

**Riverdale Public Library
Monthly Meeting Agenda
Monday, December 14, 2009
7:30pm**

1) Call to order

2) Roll Call

3) Minutes

- **Action Item:** Approval of the minutes of the regular meeting held November 9, 2009*

Mac Brady Associates, Inc. will be presenting the roofing recommendation to the Board (The President will request a motion to deviate from the agenda to begin the bid review, acceptance and award of contract.

- **Action Item:** acceptance of the roofing bid and award of contract authorizing the President, Secretary or Administrative Librarian to sign the contract*

At the conclusion of the presentation, the President will ask for a motion to return to the regular order of business.)

4) Communications

Thank you letters received from Family Guidance Centers (Washington School underage drinking program), from S. D. 148 (Harvest Party), and the Tree Commission (tree planting); letter from Klein, Thorpe & Jenkins freezing legal fees; flyer from the Resource Center asking for donations of toys and coats*

- **Action Item:** any request for reimbursements for upcoming events

5) Treasurer's Report

- Review the Financial Reports*
- **a. Action Item:** Approve the Bills to be Paid for December 14, 2009*

6) Librarian's Report

- Monthly Calendar*
- Statistics*
- Print Server report*
- Miscellaneous: State Library Capital Needs Assessment Survey*; transitional clients project*; letter to Ms Smyles (mailed); public notice for trustee vacancy (mailed); Cook County Exempt Property form filed; copy for upcoming Village Newsletter; suspended privileges for computer lab user

7) Reports of Committees and Officers

- Reaching Forward (extend date for Mission Statement)
- Reports on meetings attended

8) Unfinished Business

- **a. Action Item:** revisit the policy requiring library cards for computer use*
- **b. Action Item:** revisit the decision on offering out of state Interlibrary Loan
- **discussion item:** salary comparisons with other libraries and other industries*
- **discussion item:** procedure for filling Trustee vacancy*

9) New Business

- **a. Action Item:** Resolution honoring Trustee Foy
- **b. Action Item:** Cancel January Board meeting
- **c. Action Item:** Use of the Library by Groups policy revision*
- **d. Action Item:** Multipurpose (Computer Lab) policy revision*
- **e. Action Item:** Equipment for Public Use policy revision*
- **f. Action Item:** Service Priorities for Circulation Desk Staff*

10) Announcements:

Next Regular Board meeting Monday, (February 8,) 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. 144th Street, Riverdale, IL 60827, 708-841-3311 at least 5 working days prior to the event.