

**Riverdale Public Library Monthly Meeting Agenda**  
**Monday, December 11, 2006**  
**7:00pm**

1. Call to order
2. Roll Call
3. **Action item:** Approval of the minutes of the November 13, 2006 regular meeting\*
4. Communications: Press releases on minimum wage, electric rates & Cook County property taxes (2)\*; MLS Newsletter being discontinued in print format\*; Thank you from S.D. 148 for Harvest Day Party Donation
5. Treasurer's Report
  - **a.** Review the Financial Reports\*
  - **b. Action item:** Approve the Bills to be Paid for December 11, 2006\*
6. Librarian's Report
  - Activities\*
  - Statistics\*
  - Miscellaneous Staff Activities: Affidavit for Cook County Assessor for exempt property completed and returned; April election press release sent to newspapers and posted; Jury duty information from IL Dept. of Labor and Federal Government\*; Updated Closing Dates\* and Library Complaint Form\* Letter to Mayor about corner of 144<sup>th</sup> Street and Atlantic Avenue\*
7. Reports of Committees and Officers
  - Money Smart Week
8. Unfinished Business
9. New Business
  - **a. Action Item:** revise 1\_50 History of the Riverdale Public Library District\*
  - **b. Action Item:** review 6\_10 Designated Staff Member in Charge\*
  - **c. Action Item:** revise 6\_21 Building Access\*
  - **d. Action Item:** revise 6\_22 Alarm Access\*
  - **e. Action Item:** revise 6\_23 Safe Access\*
  - **f. Action Item:** revise 6\_24 Locked File Access\*
  - **g. Action Item:** revise 6\_25 Personal Use of the Building\*
  - **h. Action Item:** review 6\_31 Workman's Comp and Employer Liability\*
  - **i. Action Item:** review 6\_32 Bloodborne Pathogen Simplified Plan\*
  - **j. Action Item:** review 6\_40 Incident Report\*
  - **k. Action Item:** review 6\_50 Indemnification of Board Officers and Staff\*
  - **l. Action Item:** revised 6\_60 Emergency Manual\*
  - **m. Action Item:** review 6\_70 Workplace Threats and Violence\*
  - **n. Action Item:** revise 7\_51A1 and A2 Notice of Employee Separation\*

10. Announcements

- Next Regular meeting Monday, January 8, 2007 at 7pm at the Library  
(meeting subject to cancellation if no new business)

11. Adjournment

\*indicates attached items

If you need an accommodation for a disability for this meeting, please phone or write Arlene Mallek, Riverdale Library, 208 W. 144<sup>th</sup> Street, Riverdale, IL 60827, 708-841-3311 at least 5 working days prior to the event.