

**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, May 12, 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
MAY 12, 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
4. Public Comment
5. Approve Regular Minutes of March 10, 2020—*Action Item*
6. Approve Special Meeting Minutes of April 28, 2020—*Action Item*
7. Approve March Current Bills —*Action Item*
8. Review March Financial Statements—*Action Item*
9. Approve April Current Bills —*Action Item*

10. Review April Financial Statements—*Action Item*
11. Committee Reports
 - A. Finance Michael Flight
 1. 2019 Legal Fees—*Action Item*
 2. Library Bonds and Debt Service Schedule
 - B. Building & Grounds Ken Circo
 1. Elevator Bid Information
 - C. Policy & Bylaws Patrick White
 - D. Technology Michael Hagins
 - E. Special Projects Jen Pacourek & Courtney Greve Hack
 1. Lower Level Renovation
 2. RBTW 2020 Revenue and Expenses
12. Staff Reports: March/April
 - A. Children & Youth Services Manager Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
13. Director's Report Janice Foley
14. Unfinished Business
15. New Business
 - A. LIRA Questions Regarding Delivery and Curbside
 - B. 2020 Annual Resolution Authorizing Library Nonresident Cards—*Action Item*
16. Announcements
17. Correspondence & FYIs
18. 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.
19. Adjournment

**Minutes of the Special Board Meeting
of the
Riverside Public Library Board of Trustees
March 10, 2020**

Held Tuesday, March 10, 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 7:36 pm by President Joan Wiaduck.

Review of Minutes

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the minutes of the February 19, 2020 special meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Courtney Greve Hack moved, and Ken Circo seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 21698 through 21726, 21729 through 21739, 21741 through 21746 in the total amount of \$96,509.40, including voided check numbers 21665 through 21681, and 21740, which includes payroll through February 29, 2020.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the financial statements for February 29, 2020, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—2019 Legal Fees

The Board decided to defer the vote regarding which fund the Klein, Thorpe and Jenkins invoices should be paid from until after the referendum results on March 17, 2020.

Michael Flight arrived at 7:51 pm.

Building & Grounds—Water Fountain ADA Compliance

Ken Circo moved, and Patrick White seconded, that the Board approve the \$4000 quote from Greg Hannah Plumbing to install the lower unit on the new water fountain in order to make it ADA compliant. The \$4000 will be paid from the Special Reserve Fund.

Roll Call Vote:

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

Nays: None
Abstained: None
The motion passed.

Building & Grounds—Elevator Repair

Ken Circo moved, and Courtney Greve Hack seconded, that pending feedback from legal representation, the Board approve the proposal from Colley Elevator Co. for \$57,559.00 with funds coming from the Working Cash Fund.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Security Cameras

Michael Flight moved, and Jen Pacourek seconded, that the Board approve one security camera in the Early Learners Area for under \$1000 with funds coming from Equipment Maintenance.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: Greve Hack

The motion passed.

Michael Flight moved, and Courtney Greve Hack seconded, that the Board reconsider the vote on a security camera in the Early Learners Area pending information on practices of other libraries.

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

Nays: White

Abstained: None

The motion passed.

Policy & Bylaws—Tutoring Policy

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the Tutoring Policy, subject to amendments.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Public Meeting Room Policy

Ken Circo moved, and Michael Hagins seconded, that the Board approve the Public Meeting Room Policy, subject to amendments.

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

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins recapped the most recent technology meeting.

A summary is available in Sharon Shroyer's staff report.

Michael Hagins reported that the Library's access to the online archives of the Chicago Tribune will be cancelled as of April 1 due to the expense of nearly \$5,000 and low patron usage. The Library is in the process of testing Flipster for digital access to magazines.

Special Projects—Lower Level Renovation

Courtney Greve Hack stated that the informational article about the upcoming referendum was published in the Riverside-Brookfield Landmark. She encouraged trustees to continue their informational outreach until the vote next week. Joan Wiaduck thanked everyone for all of their hard work and enthusiasm over the last five years of planning for the lower level renovation.

Staff Reports

The Board reviewed the staff reports. Jen Pacourek gave kudos for the outreach to Riverside-Brookfield High School for voter registration.

Director's Report

The Board reviewed the Director's report.

New Business

Ken Circo introduced a discussion of handicap accessibility at the Library, including the condition of the handicap ramp and availability of handicap parking spots. The Board agreed to continue the discussion at a future meeting.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo, and passed unanimously, the meeting was adjourned at 8:59 pm.

President

Secretary