

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, August 10, 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 July 13, 2021—Action Item**
- VI. Approve Special Meeting Minutes of August 3, 2021—Action Item**
- VII. Review of Current Bills—Action Item**
- VIII. Review of Financial Statements—Action Item**
- IX. Committee Reports**
 - A. Finance—Jen Pacourek
 - 1. Lower Level Renovation Expenses—Jane Wilhelm
 - B. Building & Grounds—Ken Circo
 - C. Policy & Bylaws—Patrick White
 - 1. Photography and Videography Policy—Action Item
 - 2. Meeting Room Policy—Action Item
 - D. Technology—Michael Hagins
 - E. Communications—Courtney Greve Hack and Christine Long
 - 1. Renovation Celebration/Dedication Ceremony
- X. Staff Reports--July**
 - A. Children & Youth Services
Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- XI. Director's Report—Janice Foley**
- XII. Unfinished Business**
- XIII. New Business**

A. Restroom Updates Estimate—*Action Item*

XIV. Announcements

XV. Correspondence & FYIs

A. Sanlee Radigan Trust

XVI. 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.

XVII. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
July 13, 2021**

Held Tuesday, July 13, 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; Courtney Greve Hack, Vice President; Jen Pacourek, Treasurer; Michael Hagins; and Patrick White

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

Absent: Jane Birmingham, Secretary; and Christine Long

Called to order at 7:36 pm by President Ken Circo.

Review of Minutes

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the June 8, 2021 regular meeting.

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Special Meeting Minutes

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the June 11, 2021 special meeting.

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Special Meeting Minutes

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the July 1, 2021 special meeting.

Ayes: Greve Hack, Hagins, 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 22383 through 22418, and 22420 through 22426, in the total amount of \$223,588.80, including voided check numbers 22419, which includes payroll through June 30, 2021.

Roll Call Vote:

Ayes: 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 June 30, 2021, subject to audit.

Roll Call Vote:

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—Per Capita Grant

The Library Director reported that the Library will be receiving a per capita grant of \$13,090.63 from the Secretary of State to be used for materials, programming and/or technology. This is an increase over last year's grant amount.

Finance—Bond Funds

The Library Director stated that all bills for the Lower Level Renovation are close to being paid off. Jen Pacourek requested an estimate of the balance remaining in the bond fund for next month's Board meeting.

Building and Grounds—Masonry Work

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the proposal from Holton Bros. to repair the masonry on the southwest gable for \$19,385.00, and for Holton Bros. to complete a visual inspection of the southeast gable and report any issues.

Roll Call Vote:

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Building and Grounds—Lower Level Renovation Thank You Reception

Courtney Greve Hack stated that the small ribbon cutting ceremony held prior to the re-opening of the Lower Level was intentionally limited to a small number of guests due to COVID-19 restrictions, but that a larger celebration to honor donors and the community is being planned for August. The celebration will include a ribbon cutting to dedicate two newly named rooms: The Quiet Reading Room will be known as the Friends of the Library Terrace to acknowledge their 90 years of support and friendship; and the Library's new teen space will be christened as the Dr. David Bonnette/REEF Teen Room to acknowledge the generous donation by REEF to the Library in honor of the former District 96 Superintendent. Courtney Greve Hack suggested a planning committee meeting to finalize details of the event.

Building and Grounds—New Bike Racks

The Library Director and the Board agreed that the new bike racks installed by the Village in front of the Library look really nice and better than expected!

Policy & Bylaws—Cell Phone Policy

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the Cell Phone Policy.

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Photo and Video Policy

The Board agreed to table the vote for the Photo and Video Policy until more information is gathered regarding protocol at other libraries. The Board will revisit this issue at the August Board meeting.

Policy & Bylaws—Unattended Child Policy

Patrick White moved, and Courtney Greve Hack seconded, that the Board approve the Unattended Child Policy.

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Board reviewed the staff reports.

Director’s Report

The Board reviewed the Library Director’s report.

New Business

Renaming of the Quiet Reading Room

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the renaming of the Quiet Reading Room as the Friends of the Library Terrace.

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Fall Library Hours

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the fall Library hours as follows: Mon/Wed 9-7, Tue/Thu 9-9, Fri 9-5, Sat 9-3, Sun 12-5 (after Labor Day).

Ayes: 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 8:56 pm.

President

Secretary