

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 7:30 P.M. on Monday, November 8, 2010 at the Riverdale Library.

ROLL CALL:

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

Also present were Katrina Harris, Brett Shelton, Arlene Mallek and Barb Diehl.

MINUTES:

The minutes of the regular meeting held on Monday, October 11, 2010 were approved as distributed and placed on file for audit.

COMMUNICATIONS:

Village of Riverdale Veteran's Day program; Klein, Thorp & Jenkins 2011 legal fees. The communications were accepted and placed on file for audit.

Trustee Dixon MOVED That the Board approve the following expense for reimbursement:

Loree Washington Alice Calabrese-Berry Retirement Party

The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent.

TREASURER'S REPORT:

The Treasurer's report was presented by Mr. Shelton. Trustee Washington MOVED That the Library pay bills in the amount of \$6,863.85. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The bills

LIBRARIAN'S REPORT:

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

MISCELLANEOUS ACTIONS:

Receipt from Klein, Thorpe & Jenkins regarding filing of the Ordinance Against Proportional Reduction, Ordinance Levying and Assessing Taxes and the Certification of Compliance with the Truth in Taxation Act; Notice sent to Cook County Board of Elections of new Deputy Elections Clerk; Notice sent to IMRF on new appointment of authorized agent; Letter to neighbors of Riverdale Library on discarding refuse on Library property; Letter of thanks to Governor Pat Quinn and Comptroller Dan Haynes on release of funds to Illinois library systems; Receipt of donation; Letter sent to Arlene Mallek regarding incident report on hostile workplace.

REPORTS OF COMMITTEES AND OFFICERS:

There was no report from the Reaching Forward Committee.

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UNFINISHED BUSINESS:

Trustee Washington MOVED That the revisions to Standing Rules to the Chase Sweep Account be approved as distributed. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The Standing Rules will be updated and revisions forwarded to the Banking Institutions as needed.

Trustee Washington MOVED That the revisions to Reference Service Policy on page 1 eliminating out-of state ILL and on page 6 adding closing announcements be approved as distributed. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The revisions will be updated in the Policy Manual and distributed to all staff.

Trustee Washington MOVED That the MLS audio-visual materials packaging return policy be eliminated. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The Policy Manual will be updated.

NEW BUSINESS:

Trustee Washington MOVED That the Bill Burford and Susan Avant-Holloway signatures be updated on the two Illinois Fund accounts with the signature of the new Administrative Librarian Katrina R. Harris. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The notice of signatures will be returned to Illinois Funds.

Trustee Washington MOVED That the Board approve that all Trustees requesting travel reimbursement must provide copies of their Drivers License and Car Insurance to the Administrative Librarian. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent. The copies of documentation will be kept in the locked file in the Finance Office.

ANNOUNCEMENTS:

Next regular Board Meeting, Monday, December 13, 2010 at 7:30 p.m.

ADJOURNMENT:

President Burford adjourned the meeting at 7:56 P.M.

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Trustee	Expense Reimb.	Bills	Chase Sweep	Refer. Policy	MLS Audio	IL Funds
Avant-Holloway	Absent	Absent	Absent	Absent	Absent	Absent
Dixon	Aye	Aye	Aye	Aye	Aye	Aye
Emerson	Aye	Aye	Aye	Aye	Aye	Aye
Freeman	Absent	Absent	Absent	Absent	Absent	Absent
Roberts	Absent	Absent	Absent	Absent	Absent	Absent
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	License/ Insure.					
Avant-Holloway	Absent					
Dixon	Aye					
Emerson	Aye					
Freeman	Absent					
Roberts	Absent					
Washington	Aye					
Burford	Aye					

SIGNED _____ DATE _____

Maurice Roberts, Secretary