

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, February 9, 2021 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

February 9, 2021 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
4. Public Comment
5. Approve Regular Minutes of January 12, 2021—Action Item
6. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 1. Lo Destro Construction Update
 2. Fox Valley Sprinkler System Proposal—Action Item
 - C. Policy & Bylaws Patrick White
 1. Donations Policy—Action Item
 2. Donors Recognition/Naming Policy—Action Item
 3. First Aid/CPR Policy—Action Item
 4. Ethics Act Resolution—Action Item
 - D. Technology Michael Hagins

- E. Communications Jen Pacourek & Courtney Greve Hack
- 7. Staff Reports: January
 - A. Children & Youth Services Manager
Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
- 8. Director's Report Janice Foley
- 9. Unfinished Business
- 10. New Business
 - A. 2021 Illinois Public Library Annual Report [IPLAR]—*Action Item*
 - B. Riverside Public Library Annual Report 2021
- 11. Announcements
- 12. Correspondence & FYIs
- 13. 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.
- 14. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
January 12, 2021**

Held Tuesday, January 12, 2021 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 7:37 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the December 8, 2020 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22087, 22093 through 22139, and 22147, including voided check numbers 22140 through 22142, in the total amount of \$237,995.99, which includes payroll through December 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 Courtney Greve Hack seconded, that the Board approve the financial statements for December 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

Building & Grounds—Lo Destro Construction Invoice

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the payment of the Lo Destro Construction invoice in the amount of \$101,838.45 for work completed through December 31, 2020.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Building & Grounds—Studio GC Authorization to Spend Allowance

Ken Circo moved, and Michael Flight seconded, that the Board approve the Studio GC Authorization to Spend Allowance in the amount of \$19,331.85.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Building & Grounds—Elevator Construction

Ken Circo reported that the elevator construction work is complete but we are waiting on Fox Valley for the fire alarm and for the elevator to pass inspection before it can be operated.

Policy & Bylaws—Concealed Carry Policy

Patrick White moved, and Courtney Greve Hack seconded, that the Board approve the *Concealed Carry Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Confidentiality of Records/Patriot Act

Patrick White moved, and Courtney Greve Hack seconded, that the Board approve the *Confidentiality of Records/Patriot Act*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Conflict of Interest Policy

Patrick White moved, and Courtney Greve Hack seconded, that the Board approve the *Conflict of Interest Policy*.

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

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins reported that the new phone system was installed on January 8, 2021 and is up and running.

Diane Silva reported that the Library is no longer using Evanced. The new calendar application went live on January 7, 2021.

Communications

Jen Pacourek advised that the Communications Committee will be getting a date on the calendar for their next meeting.

Joan Wiaduck gave kudos for the most recent abbreviated newsletter that was sent out to Riverside residents by mail.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. The Library Director advised that the Library may soon be able to open its doors to the public, on a limited basis, once the elevator passes inspection, and if the COVID infection numbers continue to decline. A decision will be forthcoming as these conditions are monitored.

New Business

Per Capita Grant Application

Jen Pacourek moved, and Ken Circo seconded, that the Board approve the Per Capita Grant application.

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

Nays: None

Abstained: None

The motion passed.

Temporary Part Time Sick Leave

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the Temporary Part Time Sick Leave for 2021.

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

Nays: Flight

Abstained: None

The motion passed.

Correspondence & FYIs

Letter to Library Staff

The Board reviewed and discussed the letter to staff from the Library Director outlining the decision to withhold cost of living/merit raises at this time.

Courtney Greve Hack moved, and Ken Circo seconded, that the Board table the decision to make raises effectual until the economic feasibility of increases can be revisited at the April Board meeting.

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

Nays: None

Abstained: None

The motion passed.

Recess to Executive Session

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board adjourn to Executive Session to discuss the Village requirement that the Library install a fire sprinkler system as part of the lower level renovation at 8:30 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Michael Flight moved and Ken Circo seconded, that the Board reconvene to Regular Session at 9:17 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 9:17 pm.

President

Secretary