

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 7:35 P.M. on Monday, March 8, 2010 at the Riverdale Library.

ROLL CALL:

The roll was called as follows: Trustee Avant-Holloway, Present; Trustee Burns, Absent; 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, Barb Diehl, Brett Shelton, and Francine Emerson, a contributor to the Village Drum.

MINUTES:

The minutes from the regular meeting of Monday, December 14, 2009 were approved as distributed and placed on file for audit.

COMMUNICATIONS:

Annual Legislators' Breakfast on Monday, February 15, 2010 at MLS at 9:00 A.M.; Legal article on weeding by Ken Friker; First Saturday Trustee /Director Forum – How to be an advocate for your library - on Saturday, March 6, 2010 from 9:30 A.M. to 12:30 P.M. at MLS; Library Journal (Nov. 1, 2009) article on "No Human Contact"; Budget cutting article "Tough Times and Eight Ways to Deal With Them" from American Libraries Jan/Feb 2010; Two articles on the new Freedom of Information Act from ILA Reporter (Dec. 09) and Roger Ritzman; Letter from Ken Friker recommending two staff members and the Library Board Secretary be certified for Freedom of Information compliance; Thornton Township Women of Honor Brunch Saturday, March 13 at 10:30 A.M. at South Holland.

Trustee Avant-Holloway MOVED That the Board approve reimbursement for expenses for Loree Washington to attend the Thornton Township Women of Honor Brunch on March 13, 2010. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent.

TREASURER'S REPORT:

The treasurer's report was presented by Trustee Avant-Holloway and Mr. Shelton. Trustee Washington MOVED That the Library ratify the bills paid on February 8, 2010 in the amount of \$5,028.16. 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.

Trustee Washington MOVED That the Library pay bills in the amount of \$17,237.42. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 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:

E-Rate 471 and 486 Certification filed; Letters from auditor and Attorney for completion of the audit; Comptroller's report submittal confirmation; Certification of Ethics filings required sent to Cook County; Certificate of Completion for Brett Shelton for the Freedom of Information Act on-line training and Open Meeting Act on-line training; Certificate of Completion for Arlene Mallek for the Freedom of Information Act; Letter regarding Historical Society; Historical Society committee meeting; Letter to Village requesting waiver of fees for the roofing project and parking permits for staff in Village lot; Letter to U.S. Senators to include libraries and librarians in job program; Per Capita grant awarded in the amount of \$15,372.66; Four incident reports.

REPORTS OF COMMITTEES AND OFFICERS:

The draft of the Mission statement will be returned to the staff to review for presentation at the April meeting.

Adelle Swanson was asked to invite MLS Director Alice Calabrese to a meeting on Monday, March 29, 2010 at 7:00 P.M.

UNFINISHED BUSINESS:

Trustee Washington MOVED That the Board send a copy of the Posting Notice to each person interested in the vacant trustee position and ask them to reply in writing to the questions listed in the notice if they would like to be considered for the position. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The posting notice will be distributed and responses must be received by Monday, April 5, 2010 so they may be included in the April Board packet.

NEW BUSINESS:

Trustee Washington MOVED That the Board adopt the revised Library Organization Chart 1-31. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The new chart will be updated in the Trustee Manual, Staff Personnel Policy and in the Freedom of Information Manual.

Trustee Roberts MOVED That the Board adopt the revised Freedom of Information Request Form. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The form will be placed in the Library's Freedom of Information Manual.

Trustee Washington MOVED That the Board ratify the audit proposal from William A. Lau and Company, Ltd. in the amount of \$5,150. The motion was seconded and carried on a roll call vote off 4 Ayes, 0 Nays, and 2 Absent. \$2,750 will be paid upon completion of the preliminary audit, and \$2,400 will be paid upon completion of the audit.

Trustee Washington MOVED That the Board approve the conversion of the E-Mail Express terminal to an Adult Lab Computer (#7). The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The computer has been converted to the same user guidelines that apply to the Adult Computer Lab.

NEW BUSINESS – CONT:

Trustee Roberts MOVED That the Board approve the revised policy for daily Closing Announcements to eliminate check out of CD’s and DVD’s during the final 15 minutes of service.

The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The policy will be updated in the Policy Manual, posted on the web site and in the Library. It will be announced to the public daily during the close down process. The staff will chart issues relating to the change in policy and present results at the April Board meeting.

ANNOUNCEMENTS:

Next regular Board meeting on Monday, April 12, 2010 at 7:30 P.M.

ADJOURNMENT:

President Burford adjourned the meeting at 9:38 P.M.

Trustee	Wash. Reimb.	Feb. Bills	March Bills	Trustee Vacant.	Organ. Chart	Free. of Inform.
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Absent	Absent	Absent	Absent	Absent	Absent
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	Audit Lau	E-Mail Comp.	CD & DVD			
Avant-Holloway	Aye	Aye	Aye			
Burns	Absent	Absent	Absent			
Freeman	Absent	Absent	Absent			
Roberts	Aye	Aye	Aye			
Washington	Aye	Aye	Aye			
Burford	Aye	Aye	Aye			

SIGNED _____ DATE _____

Maurice Roberts, Secretary