

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 7:10 P.M. on Monday, November 28, 2005. The November 14, 2005 meeting was cancelled and rescheduled to November 28, 2005 due to a lack of a quorum.

ROLL CALL:

The roll was called as follows: Trustee Avant-Holloway, Absent; Trustee Burford, Present; Trustee Burns, Present; Secretary Horn, Present; Trustee Washington, Absent; President Richard-Bey, Present. There was a quorum present to conduct business. Trustee Washington arrived at 7:19P.M

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

MINUTES:

The minutes of the meeting held October 10, 2005 were approved as distributed and placed on file for audit.

COMMUNICATIONS:

Memorial donations honoring Michael Schartzler 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; Donation from Fred and Della Goodman; Op-ed on tax caps from the *Star*. The communications were accepted and placed on file for audit.

TREASURER'S REPORT:

The Treasurer's report was presented by Mr. Shelton. Secretary Horn MOVED That the Library Board ratify the November 14, 2005 bills paid in the amount of \$8,477.65. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The bills were 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:

Receipt and filing by Ken Friker of Library Tax Levy Ordinance, Certificate of Compliance with Truth in Taxation, 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 Service regarding the excellent cleaning crew; July – September financial and narrative report 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; Volunteer recognition; Jury duty letter.

REPORTS OF COMMITTEES AND OFFICERS:

There were no reports.

UNFINISHED BUSINESS:

Trustee Burns MOVED That the Board approve the memo enumerating the \$500.00 bonus for Barb Diehl in recognition of her work during the relocation of library services last summer. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The bonus payment will be added to the next regular pay roll check.

Trustee Burns MOVED That the Board approve the memo enumerating the \$1,000.00 bonus for Arlene Mallek in recognition of her work supervising all phases of the truss reconstruction project through 2006. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The bonus payment will be added to the next regular payroll check.

Trustee Washington MOVED That the resolution thanking Ray P. Gilmore be adopted and become a part of the permanent records of the Library. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The Resolution will be mailed to Ray Gilmore.

NEW BUSINESS:

Secretary Horn MOVED That the Board designate Susan Avant-Holloway to replace Ray P. Gilmore as Treasurer and as a signatory on Library accounts at Heritage Community Bank and Illinois Funds.

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

The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The forms will be returned to each financial institution with new signatures.

Trustee Washington MOVED That the Board of Trustees approve the revision to the Personnel Policy 2-42 Work Week, Sunday Hours and Volunteer Hours. The motion was seconded and carried on a roll call vote of 5 Ayes, 0 Nays, and 1 Absent. The policy will be added to the Personnel Policy and copies will be distributed to all staff.

Minutes – November 28, 2005

Secretary Horn MOVED That the Board ratify the hiring of Antonio L. Padron as a Security Officer. The motion was seconded and carried on a roll call vote of 5 ayes, 0 Nays, and 1 Absent. Tony will be welcomed to the staff and appropriate documentation will be filed with government agencies.

ANNOUNCEMENTS:

By consensus, President Richard-Bey announced that the December 12, 2005 meeting would be cancelled due to the anticipated lack of business following the November 28, 2005 meeting.

The Library will be closed December 23rd-26th for Christmas.

Next regular Board meeting - Monday January 9, 2006.

ADJOURNMENT:

President Richard-Bey adjourned the meeting at 7:54 P.M.

Trustee	Bills	Bonus B.Diehl	Bonus-A. Mallek	Gilmore Resoln.	Acct. Signs.	Revision 2-42
Avant-Holloway	Absent	Absent	Absent	Absent	Absent	Absent
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Horn	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Absent	Aye	Aye	Aye	Aye	Aye
Richard-Bey	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	Hire. Padron					
Avant-Holloway	Absent					
Burford	Aye					
Burns	Aye					
Horn	Aye					
Washington	Aye					
Richard-Bey	Aye					

SIGNED _____ DATE _____
 Joyce E. Horn, Secretary