

## **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 Vice-President Burford at 7:01 P.M. on Monday, November 13, 2006 at the Riverdale Library.

### ROLL CALL:

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

Also in attendance were Adelle Swanson, Arlene Mallek, Brett Shelton and Barb Diehl.

### MINUTES:

The minutes of the meeting held October 9, 2006 were approved as distributed and placed on file for audit.

### COMMUNICATIONS:

Response from Senator Durbin regarding DOPA (HR5319); Notification from Klein, Thorpe and Jenkins that the 2001 and 2002 tax rate objections have been withdrawn (no action on 2003); Final filing with the office of the State's Attorney.

### 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 \$6,651.18. 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 STAFF ACTIVITIES:

Pandemic Influenza/Disaster workshop; Article for Property Maintenance for Village Newsletter; Donation sent for Harvest Day from Library Board; Explanation for ILSDO Fund for Illinois Libraries.

### REPORTS OF COMMITTEES AND OFFICERS:

There were no reports.

### UNFINISHED BUSINESS:

There was no unfinished business.

### NEW BUSINESS:

Trustee Avant-Holloway MOVED That the Library Board close the Library on Saturday, June 30, 2007 during the Gus Macker Tournament. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The date will be forwarded to MLS/SWAN to be added to the circulation calendar.

NEW BUSINESS – CONT.

Secretary Washington MOVED That policy 1-50 History of the Riverdale Public Library District be adopted as revised. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the Board By-Laws.

Trustee Foy MOVED That policy 3-12 Hospitalization/Life Insurance be adopted as revised to add that COBRA notification is now handled by the LIMRiCC/PHIP program sponsored by the Metropolitan Library System. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the policy will be distributed to Staff.

Secretary Washington MOVED That policy 4-50 Telephone Use be adopted as revised to include the following: Business calls are not recorded on the long-distance log sheets. Staff members will be billed only if a personal long distance call is in excess of \$3.00. The staff member will be billed for the amount that exceeds \$3.00. The motion was seconded and carried on a roll call vote of 6 ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the policy will be distributed to Staff.

Secretary Washington MOVED That policy 5-35 Other Leave With Pay be adopted as revised to change the minimum working temperature to 63 degrees and the maximum working temperature to 83 degrees. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the policy will be distributed to staff.

Secretary Washington MOVED That policy 5-41 Time Off With Pay be adopted as revised to indicate that full time employees are the only Staff affected by the policy. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the policy will be distributed to Staff.

Secretary Washington MOVED That policy 5-42 Extended Leave Without Pay be adopted as revised to add Victims' Economic Security and Safety Act as part of the policy. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the policy will be distributed to Staff.

Secretary Washington MOVED That policy 5-50, page 2, be adopted as revised to indicate that a telephone answerer be waived based on the anticipated work load. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the policy will be distributed to Staff.

Trustee Avant-Holloway MOVED That policy 5-70 Employee Lockers be adopted as revised to indicate the disposal procedures will begin after 30 days. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The changes will be made in the Personnel Policy and the policy will be distributed to Staff.

Secretary Washington MOVED That the Board will not place a policy issue on the agenda that has been reviewed within the previous 12 months. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. The change will be added to the Standing Rules and to the Library Complaint form.

NEW BUSINESS – CONT.

Secretary Washington MOVED That the Board authorize the Administrative Librarian, in consultation with the Library Board President, to cancel the January 8, 2007 Library Board meeting if there is no new business to come before the Board. The motion was seconded and carried on a roll call vote of 6 Ayes, 0 Nays, and 1 Absent. All Trustees and the media will be informed if the meeting is canceled.

ANNOUNCEMENTS:

Next Regular Library Board meeting, Monday, December 11, 2006 at 7:00 P.M. at the Library

ADJOURNMENT:

Vice-President Burford adjourned the meeting at 8:16 P.M.

Trustee	Bills	Macker Close	Pol.1-50 History	Pol. 3-12 Hospital.	Pol. 4-50 Telephn.	Pol. 5-35 With pay
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Forbes	Aye	Aye	Aye	Aye	Aye	Aye
Foy	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Richard-Bey	Absent	Absent	Absent	Absent	Absent	Absent

Trustee	Pol. 5-41 Time	Pol. 5-42 Leave	Pol. 5-50 Page 2	Pol. 5-70 Lockers	Policy Issues	Canecel Meeting
Avant-Holloway	Aye	Aye	Aye	Aye	Aye	Aye
Burford	Aye	Aye	Aye	Aye	Aye	Aye
Burns	Aye	Aye	Aye	Aye	Aye	Aye
Forbes	Aye	Aye	Aye	Aye	Aye	Aye
Foy	Aye	Aye	Aye	Aye	Aye	Aye
Washington	Aye	Aye	Aye	Aye	Aye	Aye
Richard-Bey	Absent	Absent	Absent	Absent	Absent	Absent

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

Loree Washington, Secretary