

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 Richard-Bey at 7:04 P.M. on Monday, February 12, 2007 at the Riverdale Library.

ROLL CALL:

The roll was called as follows: Trustee Avant-Holloway, Absent; Trustee Burford, Present; Trustee Burns, Present; Trustee Forbes, Absent; Trustee Foy, Present; Secretary Washington, Absent; President Richard-Bey, Present. 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 December 11, 2006 were approved as distributed and placed on file for audit.

COMMUNICATIONS:

Cancellation of January 8, 2007 meeting; Daily Southtown request for agendas and notices; Thank you from Rebekah Bourne; Letter granting fee waiver for roof repair; AARP E-File award for 2006; Donations in memory of Violet Garner from Arlene Mallek, Clara Hoevel, Adelle and Larry Swanson, Janet and Brett Shelton, Riverdale Library; Donation in memory of Bernice Etta Smith from Adelle and Larry Swanson; Donations in memory of Brian Neal from Marcia Renfus, Adelle and Larry Swanson; Monetary donation from Della and Fred Goodman.

TREASURER'S REPORT:

The Treasurer's report was presented by Mr. Shelton. Trustee Foy MOVED That the Library ratify the payment of bills from January 8, 2007 in the amount of \$3,295.00. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The bills were paid and the report placed on file for audit.

Trustee Burns MOVED That the Library pay February 12, 2007 bills in the amount of \$6,145.01. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 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:

Request to Village to waive fees for roof repair; Ethics requirements submitted; List of E-Mail addresses for Trustees who wish to receive the MLS E-announce vs. a print copy; Press releases for tax assistance and voter registration; Reminder to candidates; E-Rate 471 application filed; Information on "remote attendance"; ALA report on Social change and the Future of Libraries; ILA report on when to call the police; Village Newsletter article; Unofficial ballot; Computer privileges withdrawn from Russell Sampson until June 5, 2007.

REPORTS OF COMMITTEES AND OFFICERS:

There were no reports.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

Trustee Foy MOVED That Section VII, Table of Contents be adopted as updated to delete policies no longer in effect. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The change will be made in the Personnel Policy and distributed to staff.

Trustee Foy MOVED That policy 7-11 Wage Increases be adopted as revised to clarify changes as a result of the increase in the Minimum Wage. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The revised policy will be placed in the Personnel Manual and distributed to staff.

Trustee Burns MOVED That policy 7-40 Termination and Resignation be adopted as revised to clarify the definitions of “last employment date” and “benefit/separation date.” The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The revised policy will be placed in the Personnel Manual and distributed to staff.

Trustee Foy MOVED That policy 7-41 Mandatory Retirement Age be deleted based on findings by the Management Association of Illinois. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The policy will be deleted from the Personnel Manual.

Trustee Foy MOVED That policy 7-51B Certificate of Group Health Plan Coverage be adopted as reviewed without change. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The policy with a new approval date will be placed in the Personnel Manual and distributed to staff.

Trustee Burns MOVED That policy 7-52 COBRA be adopted as revised to indicate that the policy is now administered through the Metropolitan Library System LIMRiCC insurance program. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The changes will be made in the Personnel Manual and the policy distributed to staff.

Trustee Foy MOVED That policies 7-52 A, B, C and Election Form for COBRA be deleted from the policy. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The policies will be deleted from the Personnel Manual.

Trustee Foy MOVED That policy 7-53 Recognition for Departing Employees be adopted as reviewed without substantial change. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. This policy with a new approval date will be distributed to staff and placed in the Personnel Manual.

Trustee Foy MOVED That policy 7-54 Resolution for Departing Employees be adopted as reviewed without change. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The policy with a new approval date will be placed in the Personnel Manual and distributed to staff.

NEW BUSINESS – CONT.

Trustee Foy MOVED That policy 3-56 Personal Autos Used for Library Business be adopted as revised to provide a visual inspection of driver's licenses, to require reporting of change in status of driver's license and to eliminate any requirement of a maintenance check. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The policy will be updated in the Personnel Manual and distributed to staff.

Trustee Foy MOVED That the Public Liability policy be revised to conform with information from the Library insurance agency removing all information regarding the policy until liability issues have been settled. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The policy will be updated in the Public Policies Manual and copies made available in files available to the staff.

Trustee Foy MOVED That the Library Board decline the request by the Fire Chief to input Reverse 911 information for residents who do not have computers. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. A letter will be sent to Fire Chief Knoll explaining that, at this time, the Library Board does not feel that the registrations for Reverse 911 would be appropriate for the Library unless it were part of a concerted effort by all agencies in the Village to get people registered for the program.

Trustee Foy MOVED That the Library Board accept the proposal by William A. Lau and Company, Ltd. for the 2006-2007 audit, management letter, and all reports in the amount of \$4,460.00. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The contract will be signed and returned to William A. Lau and Company, Ltd.

Trustee Foy MOVED That the Library Board adopt policy 4-51 Surveillance Video as revised. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The policy regarding use of Surveillance Video as revised will be placed in both the Public Policies/Buildings Manual, Section 4-51 of the Personnel Manual, and distributed to staff.

ANNOUNCEMENTS:

Next Regular Library Board meeting, Monday, March 12, 2007 at 7:00 P.M. at the Library

ADJOURNMENT:

President Richard-Bey adjourned the meeting at 8:48 P.M.

Minutes – February 12, 2007

Trustee	Bills – Jan.	Bills – Feb.	Table of Contents	Pol. 7-11 Wage Inc	Pol. 7-40 Term/Res	Pol. 7-41 Retire.
Avant-Holloway	Absent	Absent	Absent	Absent	Absent	Absent
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Forbes	Absent	Absent	Absent	Absent	Absent	Absent
Foy	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Absent	Absent	Absent	Absent	Absent	Absent
Richard-Bey	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	Pol.7-51B	Pol.7-52 COBRA	Pol. 7-52 A,B,C	Pol. 7-53 Depart	Pol.7-54 Resol.	Pol.3-56 Auto.
Avant-Holloway	Absent	Absent	Absent	Absent	Absent	Absent
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Forbes	Absent	Absent	Absent	Absent	Absent	Absent
Foy	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Absent	Absent	Absent	Absent	Absent	Absent
Richard-Bey	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	Liability Form	Ecom 911	Audit Proposal	Surveil. Video		
Avant-Holloway	Absent	Absent	Absent	Absent		
Burford	Aye	Aye	Aye	Aye		
Burns	Aye	Aye	Aye	Aye		
Forbes	Absent	Absent	Absent	Absent		
Foy	Aye	Aye	Aye	Aye		
Washington	Absent	Absent	Absent	Absent		
Richard-Bey	Aye	Aye	Aye	Aye		

SIGNED _____ DATE _____
 Loree Washington, Secretary