

## **REGULAR MEETING OF THE RIVERDALE PUBLIC LIBRARY DISTRICT**

A Regular meeting of the Riverdale Public Library District Board of Trustees was called to order by Vice-President Burford at 7:00 P.M. on Monday, December 11, 2006 at the Riverdale Library.

### ROLL CALL:

The roll was called as follows: Trustee Avant-Holloway, Present; Trustee Burford, Present; Trustee Burns, Present; Trustee Forbes, Present; Trustee Foy, Absent; Secretary Washington, Present; President Richard-Bey, Absent. There was a quorum present to conduct business.

Also in attendance were Adelle Swanson, Arlene Mallek, Brett Shelton and Barb Diehl.

### MINUTES:

The minutes of the meeting held November 13, 2006 were approved as distributed and placed on file for audit.

### COMMUNICATIONS:

Press releases on minimum wage, electric rates, and Cook County property taxes; MLS Newsletter being discontinued in print format; Thank you from School District #148 for Harvest Day Party donation.

### TREASURER'S REPORT:

The Treasurer's report was presented by Trustee Avant-Holloway and Mr. Shelton. Trustee Forbes MOVED That the Library pay bills in the amount of \$7,029.75. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The bills will be paid and the report placed on file for audit.

### LIBRARIAN'S REPORT:

The Librarian's report was presented by Adelle Swanson. The Librarian's report was accepted and placed on file for audit.

### MISCELLANEOUS STAFF ACTIVITIES:

Affidavit for Cook County Assessor for exempt property completed and returned; April election press release sent to newspapers and posted; Jury duty information from Illinois Department of Labor and Federal Government; Updated Closing Dates and Library Complaint Form; Letter to Mayor about corner of 144<sup>th</sup> Street and Atlantic Avenue.

### REPORTS OF COMMITTEES AND OFFICERS:

There were no reports.

### UNFINISHED BUSINESS:

There was no unfinished business.

### NEW BUSINESS:

Trustee Avant-Holloway MOVED That policy 1-50 History of the Riverdale Public Library District be adopted as updated to add a financial and project management history to use for grant reports. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The changes will be made in the Personnel Manual and the Board by-Laws, and distributed to staff.

NEW BUSINESS – CONT.

Secretary Washington MOVED That policy 6-10 Designated Staff Member in Charge be adopted as reviewed without substantial change. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The policy with a new approval date will be placed in the Personnel Manual and distributed to staff.

Trustee Forbes MOVED That policy 6-21 Building Access be adopted as revised to add information regarding the Knox Box and delete references to Board members having keys. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The changes will be made in the Personnel Manual and the policy distributed to Staff.

Secretary Forbes MOVED That policy 6-22 Alarm Access be adopted as revised to add information regarding the Knox Box and delete references to Board members having alarm codes. The motion was seconded and carried on a roll call vote of 5 ayes, 0 Nays, and 2 Absent. The changes will be made in the Personnel Manual and the policy distributed to Staff.

Trustee Burns MOVED That Policy 6-23 Safe Access be adopted as revised to delete references to unfilled staff positions and Board members having access. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The changes will be made in the Personnel Manual and the policy distributed to staff.

Trustee Forbes MOVED That Policy 6-24 Locked File Access be adopted as revised to delete unfilled staff positions and to add that employee possession of proprietary documents is a violation of Library policy. The motion was seconded and carried on a roll call vote of 5 ayes, 0 Nays, and 2 Absent. The changes will be made in the Personnel Manual and the policy distributed to staff.

Trustee Avant-Holloway MOVED That policy 6-25 Personal Use of the Building be adopted as revised by removing the reference to Exempt Employees from the policy. The motion was seconded and carried on a roll call vote of 5Ayes, 0 Nays, and 2 Absent. The changes will be made in the Personnel Manual and the policy distributed to staff.

Secretary Washington MOVED That policy 6-31 Workman's Comp and Employer Liability be adopted as reviewed without change. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. This policy is updated annually with the new policy number and is distributed to staff and displayed in the Staff Room.

Secretary Washington MOVED That policy 6-32 Bloodborne Pathogen Simplified Plan be adopted as reviewed without change.. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 3 Absent. A policy with a new approval date will be placed in the Personnel Manual and the policy distributed to Staff.

Secretary Washington MOVED That policy 6-40 Incident Report be adopted without change.. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The policy does allow for a narrative format, and the form will be placed in the Personnel Manual and the policy distributed to Staff.

NEW BUSINESS – CONT.

Secretary Washington MOVED That policy 6-50 Indemnification of Board Officers and Staff be adopted as reviewed without change. Two “See Also References” were added to the end of the policy for staff convenience. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The policy with a new approval date will be placed in the Personnel Manual and distributed to staff.

Secretary Washington MOVED That policy 6-60 Emergency Manual (Location Finder) be adopted as revised to update the location of the Emergency Manuals. The motion was seconded and carried on a roll call vote of 5 ayes, 0 Nays, and 2 Absent. The changes will be made in the Personnel Manual and distributed to staff.

Trustee Burns MOVED That policy 6-70 Workplace Threats and Violence be adopted as reviewed without change. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 2 Absent. The policy with a new approval date will be placed in the Personnel Manual and distributed to staff.

Secretary Washington MOVED That policy 7-51 A-1 and A-2 Notice of Employee Separation be adopted as revised to reflect the forms used by TALX, our current third party insurer handling Unemployment Compensation issues through Metropolitan Library System’s LIMRiCC program. The changes will be made in the Personnel Manual and the policy distributed to staff.

ANNOUNCEMENTS:

Next Regular Library Board meeting, Monday, January 8, 2007 at 7:00 P.M. at the Library (Meeting subject to cancellation if no New Business arises)

ADJOURNMENT:

Vice-President Burford adjourned the meeting at 7:42 P.M.

Minutes - December 11, 2006

Trustee	Bills	Pol.1-50 History	Pol.6-10 Sf. Mem	Pol. 6-21 Bld.Acass.	Pol. 6-22 Alarm.	Pol. 6-23 Safe
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Forbes	Aye	Aye	Aye	Aye	Aye	Aye
Foy	Absent	Absent	Absent	Absent	Absent	Absent
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Richard-Bey	Absent	Absent	Absent	Absent	Absent	Absent

Trustee	Pol. 6-24 Lock file	Pol. 6-25 Building	Pol. 6-31 Work.Cp	Pol. 6-32 Blood	Pol.6-40 Incident	Pol.6-50 Indem.
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Forbes	Aye	Aye	Aye	Aye	Aye	Aye
Foy	Absent	Absent	Absent	Absent	Absent	Absent
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Richard-Bey	Absent	Absent	Absent	Absent	Absent	Absent

Trustee	Pol.6-60 Em.Man	Pol.6-70 Threat	Pol.7-51 Emp.Sep			
Avant-Holloway	Aye	Aye	Aye			
Burford	Aye	Aye	Aye			
Burns	Aye	Aye	Aye			
Forbes	Aye	Aye	Aye			
Foy	Absent	Absent	Absent			
Washington	Aye	Aye	Aye			
Richard-Bey	Absent	Absent	Absent			

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Loree Washington, Secretary