questions, it has been moved and seconded that bills in the amount of \$___ be paid. May I have a roll call vote. After the vote, the Treasurer’s report will be accepted and placed on file for audit.

LIBRARIAN’S REPORT: After reports, the Librarian’s Report will be placed on file for audit.

REPORTS OF COMMITTEES AND OFFICERS: (if listed on agenda)

UNFINISHED BUSINESS*: After calling for the items listed on the printed agenda, ask if there are any other items of unfinished business to come before the Board.

NEW BUSINESS*: After calling for the items listed on the printed agenda, ask if there are any other items of new business to come before the Board.

*During Business items for discussion:

Although a motion should be offered first, most Board members feel more comfortable discussing the issue prior to making a motion. Motions are usually pre-printed and distributed with the agenda. To move business along, ask to have a motion to..... The proper form before calling for the vote is it has been moved and seconded that (repeat motion). May I have a roll call. A roll call vote is required unless the discussion is solely for the purpose of consensus.

ANNOUNCEMENTS should be read; ask if there are any others to be made

ADJOURNMENT: if there is no further business, the meeting is adjourned at (state the time).