

Riverdale Public Library Monthly Meeting Agenda
Monday, August 11th, 2014
7:30pm

1. Call to order
2. Roll Call
3. Minutes
 - 3a. Action Item:** Approval of the minutes of the Regular Meeting held on June 9th, 2014
4. Communications
 - 4a. Action Item:** any request for reimbursements for upcoming events
5. Treasurer's Report
 - Review the Financial Reports*
 - **Action item:** Ratify Bills that have been Paid *
6. Librarian's Report
 - Monthly Calendar*
 - Statistics*
7. Reports of Committees and Officers: Audit of Secretary
8. Unfinished Business
9. New Business
 - **9a. Action Item:** Adoption of the figures for the 2104-2015 Working Budget and tentative figures for the FY 2015 Budget and Appropriations Levy Ordinance
 - **9b. Action Item:** Set Date of Budget and Appropriations Public Hearing 9/8/14 at 7:15pm
 - **9c. Action Item:** Per Captia Requirement for 2015
 - **9d. Actin Item:** Approve Ordinance 2015-02 Calling the Regular Meetings of the Board of Trustees
 - **9e. Action Item:** Ratify re-hiring of part-time Circulation Clerk Wesley Teague
10. Closed/Executive Session (If needed)
Next Regular Board Meeting Monday, September 8th, 2014 at 7:30pm at the Library

Hearing Budget and Appropriations 2015-01
Budget and Appropriations
Estimate of Revenues
11. Adjournment

Suggested motions for August 11th, 2014 meeting

Minutes

3a. Action Item: If there are no corrections, the minutes from the regular Meeting on Monday April 14th, 2014 will be approved as distributed and place on file for audit.

Communications

4a. Reimbursement requests

MOVE That the following expenses be approved for reimbursement

Treasurer's Report

5a. Action item: approve bills to be paid

Suggested motion: THAT bills in the amount of \$ _____ be paid.

Action to be taken: bills will be paid and the report placed on file for audit.

Reports of Committees and Officers

6a. Action item: Audit of Secretary

Suggested motion: THAT the Audit of the Secretary be held on Monday, September 8th, 2014 at 7:00pm and that the following Trustees be appointed to the Committee:

Action to be taken: the committee meeting will be posted for the public at the Library and on the web site.

Librarian's Report

After reports, the Librarian's Report will be placed on file for audit.

New Business

9a. Action item: Budget

Suggested motion: (see the budget document for the motion)

Action to be taken: the approved and combined Working Budget will be distributed to all Staff and the tentative figures for the Budget and Appropriation Ordinance will be published in the newspaper with the hearing Notice as well as posted in the Library.

9b. Action item: Public Hearing for the Budget and Appropriation Ordinance

Suggested motion: THAT the Public Hearing for the Budget and Appropriation Ordinance be set for Monday, September 8th, 2014 7:15pm.

Action to be taken: the Hearing Notice and tentative figures for the Budget and Appropriation Ordinance be published and posted for the public.

9c. Action Item: Per Capita

Suggested motion: THAT one Board Member will attend a webinar with the Assistant Director to be viewed at the Library

Action to be taken: Date will be given to board member for attendance.

9d. Action Item: Ordinance 2015-2 Calling the Regular Meetings of the Board of Trustee

Suggested motion: THAT the Library Board adopts Ordinance 2015-2 setting the meeting dates for 2014-2015

Action to be taken: the Ordinance will be posted for the public in the Library and on the web site.

9e. Action Item: Ratify re-hiring of Wesley Teague part-time Circulation Clerk

Suggested motion: THAT the Library Board approves the re-hiring of Wesley Teague part- time Circulation Clerk

Action to be taken: The proper documentation has been filed, and Wesley has been welcomed back to the staff.

Board Agenda – Key phrases

Motions will be numbered on the agenda and referenced to the motions on the pre-printed suggested motion sheet.

CALL TO ORDER and state the time

ROLL CALL: Will Barb please call the roll. Announce that to there is a quorum conduct business.

APPROVAL OF MINUTES: Ask if there are any additions or corrections to the minutes. If there are none, the minutes are approved as presented and will be placed on file for audit. *If there are corrections, ask for a motion to approve the minutes as corrected.*

COMMUNICATIONS: After presentation, the communications will be placed on file for audit.

TREASURER’S REPORT: Ask the Assistant Director to review the financial summary and the bills for payment. After the Staff presentation, ask the Treasurer to present a motion to pay the bills. If there are no further questions, it has been moved and seconded that bills in the amount of \$ _____ be paid. May I have a roll call vote. After the vote, the Treasurer’s report will be accepted and placed on file for audit.

LIBRARIAN’S REPORT: After reports, the Librarian’s Report will be placed on file for audit.

REPORTS OF COMMITTEES AND OFFICERS: (if listed on agenda)

UNFINISHED BUSINESS*: After calling for the items listed on the printed agenda, ask if there are any other items of unfinished business to come before the Board.

NEW BUSINESS*: After calling for the items listed on the printed agenda, ask if there are any other items of new business to come before the Board.

*During Business items for discussion:

Although a motion should be offered first, most Board members feel more comfortable discussing the issue prior to making a motion. Motions are usually pre-printed and distributed with the agenda. To move business along, ask to have a motion to..... The proper form before calling for the vote is it has been moved and seconded that (repeat motion). May I have a roll call. A roll call vote is required unless the discussion is solely for the purpose of consensus.

ANNOUNCEMENTS should be read; ask if there are any others to be made

ADJOURNMENT: if there is no further business, the meeting is adjourned at (state the time).