

**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, October 12, 2021 in the Community 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. Approve Minutes of September 14, 2021—Action Item**

**V. Review of Current Bills—Action Item**

**VI. Review of Financial Statements—Action Item**

**A. Lower Level Renovation Expenses**

**VII. Committee Reports**

**A. Finance—Jen Pacourek**

**1. Final 2022 Budget and 2021 Tax Levy—Action Item**

**B. Building & Grounds—Ken Circo**

**C. Policy & Bylaws—Patrick White**

**1. Employee Handbook Revision—Action Item**

**D. Technology—Michael Hagins**

**E. Communications—Courtney Greve Hack and Christine Long**

**VIII. Staff Reports—September**

**A. Children & Youth Services Manager—Nora Durbin**

**B. Patron Services & Computer Services Manager—Sharon Shroyer**

**C. Information Services—Diane Silva**

**D. Monthly Statistics**

**IX. Director's Report—Janice Foley**

**X. Unfinished Business**

**XI. New Business**

**A. Intergovernmental Agreement to Participate in Illinois Libraries Present Pilot Program—Action Item**

**XII. Announcements**

**XIII. Correspondence & FYIs**

**XIV. 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.*

**A. Approve Executive Session Minutes of April 13, 2021, May 11, 2021, and September 14, 2021—Action Item**

**B. Semiannual Review of Confidential Executive Session Minutes—Action Item**

**XV. Adjournment**

**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
September 14, 2021**

**Held Tuesday**, September 14, 2021 in the Community 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; Christine Legan, Administrative Assistant; and Jane Wilhelm, Bookkeeper

**Absent:** Diane Silva, Assistant Director

Called to order at 7:32 pm by President Ken Circo.

**Review of Minutes**

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the minutes of the August 10, 2021 regular meeting.

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

Nays: None

Abstained: None

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 22470 through 22475, 22477 through 22516, 22526 through 22529, and 22531 through 22536, in the total amount of \$74,164.36, including voided check numbers 22476 and 22530, which includes payroll through August 31, 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 Jane Birmingham seconded, that the Board approve the financial statements for August 31, 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—Preliminary 2022 Budget and 2021 Tax Levy**

The Board reviewed and discussed the preliminary budget and tax levy. Adjustments will be made, and the final draft will be presented to the Board and voted upon at the October Board meeting before being sent on to the Village for approval.

**Finance—Replenishment of the Working Cash Fund**

Jen Pacourek moved, and Patrick White seconded, that the Board approve the transfer of \$45,000 from the Operating Fund to the Working Cash Fund, and reconsider

another transfer of \$45,000 at the end of the year provided that the current projections of an Operating Fund surplus are met.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

### **Finance—Per Capita Grant Check**

The Library received the annual per capita grant check from the State of Illinois in the amount of \$13,090.63. The Library Director stated that the Library should expect an increase in the per capita amount next year due to the population increase in Riverside per the 2020 Census data.

### **Building and Grounds—Restrooms**

Patrick White moved, and Jen Pacourek seconded, that the Board accept the bid from Cutting Edge Contractors for restroom renovations, with an increase in tile allowance of no more than \$10/square foot.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Ken Circo will contact Heather Tinel to request her services as a design consultant for tile and paint colors, and a committee will be formed to make the design decisions.

### **Building and Grounds—Bullseye Cleaning Services Estimate**

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the proposal from Bullseye Cleaning Services for post-construction cleaning of the Library in the amount of \$14,740.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Jane Wilhelm left at 8:30 pm.

### **Building and Grounds—Holton Bros. Proposal for Masonry Repairs**

The Board reviewed the proposal from Holton Bros. for masonry maintenance over the next five years. This proposal will be used as a guideline for future budgeting of masonry work. None of the recommendations in the proposal are necessary or urgent at this time.

### **Technology**

Michael Hagins reported that the Library purchased several PCs for CYS and a new computer for Sharon Shroyer. All of these purchases are well within the technology budget.

### **Communications—Renovation Celebration/Dedication Ceremony Recap**

The Board expressed thanks to staff for their efforts putting together a successful celebration on August 28. The Board also gave kudos to the Library Director and Ken Circo for their remarks at the dedication ceremony. The event was well received by the community, and Dr. David Bonnette was honored to be recognized. Dr. Bonnette has since made a donation to the Library of \$500 for young adult books, which he plans to make annually.

## **Staff Reports**

The Board reviewed the staff reports. Christine Long commented that she likes the Adopt-a-Shelf program.

## **Director's Report**

The Board reviewed the Library Director's report. The Library Director stated that she will contact Jim Anderson to repair a small section of concrete by the east side entrance of the Library. The external railings on the east side stairs also need repair but a contractor willing to do this repair may be more difficult to find.

## **New Business**

### **Holiday Closings 2022**

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the Holiday Closings for 2022.

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

Nays: None

Abstained: None

The motion passed.

### **Person of the Year Dinner**

The Library Director passed out tickets to Board members who are interested in attending the Person of the Year dinner being held on Thursday, September 23, 2021 at the Riverside Golf Club to honor Peter Boutsikakis.

## **Correspondence**

The Board was touched by the thank you letter from Richard Chierico and family for the *In Recognition of a Life* book dedicated by the Library to his late brother, Robert Chierico.

## **Recess to Executive Session**

Jen Pacourek moved, and Jane Birmingham seconded, that the Board adjourn to Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) at 8:48 pm.

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 9:00 pm.

## **Adjournment**

Upon motion by Courtney Greve Hack, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 9:00 pm.

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President

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Secretary