

**LEGAL NOTICE:**

**AGENDA  
MONTHLY MEETING OF  
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES**

**Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, June 8, 2021 in the Great Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546**

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Sine Die Minutes of May 11, 2021—Action Item**
- VI. Approve Minutes of May 11, 2021—Action Item**
- VII. Review of Current Bills—Action Item**
- VIII. Review of Financial Statements—Action Item**
- IX. Committee Reports**
  - A. Finance—Jen Pacourek
    - 1. Consumer Price Index—December 2020
  - B. Building & Grounds—Ken Circo
    - 1. Studio GC Certificate for Payment 4/30/21
    - 2. Studio GC Certificate for Payment 5/31/21
    - 3. Bike Rack Installation
  - C. Policy & Bylaws—Patrick White
    - 1. FAQ Masks and Vaccines in the Bridge Phase
  - D. Technology—Michael Hagins
  - E. Communications—Courtney Greve Hack and Christine Long
- X. Staff Reports: May**
  - A. Children & Youth Services Manager—Nora Durbin
  - B. Patron Services & Computer Services Manager—Sharon Shroyer
  - C. Information Services—Diane Silva
  - D. Monthly Statistics
- XI. Director's Report—Janice Foley**
- XII. Unfinished Business**
- XIII. New Business**
  - A. Trustee Webinar Information
  - B. Strategic Long Range Plan
  - C. Local Records Retention Policy—Action Item



D. Going Fine Free—*Action Item*

E. Succession Plan—*Action Item*

F. Updated Timetable

**XIV. Announcements**

A. Sanlee Radigan Trust

**XV. Correspondence & FYIs**

**XVI. Executive Session**

*The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.*

**XVII. Adjournment**



Minutes of the Regular Board Meeting  
of the

**Riverside Public Library Board of Trustees**  
May 11, 2021

**Held Tuesday**, May 11, 2021 in the Great Room of the Riverside Public Library,  
1 Burling Road, Riverside, Illinois, called for 7:30 pm.

**In Attendance:** Ken Circo, President; Courtney Greve Hack, Vice President; Jen Pacourek,  
Treasurer; Jane Birmingham, Secretary; Michael Hagins; Christine Long; and Patrick White.

**Also in Attendance:** Janice Foley, Library Director; Diane Silva, Assistant Director; Jane Wilhelm,  
Bookkeeper; and Christine Legan, Administrative Assistant.

Called to order at 7:40 pm by President Ken Circo.

**Review of Minutes**

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the  
April 13, 2021 regular meeting.

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: Birmingham, Long

The motion passed.

**Review of Current Bills**

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the payment of  
payroll checks for department numbers 001 through 004, and accounts payable check numbers  
22281 through 22286, 22298 through 22330, and 22332 through 22335, in the total amount of  
\$114,183.70, including voided check number 22331, which includes payroll through April 30, 2021.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial  
statements for April 30, 2021, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Committee Reports**

***Finance***

Jane Wilhelm provided a summary of the Lower Level Renovation costs thus far and the expected  
balances due, and the Library Director reported on her consultation with the attorney, Seema Patel,  
regarding the allocation of excess funds if the project comes in under budget as expected. The Board  
discussed the options and possible courses of action in order to best serve the community.

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board seek formal legal  
direction from the Library attorney, Michael Marrs, regarding the allocation of excess bond funds.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek



Nays: White  
Abstained: None  
The motion passed.

Patrick White moved, and Jen Pacourek seconded, that the Board approve the signatures by the officers that were installed tonight for the bills of the April 2021 meeting.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jane Wilhelm asked for clarification regarding the check-signing protocol in order to expedite the paying of bills. Jen Pacourek, Ken Circo, Jane Wilhelm, and the Library Director discussed and agreed upon a procedure going forward.

### ***Building and Grounds***

Ken Circo stated that the permit for the construction of the fire sprinkler system has been approved by the Village. Fox Valley will begin work this week with an estimated completion time of two weeks.

When the construction is finished, the area will be inspected, and any necessary fixes as a result of the sprinkler system installation will be addressed. The Library Director is hoping for a mid-June opening of the Lower Level.

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the Studio GC Authorization to Spend Allowances.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### ***Communications***

Courtney Greve Hack will set up a meeting with Christine Long, the Library Director, and Diane Silva.

### ***Staff Reports***

The Board reviewed the staff reports.

### ***Director's Report***

The Board reviewed the Library Director's report. The Library Director stated that the management team is currently discussing future policy to take effect once more COVID restrictions are lifted. Diane Silva reported that most of the fall programs are already booked for Zoom so there are no immediate plans for in-person gatherings.

### ***New Business***

#### **2021 Annual Resolution Authorizing Library Nonresident Cards**

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the annual resolution authorizing Library nonresident cards.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.



### **Library Closure Approval**

Patrick White moved, and Jen Pacourek seconded, that the Board approve a three-day Library closure to reorganize the Great Room and set up the CYS area pending the completion of the Lower Level construction and the occupancy permit from the Village.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Announcements**

President Ken Circo expressed a desire to get to know the Library staff better and proposed a future social gathering of staff and Board members.

Courtney Greve Hack suggested that the opening of the Lower Level might be a good opportunity for a gathering.

### **Recess to Executive Session**

Upon motion by Patrick White, seconded by Jen Pacourek, and passed unanimously, the Board recessed to Executive Session to discuss a patron issue with the Library's mask policy at 8:53.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Return to Regular Session**

The Board returned to Regular Session at 8:58 pm.

Patrick White moved, and Courtney Greve Hack seconded, that pursuant to IL law, pursuant to policies of the CDC, pursuant to the Library Director's enforcement, subject to the accommodations that have been offered, the Board supports the Library's current mask policy through and until such time as the CDC and the State of Illinois recognize that masks are no longer required.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Adjournment**

Upon motion by Courtney Greve Hack, seconded by Patrick White, and passed unanimously, the meeting was adjourned at 8:59 pm.

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President

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**Secretary**

