

Riverdale Public Library Monthly Meeting Agenda
Monday, November 14, 2005 – cancelled due to lack of quorum
Rescheduled to Monday, November 28, 2005
7:00pm

1. Call to order
2. Roll Call
3. Approval of the minutes of the October 10, 2005 regular meeting*
4. Communications: Receipt of July – September financial and narrative report #05-SCP-899 by the IL State Library; Memorial donations honoring Michael Shartzter from Janice Thomas and Naomi Metro; Memorial donations honoring Mildred Pillow Grant from Adelle and Larry Swanson and the Riverdale Library Staff and Trustees; Memorial donations honoring Robert Pfrommer from Adelle and Larry Swanson and Arlene Mallek; Memorial donations honoring Robert Pfrommer from Adelle and Larry Swanson and Arlene Mallek; donation from Fred and Della Goodman; op-ed on tax caps from the *Star**
5. Treasurer's Report
 - Review the Financial Reports*
 - **Action item:** Approve the Bills to be Paid *
6. Librarian's Report
 - Monthly Calendar*
 - Statistical Report* and Reference Survey*
 - Miscellaneous activities: Receipt and Filing by Ken Friker of Library Tax Levy Ordinance, Certificate of Compliance with Truth In Taxation Act, and the Ordinance Directing Against Proportional Reduction...; Discussion with Bud Fleming from CBDG regarding the possibility of special funding; letter of commendation to Universal Restoration Services regarding the excellent cleaning crew; documents sent to Mike Ragen at the IL State Library regarding Disaster Relief – Reconstruction of Wooden Truss System #05-SCP-899; Press release for school newsletter* (mailed); Volunteer recognition* (mailed); jury duty letter
7. Reports of Committees and Officers
8. Unfinished Business
 - Roof Truss update
 - **Action Item:** Bonus recommendations for Barb Diehl and Arlene Mallek*
 - **Acton Item:** Resolution thanking Treasurer Gilmore for his service

9. New Business

- **Action Item:** Resolution for the name change of Treasurer as signatory on accounts*
- **Action Item:** Revision to 2_42 Work Week, Sunday Hours & Volunteer Hours*
- **Action Item:** the hiring of Antonio L. Padron as a Security Officer

10. Announcements

- Library closed November 24 & 25 for Thanksgiving
- Next Regular meeting Monday, December 12, 2005 at 7pm at the Library

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.

**Suggested motions for November 14, 2005 meeting
Treasurer's Report**

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.

Unfinished Business

Action item: bonus recommendations for Barb Diehl and Arlene Mallek

Suggested motion: THAT the Board approves the memo enumerating bonuses for Barb Diehl and Arlene Mallek

Action to be taken: the bonus payments will be added to the next regular payroll check

Action item: Resolution thanking Treasurer Gilmore

Suggested motion: THAT the Resolution thanking Ray P. Gilmore be adopted and become a part of the permanent records of the Library.

Action to be taken: the Resolution will be mailed to Ray Gilmore.

New Business

Action item: Name change of Treasurer

Suggested motion: THAT the Board designates Susan Avant-Holloway to replace Ray P. Gilmore as a signatory on Library accounts at Heritage Community Bank and Illinois Funds.

- Heritage Bank Checking 621791700
 - 4 officers and Admin. Librarian
- Heritage Bank Savings 7621791700
 - 4 officers and Admin. Librarian
- Heritage Bank Charge 917594700
 - Admin. Librarian, Assist. Director, Public Services Director
- Heritage Bank Safety Deposit Boxes 763 & 1345
 - Treasurer, Admin. Librarian, Assistant Director
- Heritage Bank Petty 621791701
 - Admin. Librarian, Assist. Director, Technical Services Librarian, Public Services Librarian
- IL Funds (state pool): Operations 007139101682
 - 4 officers and Admin. Librarian.
- IL Funds (state pool): Endowment 007139109933
 - 4 officers and Admin. Librarian.

Action to be taken: the forms will be returned to each financial institution with new signatures.

Action item: Revision of Policy 2_42 Work Week, Sunday Hours & Volunteer Hours

Suggested motion: THAT the Board of Trustees approves the revision to the Personnel Policy 2_42 Work Week, Sunday Hours & Volunteer Hours

Action to be taken: the policy will be added to the Personnel Policy and copies will be distributed to all Staff

Action item: hiring of Antonio L. Padron

Suggested motion: THAT the Board ratifies the hiring of Antonio L. Padron as a Security Officer.

Action to be taken: That Tony be welcomed to the Staff and that appropriate documentation be filed with government agencies.