

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 7:03 P.M. on Monday, February 13, 2006 at the Riverdale Library.

ROLL CALL:

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

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

MINUTES:

The minutes of the meeting held November 28, 2005 were approved as distributed and placed on file for audit.

COMMUNICATIONS:

Cancellation of December 12, 2005 meeting; Tax forms are no longer free to the public; Letter of interest in filling Trustee Gilmore's position from Stephen Forbes; Letter to President Richard-Bey from District 205; Letter of thanks from the family of Mildred Pillow Grant; Trustee workshop; Resignation letter from Secretary Horn; Article on libraries and business reference from Star and Southtown Newspapers; Illinois Library Day; Article on Volunteer Mary Thillman; Memorial donations honoring George Willey from Mary Thillman, Arlene Mallek, Adelle and Larry Swanson, Naomi Metro, Lois Powers, Clara and Frank Hoevel and Fran Kipley; Request for meeting notification by Daily Southtown newspaper.

The communications were accepted and placed on file for audit.

TREASURER'S REPORT:

The Treasurer's report was presented by Trustee Avant-Holloway and Mr. Shelton. Secretary Horn MOVED That the Library Board ratify the December 12, 2005 bills paid in the amount of \$10,176.03. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The bills were paid and the report placed on file for audit.

Secretary Horn MOVED That the Library Board ratify the January 9, 2006 bills paid in the amount of \$3,615.69. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The bills were paid and the report placed on file for audit.

Trustee Burford MOVED That the February 13, 2006 bills be paid in the amount of \$4,771.37. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 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.

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MISCELLANEOUS STAFF ACTIVITIES:

Filing of Cook County Assessor's Office 2006 Exempt Affidavit; Incident report on Virginia Woods, Kevin McGraw and Orié Caver/Kiante Nix; Letter to Cook County regarding the return of Precinct #46; Disaster Relief project #05-SCP-899 for the period Oct.-Dec. 2005; Resignation information sent to Cook County and State Library regarding Trustee Gilmore; Letter to Congressman Jackson regarding IRS forms; Legislative alerts to Rep. Davis and Senator Meeks regarding HB 4217 on annexing property to district; Tax Rate Objections received for 2001, 2002, 2003; Progress report letters to Rep Davis, Senator Meeks and Sec. Of State White; Filing with Cook County Ethics Department; Article regarding tax assistance.

REPORTS OF COMMITTEES AND OFFICERS:

President Richard-Bey appointed Trustees Avant-Holloway, Burns, and Washington to the committee to audit the Secretary's records on March 13, 2006 at 6:45 P.M.

UNFINISHED BUSINESS:

Trustee Burford MOVED That Steve Forbes be contacted to complete the term of Trustee Ray Gilmore and to serve until the April 2007 election. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. Adelle will contact Mr. Forbes.

NEW BUSINESS:

Trustee Washington MOVED That the Board accept the Audit Proposal from William A. Lau & Co. in the amount of \$4,250. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The contract will be signed and returned to William A. Lau.

Secretary Horn MOVED That the Board approve the revision to the Personnel Policy 3-15 Summary Plan Description of Employer-Provided Health/Wellness Plans. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The policy will be added to the Personnel Policy and copies will be distributed to all Staff.

Secretary Horn MOVED That the Board approve the change to the Material Loan and Fee Chart. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The Chart will be updated to allow the circulation of the current issue of magazine subscriptions.

Trustee Avant-Holloway MOVED That the Board approve the addition of a new form to the Circulation/Customer Registration regarding identification requirements. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The form will be given to library card registrants to facilitate the pick-up of their new cards.

Trustee Washington MOVED That the Board approve the automatic update to Policy 7-12 Salary Schedule 06/07 as required by policy. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The Chart will be updated in the Personnel Policy and copies will be distributed to all staff.

NEW BUSINESS - CONTINUED

Trustee Washington MOVED That the Board approve the changes to the Amended and Restated 457(b) Governmental Plan document. The motion was seconded and passed on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The Amended Plan will be filed with the Original Plan, and copies of the changes will be made available to the staff.

Trustee Washington MOVED That the Board ratify the filing of the annual E-Rate Form 470. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The Form has been filed in conformance with the established Federal calendar.

Trustee Washington MOVED That the Board approve the revision to the Personnel Policy 5-50 Overtime, Surplus & Compensatory Time. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The policy will be added to the Personnel Policy and copies distributed to the Staff.

Trustee Washington MOVED That the Board authorize Wallen /Gomez Architects to secure bids on the Underpinning work with bids due by 2:00 P.M. on Thursday, March 9, 2006. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. Wallen/Gomez Architects will be notified to proceed with the bid procedure.

Trustee Washington MOVED That the Board authorize Wallen/Gomez Architects to secure bids on the Carpet/Tile Re-grouting work with bids due by 2:00 P.M. on Thursday, March 9, 2006. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. Wallen/Gomez Architects will be notified to proceed with the bid procedure.

Trustee Burford MOVED That the Board approve the FY2006 proposed budget revisions. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 0 Absent. The revised budget (including purchase of a new firewall unit, new public photocopier, and new [Option 1] 6-camera security system) will be implemented.

Trustee Burford MOVED That the Board accept the resignation of Secretary Horn with regret and that the Resolution thanking Secretary Horn be adopted and become part of the permanent records of the Library. The motion was seconded and carried on a roll call vote of 5 Ayes, 1 Nay and 0 Absent. The Resolution was presented to Secretary Horn.

Trustee Burns MOVED That Trustee Loree Washington be elected as Secretary of the Library Board. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 0 Absent. New signature documents will be prepared for the next Board meeting.

ANNOUNCEMENTS:

Library closed February 20, 2006 for President's Day

Next regular Board meeting, Monday, March 13, 2006 at 7:00 P.M. at the Library

ADJOURNMENT:

President Richard-Bey adjourned the meeting at 8:28 P.M.

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Trustee	Bills-12/05	Bills-1/9/06	Bills-.2/13/06	Forbes/Trustee	Audit by Wm Lau	Health Plan
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Horn	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Richard-Bey	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	Matl. Chart	Circ. Policy	Salary Scale	457(b) Plan	E-Rate 470	Comp Time,etc.
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Horn	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Richard-Bey	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	Under. Work	Carpet, etc.	Budget Revision	Horn Resig.	Elect. Secy.	
Avant-Holloway	Aye	Aye	Aye	Nay	Aye	
Burford	Aye	Aye	Aye	Aye	Aye	
Burns	Aye	Aye	Aye	Aye	Aye	
Horn	Aye	Aye	Aye	Aye		
Washington	Aye	Aye	Aye	Aye	Aye	
Richard-Bey	Aye	Aye	Aye	Aye	Aye	

SIGNED _____ DATE _____
 Loree Washington, Secretary