

## 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 President Burford at 7:35 P.M. on Monday, December 14, 2009, at the Riverdale Library.

### ROLL CALL:

The roll was called as follows: Trustee Avant-Holloway, Present; Trustee Burns, Present; Trustee Freeman, Absent; Trustee Roberts, Present; Trustee Washington, Present; President Burford, Present. There was a quorum present to conduct business.

Also present were Adelle Swanson, Arlene Mallek, Barb Diehl and Brett Shelton. Also present was Melissa Lieb from Mac Brady Associates.

### MINUTES:

The minutes from the regular meeting of Monday, November 9, 2009 were approved as distributed and placed on file for audit.

Trustee Roberts MOVED That the Board deviate from the agenda to begin the bid review, acceptance and award of contract for the roofing project. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent.

Trustee Washington MOVED That the Board award the roofing contract to James Mansfield & Sons Co., Inc. for work to be done beginning no earlier than April 11, 2010 and ending no later than June 1, 2010, and that the President, Secretary or Administrative Librarian be authorized to sign the contract. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. Mac Brady and Associates will provide the contract subject to review by the Library's attorney. All work is to be billed out prior to June 1, 2010.

President Burford thanked Melissa Lieb for the presentation.

Trustee Avant-Holloway MOVED That the Board return to the regular order of business. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent.

### COMMUNICATIONS:

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

There were no requests for expense reimbursement.

### TREASURER'S REPORT:

The treasurer's report was presented by Trustee Avant-Holloway and Mr. Shelton. Trustee Roberts MOVED That the Library pay bills in the amount of \$14,088.67. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 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 ACTIONS:

State Library Capital Needs Assessment Survey; Transitional clients project; Letter to Ms. Smyles was mailed; Public Notice for Trustee Vacancy; Cook County Exempt Property form mailed; Copy for upcoming Village Newsletter; Suspended privileges for computer lab user.

REPORTS OF COMMITTEES AND OFFICERS:

Trustee Roberts MOVED That the date due for the revised Reaching Forward Mission Statement be extended to June 30, 2010. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The staff will prepare a document for consideration by the Board.

Trustee Washington will inquire from the Metropolitan Library System as to what services are available to the Board in the process of replacing Adelle Swanson as Administrative Librarian. The information will be provided to the Board at the February meeting.

UNFINISHED BUSINESS:

Trustee Roberts MOVED That the Library continue to require a library card for using the public computers. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The policy currently in place will continue.

Trustee Washington MOVED That the Library not provide out of state Interlibrary Loan service. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The policy currently in place will continue.

Brett Shelton gave a presentation on salary comparisons with other libraries and other industries.

There was discussion on the procedure to fill the Trustee vacancy. Trustee Washington will try to contact Shaun Freeman to determine his interest in continuing to serve on the Library Board.

NEW BUSINESS:

Trustee Washington MOVED That the Board adopt the Resolution thanking Trustee Foy for his work as Library Trustee. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The Resolution was mailed to Trustee Foy as a recognition of his contribution to the Library.

Trustee Roberts MOVED That the Board authorize canceling the January 11, 2010 Library Board meeting. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The cancellation will be posted in the Library, sent to the Village Clerk for posting, and posted on the Library web site.

Trustee Washington MOVED That the Board approve the revised policy for Use of the Library by Groups. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The policy will be updated in the Policy Manual.

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NEW BUSINESS – CONT.

Trustee Roberts MOVED That the Board approve the revised policy for the Computer Lab. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The policy will be updated in the Policy Manual.

Trustee Washington MOVED That the Board approve the revised policy for Equipment for Public Use. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The policy will be updated in the Policy Manual.

Trustee Burns left the meeting at 9:14 P.M.

Trustee Washington MOVED That the Board approve the Service Priorities for Circulation Desk Staff. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The policy will be added to the Policy Manual.

ANNOUNCEMENTS:

Regular Board Meeting, Monday, February 8, 2010 at 7:30 P.M.

ADJOURNMENT:

President Burford adjourned the meeting at 9:16 P.M.

Trustee	Agenda Deviate	Roofing Contract	Agenda Return	Bills	Reach Forward	Public Comput.
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Freeman	Absent	Absent	Absent	Absent	Absent	Absent
Roberts	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	ILL Loan	Foy Resol.	Meeting Cancl	Group Policy	Lab. Policy	Equip. Policy
Avant-Holloway	Absent	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Freeman	Absent	Absent	Absent	Absent	Absent	Absent
Roberts	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye

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Trustee	Staff Priority					
Avant-Holloway	Aye					
Burns	Absent					
Freeman	Absent					
Roberts	Aye					
Washington	Aye					
Burford	Aye					

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

Maurice Roberts, Secretary