

## 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 7:31 P.M. on Monday, August 10, 2009 at the Riverdale Library.

### ROLL CALL:

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

Also present were Adelle Swanson, Arlene Mallek and Brett Shelton.

Trustee Burns arrived at 7:35 P.M.

### MINUTES:

The minutes from the regular meeting of Monday, July 13, 2009 were approved as distributed and placed on file for audit.

### COMMUNICATIONS:

ALA announces the creation of ALTAFF, the Association of Library Trustees, Advocates, Friends and Foundations from the merger of Friends of Libraries USA and the ALA Trustee Division; Keeping TaBS on PTABS; MLS is not participating in the Broadband Grant Application; Trustee Social on Friday, September 11, 2009 from 6-8 P.M. at Tinley Park Library.

Trustee Avant-Holloway MOVED That the Board authorize expenses for Trustee Loree Washington to attend the Tinley Park Trustee Meeting on Friday, September 11, 2009. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent.

### TREASURER'S REPORT:

The treasurer's report was presented by Trustee Avant-Holloway and Mr. Shelton. Trustee Roberts MOVED That the Library pay bills in the amount of \$10,644.26. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 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 ACTIONS:

Letter to Byron Stanley; Letters to roofing consultants asking for price breakdown; Second and third letters to Police Chief Dorrough regarding vandalism and overdue materials; Letter to Village regarding availability of computer assistance at the Resource Center; 2 Incident reports.

Trustee Avant-Holloway MOVED That Marla Campbell be banned from the Riverdale Library through June, 2010. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. A notation will appear on Ms. Campbell's library registration to stop her card, and she will not be allowed to enter the Library. She will be notified by mail of her suspended privileges.

REPORTS OF COMMITTEES AND OFFICERS:

The Reaching Forward Committee will meet on Saturday, August 22, 2009 at noon.

UNFINISHED BUSINESS:

Adelle Swanson, Administrative Librarian, shared with the Library Board the schedule of required reports and ordinances for the year 2010. She indicated that she had checked with Illinois Municipal Retirement Fund regarding retirement dates, and had selected mid-April as being more personally advantageous and mid-September as probably more advantageous to the Library organization. The Board agreed that September was more advantageous to the organization. Mrs. Swanson will submit a retirement letter at the September 2009 meeting.

Trustee Washington MOVED That the Board contract with MacBrady & Associates as their roofing consultant. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. CRC/George Criel, RCI/Al Kravitz, and MacBrady, Inc./Brian Barrows will be notified of the Library Board's decision. The contract with MacBrady, Inc. will be sent to the attorney to review.

NEW BUSINESS:

Trustee Washington MOVED That Resolution 2010-01 Estimate of Revenues for the Fiscal Year Beginning July 1, 2009 and Ending June 30, 2010 be adopted. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The Resolution will be published, posted for the public and filed with the County Clerk.

Trustee Roberts MOVED That Ordinance 2010-03 Providing for Budget and Appropriations of the Riverdale Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2009 and Ending June 30, 2010 be adopted. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The Ordinance will be published, posted for the public and filed with the County Clerk.

Trustee Washington MOVED That the Board approve the Itemized Statement of Receipts and Expenditures for the Fiscal Year Beginning July 1, 2008 and Ending June 30, 2009. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The Itemized Statement of Receipts and Expenditures will be published and filed with the County Clerk. The Itemized Statement of Receipts and Expenditures with the full 12 month Vendor List of Expenditures will be posted for the public.

Trustee Washington MOVED That the Board ratify the hiring of Precious Knight as Junior Circulation Clerk. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. Proper documentation will be filed and Precious has been welcomed to the Staff.

Trustee Roberts MOVED That the Board approve the revision of the 3-15 Summary of Benefits policy. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The policy will be updated in the Personnel Manual and copies will be provided to Staff.

Trustee Washington MOVED That the Board approve the Per Capita Grant narrative report and the Maintenance Chart for submission to the Illinois State Library. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The Grant will be finalized and returned to the Board for approval.

NEW BUSINESS – CONT.

Trustee Washington MOVED That the Board accept the IPLAR report as presented. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The report will be filed with MLS and the Illinois State Library.

Issues for the policies for photo ID library cards and the automated scheduler were discussed for consensus. A policy statement will be returned to the September Board meeting for approval.

- Photo ID cards
  - The format of Registration card was approved
  - A picture is required to get a Library card. The staff will determine if the picture is acceptable or whether another picture should be taken.
  - The first priority for issuing library cards will be to regular users the month their card expires.
  - Cards can be used only by the person whose picture appears on the card.
  - Cards must have no fines and be in good standing.
  - The cost for a replacement library card will be \$5.00.
  - The debit amount on lost cards cannot be replaced.
  
- Automated scheduling product (reservations manager)
  - Residents will schedule their own use of the computers. They must have a library card in good standing.
  - Staff must assign computers to non-residents with library cards in good standing at the Circulation Desk. Non-residents pay \$1.00 per hour to use the computer.
  - Staff will assist the public using the scheduling manager. Residents who consistently require staff assistance will be warned and then charged \$1.00 per transaction.
  - The “auto hold” feature allows the user 10 minutes before cancelling the reservation.

ANNOUNCEMENTS:

Regular Board Meeting, Monday, September 14, 2009 at 7:30 P.M.

ADJOURNMENT:

President Burford adjourned the meeting at 10.00 P.M.

Minutes – August 10, 2009

Trustee	Travel Expense	Bills	Suspend	Roofing	Resol. 2010-01	Ord. 2010-03
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Foy	Aye	Aye	Aye	Aye	Aye	Aye
Freeman	Absent	Absent	Absent	Absent	Absent	Absent
Roberts	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye

Trustee	Recpt. /Expend	Hire P. Knight	Policy 3-15	PerCapita Grant	IPLAR	
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	
Burns	Aye	Aye	Aye	Aye	Aye	
Foy	Aye	Aye	Aye	Aye	Aye	
Freeman	Absent	Absent	Absent	Absent	Absent	
Roberts	Aye	Aye	Aye	Aye	Aye	
Washington	Aye	Aye	Aye	Aye	Aye	
Burford	Aye	Aye	Aye	Aye	Aye	

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Maurice Roberts, Secretary