

**Riverdale Public Library
Monthly Meeting Agenda
Monday, March 8, 2010
7:30pm**

- 1) Call to order
- 2) Roll Call
- 3) Minutes
 - **Action Item:** Approval of the minutes of the regular meeting held December 14, 2009*
- 4) Communications
 - Annual Legislators' Breakfast on Monday, February 15, 2010 at MLS at 9:00am*; legal article on weeding by Ken Friker*; First Saturday Trustee/Director Forum – How to be an advocate for your library on Saturday, March 6 from 9:30am – 12:30pm at MLS*; Library Journal (Nov.1, 09) article on “No Human Contact”*; budget cutting article “Tough Times and Eight Ways to Deal with Them” from American Libraries Jan/Feb 2010*; 2 articles on the new Freedom of Information Act from ILA Reporter (Dec. 09)* and Roger Ritzman*; letter from Ken Friker recommending 2 staff members and the Library Board Secretary be certified for Freedom of Information compliance; Thornton Township Women of Honor Brunch Saturday, March 13 at 10:30am at South Holland;
 - **Action Item:** any request for reimbursements for upcoming events
- 5) Treasurer's Report
 - Review the Financial Reports*
 - **Action Item:** Approve the Bills to be Paid for February 8, 2010*
- 6) Librarian's Report
 - Monthly Calendar*
 - Statistics* (circulation increased 17%)
 - Print Server report*
 - Quarterly Reciprocal Borrowing Report*
 - Miscellaneous: 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 Meetings 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 US Senators to include libraries and librarians in job program; Per Capita grant awarded in the amount of \$15, 372.66; 4 incident reports
- 7) Reports of Committees and Officers
 - a. Report: Community Collaboration Initiatives*
 - b. Discussion item: Staff-suggested priorities*
 - c. Report on MLS assistance in replacing the Administrative Librarian
 - d. Reports on meetings attended

8) Unfinished Business

- a. **Action Item:** Trustee vacancy application from Viretta Knight*

9) New Business

- a. **Action Item:** update of Library Organization Chart 1_31*
- b. **Action Item:** revised copy of the Freedom of Information Request Form*
- c. **Action Item:** ratify the audit proposal from William A. Lau and Company, Ltd. in the amount of \$5,150 (\$2,750 due after preliminary; \$2,400 due on completion)
- d. **Action Item:** convert the E-mail Express computer to an Adult Lab computer
- e. **Action Item:** no check out of CD's and DVD's after 15 minutes before closing*

10) Announcements:

Next Regular Board meeting Monday, April 12, 2010 at 7:30pm

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. 144th Street, Riverdale, IL 60827, 708-841-3311 at least 5 working days prior to the event.