

Riverdale Public Library Monthly Meeting Agenda
Monday, June 9th, 2014
7:30pm

1. Call to order
2. Roll Call
3. Minutes
 - 3a. Action Item:** Approval of the minutes of the Regular Meeting held on April 14, 2014
4. Communications
 - 4a. Action Item:** any request for reimbursements for upcoming events
5. Treasurer's Report
 - Review the Financial Reports*
 - **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:** Prevailing Wage
10. Closed/Executive Session (If needed)
- Next Regular Board Meeting Monday, July 14th, 2014 at 7:30pm at the Library
11. Adjournment

*indicates attached items

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

Suggested motions for June 9th, 2014 meeting

Minutes

3a. Action Item: If there are no corrections, the minutes from the regular Meeting on Monday April 14th, 2014 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: approve 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.

Librarian's Report

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

Unfinished Business

Action item:

Suggested motion:

Action to be taken:

New Business

9aAction item: Prevailing Wage

Suggested motion: Adopt Ordinance 2015-01 Providing for the Payment of and Ascertainig the Prevailing Rate of Wages for Laborers, mechanics and other Workers Employed in Performing Construction of Public Works

Action to be taken: published in the newspaper and posted

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).