

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 7:36 P.M. on Monday, November 9, 2009, at the Riverdale Library.

ROLL CALL:

The roll was called as follows: Trustee Avant-Holloway, Present; Trustee Burns, Absent; Trustee Foy, 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 and Brett Shelton.

MINUTES:

The minutes from the regular meeting of Monday, October 12, 2009 were approved as distributed and placed on file for audit.

COMMUNICATIONS:

Trustee Avant-Holloway MOVED That the Board authorize automatic reimbursement for Loree Washington for System Board meetings and Planning Committee meetings required of her as a member of the MLS Board of Trustees. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 Absent.

Trustee Roberts MOVED That the following expenses be approved for reimbursement:

- College Visits Workshop at Markham Library on November 24th for Loree Washington and Susan Avant-Holloway
- MoneySmartWeek Chicago workshop at MLS on November 12th for Loree Washington
- Donors Forum workshop at MLS on November 18th for Loree Washington
- Twittering workshop at MLS on December 8th for Loree Washington

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 Trustee Avant-Holloway and Mr. Shelton. Trustee Washington MOVED That the Library pay bills in the amount of \$11,007.78. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 3 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.

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MISCELLANEOUS ACTIONS:

Destruction of Library book drop; Review requested from Ken Friker on the Roof Replacement Project Manual; Riverdale Chamber of Commerce Business Briefs; Administrative decision to forgive 1 day overdue fine on books for the period the book drop is not available – however, if the book is more than 1 day overdue, the full fine will be charged.

REPORTS OF COMMITTEES AND OFFICERS:

A brief review of the publication – So Now You're A Trustee: Responsibilities and Requirements of Being a Library Board Trustee – was given by Adelle Swanson. The law does allow the Board to create a vacancy on the Board if a member does not attend for the period of 1 year.

UNFINISHED BUSINESS:

Arlene Mallek reported on the Pre-Bid meeting and the Bid Opening. The consultant will prepare a spread sheet and provide the Board a recommendation at the December Board meeting. A quorum is essential.

NEW BUSINESS:

Trustee Roberts MOVED That the Board accept with regret the resignation of Bill Foy as a member of the Library Board of Trustees. The motion was seconded and carried on a roll call vote of 3 Ayes, 1 Nay, and 3 Absent. The resignation will be forwarded to the State Board of Elections and the Cook County Board of Elections.

Adelle Swanson was directed to send a letter to the people who responded to the last vacancy and include the survey questions listed in the Board Bylaws. She was further directed to post a notice of the vacancy on the Library Bulletin Board and send anyone showing interest the same survey. The Deadline for the receipt of the survey will be January 11, 2010. Interviews will be scheduled by the Board.

After a brief discussion, the Board will retain the 7:30 P.M. meeting time.

Trustee Roberts MOVED That the Board authorize offering Precious Knight a full time Junior Clerk position effective December 1, 2009. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The position will include the offer of benefits and will remain funded as a full time Junior Clerk position in future budgets.

Trustee Avant-Holloway MOVED That the Board approve the updated Salary Scale for 2010/2011. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The document will be distributed to all staff and the scale will be effective January 1, 2010. Staff will provide salary scale information from the link in the State Annual Report.

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NEW BUSINESS – CONT.

Trustee Washington MOVED That the Board direct Adelle Swanson to write Ms. Maxine Gates Smyles to offer an apology for the transaction and to explain that

- The Board stands behind the policy as currently written,
- The letter does not indicate that the \$4.00 fine was waived by staff on the day of the occurrence,
- The documentation will be removed from the computer and, as requested, Ms. Smyles' letter will remain on file,
- The Library has a system in place for the return of materials that conforms to our responsibilities as a member of the Library System consortium.

The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. Adelle Swanson will send a letter to Ms. Smyles including the above items specified by the Board.

Trustee Washington MOVED That the Board adopt Ordinance 2010-06, an Intergovernmental Agreement with Metropolitan Library System for the Purpose of Providing Reciprocal Borrowing Services. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The signed Ordinance will be sent to MLS and the contract figure of \$500.00 will be added to future budget documents.

Trustee Avant-Holloway MOVED That the Board certify that the Riverdale Public Library District meets all criteria for public library membership in the Metropolitan Library System. The motion was seconded and carried on a roll call vote of 4 Ayes, 0 Nays, and 2 Absent. The Certification sheet, the Mission Statement, and the Tax Agency Report will be sent to MLS.

ANNOUNCEMENTS:

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

ADJOURNMENT:

President Burford adjourned the meeting at 9:16 P.M.

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Trustee	Travel Expense	Expense Payment	Bills	Foy Resign.	Knight Hire	Salary Scale
Avant-Holloway	Aye	Aye	Aye	Nay	Aye	Aye
Burns	Absent	Absent	Absent	Absent	Absent	Absent
Foy	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	Smyles Cmplnt	Recip. Borrow	Library Certif.			
Avant-Holloway	Aye	Aye	Aye			
Burns	Absent	Absent	Absent			
Foy						
Freeman	Absent	Absent	Absent			
Roberts	Aye	Aye	Aye			
Washington	Aye	Aye	Aye			
Burford	Aye	Aye	Aye			

SIGNED _____ DATE _____

Maurice Roberts, Secretary