

**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, July 13, 2021 in the Great 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. **Public Comment**
- V. **Approve Minutes of June 8, 2021—Action Item**
- VI. **Approve Special Meeting Minutes of June 11, 2021—Action Item**
- VII. **Approve Special Meeting Minutes of July 1, 2021—Action Item**
- VIII. **Review of Current Bills—Action Item**
- IX. **Review of Financial Statements—Action Item**
- X. **Committee Reports**
  - A. Finance—Jen Pacourek
    1. Per Capita Grant
  - B. Building & Grounds—Ken Circo
    1. Masonry Work on Southwest Gable—Action Item
    2. REEF/Teen Room Thank You Reception—Action Item
  - C. Policy & Bylaws—Patrick White
    1. Cell Phone Policy—Action Item
    2. Photo and Video Policy—Action Item
    3. Unattended Child Policy—Action Item
  - D. Technology—Michael Hagins
  - E. Communications—Courtney Greve Hack and Christine Long
- XI. **Staff Reports: June**
  - A. Children & Youth Services Manager—  
Nora Durbin
  - B. Patron Services & Computer Services Manager—Sharon Shroyer
  - C. Information Services—Diane Silva
  - D. Monthly Statistics
- XII. **Director's Report—Janice Foley**
- XIII. **Unfinished Business**
- XIV. **New Business**
  - A. Renaming of Quiet Reading Room—Action Item
  - B. Fall Library Hours
- XV. **Announcements**

**XVI. Correspondence & FYIs**

**XVII. 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.*

**XVIII. Adjournment**

**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
June 8, 2021**

**Held Tuesday**, June 8, 2021 in the Great Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

**In Attendance:** Ken Circo, President; Jen Pacourek, Treasurer; Jane Birmingham, Secretary; Christine Long; and Patrick White.

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

**Absent:** Courtney Greve Hack, Vice President; and Michael Hagins

Called to order at 7:31 pm by President Ken Circo.

**Review of Sine Die Minutes**

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the minutes of the May 11, 2021 sine die meeting.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Minutes**

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the May 11, 2021 regular meeting.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Jen Pacourek moved, and Christine Long seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22336 through 22356, and 22365 through 22382, in the total amount of \$112,174.78, including voided check numbers 22357 through 22364, which includes payroll through May 31, 2021.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Jen Pacourek moved, and Christine Long seconded, that the Board approve the financial statements for May 31, 2021, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

## **Committee Reports**

### ***Finance—Five-Year Plan/Budget Planning***

Jen Pacourek reported that Michael Hagins will be joining the finance committee and they will be working on a five-year finance plan. Jen Pacourek will also be partnering with the Library Director, Diane Silva and Jane Wilhelm on the budget plan.

### ***Finance—Excess Bond Funds***

The Board agreed that once all bills for the Lower Level Renovation Project have been paid, the Trustees will revisit the issue of the allocation of any excess bond funds in consultation with the Village.

### ***Finance—CPI and 2021 Tax Levy***

The Library Director advised that the 2021 tax levy will be capped at 1.4% based on the December 2020 CPI, which will negatively affect the 2022 operating budget.

### ***Building and Grounds—Certificates of Payment***

Ken Circo reviewed the Studio GC Certificates for Payment dated 4/30/21 and 5/31/21 and reported no issues.

### ***Building and Grounds—New Bike Racks***

The Board reviewed the email correspondence between the Library Director and Dan Tabb, Public Works Director, regarding the new bike racks to be installed by the Village in front of the library to create uniformity throughout the central business district. The current bike racks will be repurposed at the Parks and Recreation building on Quincy St.

### ***Building and Grounds—Masonry Repairs***

The Library Director reported that the masonry repairs have been completed on the east and west exteriors. Now the Library can move forward with plaster repairs and repainting of several sections of water-damaged interior walls. A lift accident during the masonry work damaged one of the reading circle benches which will be replaced by Holton Brothers at their expense. The damaged bench has been removed while the Library awaits the new bench.

### ***Building and Grounds—Lower Level Renovation***

The Library Director updated the Board on the work remaining for the completion of the lower level construction, including sprinkler alarms, an air test and water test of pipes, painting and final repairs. The dates for the Library closure to move materials downstairs and reorganize the Great Room have not been finalized yet, and it is likely that the reopening will be pushed to the end of June or early July.

### ***Policy & Bylaws—Mask Policy***

The Board discussed the need to continue mask usage in the Library despite the State's loosening of COVID restrictions taking effect on Friday, June 11, since the Library serves vulnerable populations and patrons under 12 who are not eligible for vaccinations. The Board agreed by consensus to convene a special meeting at 9am on Friday, June 11 to approve a mask policy for the Library.

## **Staff Reports**

The Board reviewed the staff reports. Jen Pacourek expressed her appreciation of Nora Durbin's Summer Reading Program outreach to Riverside-Brookfield High School's freshman and sophomore English classes. Christine Long thanked CYS for all of the

Facebook Storytimes throughout the pandemic. Ken Circo thanked Diane Silva and Information Services for the many online program offerings.

### **Director's Report**

The Board reviewed the Library Director's report.

### **New Business**

#### **Trustee Webinar Information**

Jen Pacourek, Jane Birmingham and Christine Long reported on a trustee webinar that they participated in. They all agreed that the webinar was informative and well done. The Library Director will keep the Board informed of future webinars.

#### **Strategic Long Range Plan**

The Board reviewed the Library's current Strategic Long Range Plan that is in effect until 2022, and discussed the need to revisit the Library's mission and vision statements and to identify future initiatives to include in the plan for 2021-2026. A committee will be formed this summer consisting of staff members and interested Board members to create a new long-range future plan.

#### **Local Records Retention Policy**

Jane Birmingham moved, and Christine Long seconded, that the Board approve the Local Records Retention Policy.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

#### **Going Fine Free**

Patrick White moved, and Christine Long seconded, that the Board approve the proposal to go fine free.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

#### **Succession Plan**

Patrick White moved, and Jen Pacourek seconded, that the Board approve the Administrative Succession Plan Policy.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jen Pacourek suggested a succession plan for Board members, including a process for actively grooming replacements for Board members who plan to retire. She requested that this topic be added to the agenda next April ahead of the term expirations for some Trustees.

#### **Updated Timetable**

The Board reviewed the updated timetable for key events. Jen Pacourek commented that the checklist is invaluable.

**Announcements**

The Library Director advised that the Library is registered for the Village's Independence Day Parade on Saturday, July 3. Ken Circo once again offered up his VW Bug for the parade. The Library Director will explore additional modes of transportation for parade participants since the route is much longer this year due to extra spacing between groups and efforts to spread out parade-goers. The Library Director invited Board members to participate.

Ken Circo reported that the Frederick Law Olmsted Society is partnering with The Seed to gift the Library the Olmsted 200 Botanical Box featuring locally collected seeds arranged over a historic map of Riverside designed by the botanical artist Shilin Hora of The Seed.

Jane Birmingham shared an inspirational article about the impact of books during the pandemic.

**Correspondence**

The Board reviewed the Sanlee Radigan Trust bequest outlined in the attorney letter dated May 27, 2021.

**Adjournment**

Upon motion by Jen Pacourek, seconded by Christine Long, and passed unanimously, the meeting was adjourned at 9:21 pm.

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President

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Secretary