

LEGAL NOTICE:

**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, December 8, 2020 by video teleconference for the purpose of discussing the topics noted on the following Agenda:

Due to the ongoing public health emergency, and based on the authority provided by Executive Order 2020-07, issued by Governor Pritzker on March 16, 2020, and Executive Order 2020-10 issued by Governor Pritzker on March 20, 2020, as extended by Executive Order 2020-018, issued on April 1, 2020, limiting public gatherings and suspending the Open Meetings Act physical presence requirement, this meeting will be conducted electronically.

Public comments are welcome during the public comment portion of the electronic meeting on any topic related to the business of the Library Board of Trustees. Public comments may be submitted by email or in writing by the Library's Executive Director prior to 4:30 pm on the day of the meeting. Emailed comments may be sent to Executive Director Janice Foley at janicefoley@riversidelibrary.org. Written comments may be submitted to the attention of Executive Director Janice Foley at 1 Burling Road, Riverside, Illinois 60546. If you have questions regarding communication to the Board, please contact Executive Director Janice Foley at 708.442.6366.

AGENDA

MONTHLY MEETING OF THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

December 8, 2020 at 7:30 PM

THIS MEETING WILL BE CONDUCTED ELECTRONICALLY VIA ZOOM. THE PUBLIC MAY ACCESS THE ZOOM CALL FROM THE LIBRARY'S WEBPAGE www.riversidelibrary.org.

The link to the meeting can be found under the EVENTS tab on the calendar.

1. Call to Order 7:30 pm
2. Roll Call
3. Welcome Guests: Darren Schretter, Studio GC
4. Public Comment
5. Approve Regular Minutes of November 10, 2020—*Action Item*
6. Approve November Current Bills —*Action Item*
7. Review November Financial Statements—*Action Item*
8. Committee Reports
 - A. Finance Michael Flight
 1. Lo Destro Construction Invoice—*Action Item*
 - B. Building & Grounds Ken Circo
 1. Darren Schretter—*Possible Construction Roadblock*
 2. Lo Destro Construction Meeting Notes
 3. Building Masonry Repairs—*Action Item*
 - C. Policy & Bylaws Patrick White

1. Bylaws of the Board of Trustees—*Action Item*
2. Bloodborne Pathogens Policy—*Action Item*
3. Cell Phone Policy—*Action Item*
4. Community Service Volunteers Policy—*Action Item*
- D. Technology Michael Hagins
- E. Communications Jen Pacourek & Courtney Greve Hack
9. Staff Reports: November
 - A. Children & Youth Services Manager
Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
 - D. Monthly Statistics
10. Director's Report Janice Foley
11. Unfinished Business
12. New Business
 - A. 2021 Board Meeting Dates—*Action Item*
13. Announcements
14. Correspondence & FYIs
15. Executive Session
 - A. Library Director's Evaluation —*To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))*

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.
16. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
November 10, 2020**

Held Tuesday, November 10, 2020 by video teleconference via Zoom, called for 7:30 pm.

In Attendance: President, Joan Wiaduck; Vice President, Ken Circo; Treasurer, Michael Flight; Secretary, Courtney Greve Hack; Michael Hagins; Jen Pacourek; and Patrick White

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

Called to order at 7:31 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Ken Circo seconded, that the Board approve the minutes of the October 13, 2020 regular meeting.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack arrived at 7:33

Review of Current Bills

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22003 through 22009, 22022 through 22040, and 22045 through 22058 in the total amount of \$223,574.38, which includes payroll through October 31, 2020.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the financial statements for October 31, 2020, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—2021 Operating Budget and 2020 Tax Levy, revised

Ken Circo moved, and Michael Flight seconded, that the Board approve the 2021 Operating Budget and 2020 Tax Levy, with presented revisions.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Building & Grounds—Lower Level Renovation Construction

Several Board members toured the construction site and expressed their appreciation for the professionalism and neatness of the job site, and they were very pleased with the progress so far. Ken Circo stated that waivers of lien have been submitted and certificates of payment filed.

Building & Grounds—Elevator Repair

Colley Elevator has received all of the parts necessary for the elevator repair, but they have been delayed by staff testing positive for COVID. They hope to begin construction in December and expect that work will be completed within two weeks.

Building & Grounds—Tree Trimming

Joan Wiaduck stated that she called Michael Collins regarding tree overgrowth close to the Library, and he came out to trim the trees at no charge.

Building & Grounds—Library Maintenance

The Board discussed Library maintenance suggestions made by Patrick White after he toured the Library with Diane Silva last week. The Library Director will be getting an estimate for an inspection of all the windows for leaks and damages. Other issues discussed included inspecting the fireplace masonry, calling Higgins Glass for an inspection and cleaning of the glass art installation in the atrium, installing a brass marker for the Scuffy Gross sled, covering the painting in the atrium to protect it from construction dust, consulting Colorsmith regarding the stained glass windows, and fundraising options to encase the Donald Farnham flag.

Technology

Mike Hagins stated that the phone system has been ordered and will be installed by the end of the year. The Library Director has an upcoming phone call with the company to discuss installation and training.

Communications—Library Aware

Jen Pacourek congratulated Diane Silva for her work with LibraryAware and for the highlighting and recognition that our small library has since received.

Communications—Newsletter

Diane Silva stated that most of the upcoming Library programs are broadcast through LibraryAware, but that perhaps a Communications committee meeting is necessary to plan a future newsletter. The Board discussed ways that the Library could update the public on the progress of the renovation, including social media posts and photos.

Staff Reports

The Board reviewed the staff reports and discussed the success of the Family Game Night.

Director's Report

The Board reviewed the Library Director's report. The Library Director discussed her visit to the Merchandise Mart with Diane Silva and Nora Durbin to browse showrooms for furniture options for the lower level.

New Business

Elevator Repair/Public Restrooms

Ken Circo moved, and Michael Flight seconded, that there will be no public access to the restrooms during the elevator construction, and that the Library will publicize this information for patrons.

Ayes: Circo, Flight, Greve Hack, Hagins, Pacourek, White

Nays: Flight

Abstained: None

The motion passed.

Announcements

President Joan Wiaduck announced that she will not be running for reelection in April but that she feels she will be leaving the Board in good hands. She expressed her excitement for all of the positive changes happening at the Library. Trustees thanked Joan Wiaduck for her service and for her invaluable contribution to the lower level fundraising efforts and the referendum planning.

The Library Director and the Board discussed the protocol for potential operating adjustments as the COVID-19 numbers rise locally. The Library Director expressed her wish to be cautious to prevent outbreaks in the Library, and Jen Pacourek stated that the Board supports the authority of the Library Director to make decisions based on changing conditions.

Joan Wiaduck advised that the evaluation letters for the Library Director have been delivered to Trustees. The Board will vote in Executive Session in December.

Adjournment

Upon motion by Ken Circo, seconded by Michael Flight, and passed unanimously, the meeting was adjourned at 8:40 pm.

President

Secretary