

AGENDA
MONTHLY MEETING OF THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 10, 2020 at 7:30 PM
PUBLIC MEETING ROOM
RIVERSIDE PUBLIC LIBRARY
1 BURLING ROAD, RIVERSIDE, ILLINOIS

1. Call to Order 7:30 pm
2. Welcome Guests
3. Approve Special Meeting Minutes of February 19, 2020—*Action Item*
4. Approve Current Bills —*Action Item*
5. Review Financial Statements—*Action Item*
6. Committee Reports
 - A. Finance Michael Flight
 1. 2019 Legal Fees—*Action Item*
 - B. Building & Grounds Ken Circo
 1. Water Fountain ADA Compliance—*Action Item*
 2. Facility/Building/Equipment Expenses by Year
 - C. Policy & Bylaws Patrick White
 1. Security Cameras—*Action Item*
 2. Tutoring Policy Approval—*Action Item*
 3. Public Meeting Room Policy Approval—*Action Item*
 - D. Technology Michael Hagins
 - E. Special Projects Jen Pacourek & Courtney Greve Hack
 1. Lower Level Renovation
7. Staff Reports: February
 - A. Children & Youth Services Manager
Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
 - D. Monthly Statistics
8. Director's Report Janice Foley
9. Unfinished Business
10. New Business
11. Announcements
12. Correspondence & FYIs
 - A. Riverside Junior Woman's Charity Thank You Note
 - B. Buric Family Thank You Note
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 Special Board Meeting
of the
Riverside Public Library Board of Trustees
February 19, 2020**

Held Wednesday, February 19, 2020 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, 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 7:32 pm by President Joan Wiaduck.

Review of Minutes

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the minutes of the January 14, 2020 regular meeting.

Ayes: Circo, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Michael Flight and Courtney Greve Hack arrived at 7:33 pm.

Review of Current Bills

Ken Circo 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 21615 through 21624, 21640 through 21664, 21682 through 21689, and 21691 through 21697 in the total amount of \$152,945.25, including voided check number 21690, which includes payroll through January 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 January 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

The Library Director stated that she is still trying to get quotes from elevator companies for the elevator improvements.

The Board discussed a complication with the installation of the new water fountain on the lower level. The lower unit, which would make the fountain ADA compliant, could not be installed because of the current plumbing configuration. At the next Board meeting, the trustees will vote on whether to reconfigure the pipes to accommodate the lower unit. Hannah Plumbing quoted \$4000 to fix this issue.

Policy & Bylaws

Patrick White suggested that the Library add a security camera to the new Early Learners area. The Library Director stated that we have seven security cameras in the Library now and with our current system we could add six more. The Library Director will get a quote from Allen Goodcase for the cost of each additional camera and the labor involved. The Board will decide whether to proceed with the installation at the next Board meeting.

Special Projects—Lower Level Renovation

Jen Pacourek thanked Diane Silva and the videographer for their work on the outstanding lower level videos. Joan Wiaduck thanked the Friends for funding the videos and stated that it was well worth the money.

Courtney Greve Hack was invited to speak about the referendum and lower level renovation at the Riverside Junior Woman's Charity meeting. She passed out informational handouts and she said that everyone was receptive and positive. Courtney encouraged trustees to speak at other community group meetings to get the word out about the referendum.

Courtney Greve Hack suggested reaching out to the Landmark to publish an informational article about the upcoming referendum.

Special Projects—Reading Between the Wines

The Library Director broke down the revenue and expenses for the Reading Between the Wines event. The Library's net is currently \$8,740 but our previous anonymous donor may still donate again this year. Instead of a book to thank Peter Boutsikakis for his contribution, the Library will purchase a present for him from his wedding registry. Courtney Greve Hack reported that Peter is interested in doing the event again next year with a few changes—a later date and more advertising to attract guests from a wider area beyond Riverside.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Director's report.

The Board discussed the Library's involvement in the 2020 Census. The Library Director stated that the Library has informational literature and signage for the Census, online census forms will be available on all of the computers, and an iPad at the front desk will be designated exclusively for the census. Jen Pacourek commented that it is great that the Library is actively involved in the census push.

New Business

Year End Fund Transfer

Ken Circo moved, and Michael Flight seconded, that the Board approve the year-end fund transfer from the Working Cash Fund to the Special Reserve Fund in the amount of \$2,036.33.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

2020 Illinois Public Library Annual Report [IPLAR]

Patrick White moved, and Michael Flight seconded, that the Board approve the 2020 Illinois Public Library Annual Report.

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

Nays: None

Abstained: None

The motion passed.

Annual Report—Riverside Public Library 2019

The Board discussed the report and gave kudos to the Library Director. Courtney Greve Hack suggested that this information could be broken down into separate infographics to be shared on social media and the Library website.

Adjournment

Upon motion by Ken Circo, seconded by Michael Flight, and passed unanimously, the meeting was adjourned at 8:15 pm.

President

Secretary