

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, November 10, 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
November 10, 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 October 13, 2020—*Action Item*
6. Approve October Current Bills —*Action Item*
7. Review October Financial Statements—*Action Item*
8. Committee Reports
 - A. Finance Michael Flight
 1. 2021 Operating Budget and 2020 Tax Levy—*Action Item*
 - B. Building & Grounds Ken Circo
 1. Lo Destro Construction Updates
 - C. Policy & Bylaws Patrick White
 - D. Technology Michael Hagins
 - E. Communications Jen Pacourek & Courtney Greve Hack

9. Staff Reports: October
 - A. Children & Youth Services Manager
Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
 - D. Monthly Statistics
10. Director's Report Janice Foley
11. Unfinished Business
12. New Business
 - A. Elevator Installation—*Action Item*
13. Announcements
14. Correspondence & FYIs
15. 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.
16. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
October 13, 2020**

Held Tuesday, October 13, 2020 in the Great Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, and by video teleconference via Zoom, 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 7:37 pm by President Joan Wiaduck.

Review of Minutes

Jen Pacourek moved, and Ken Circo seconded, that the Board approve the minutes of the September 8, 2020 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight 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 21977 through 22002, and 22010 through 22021 in the total amount of \$73,896.24, which includes payroll through September 30, 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 September 30, 2020, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—2021 Operating Budget and 2020 Tax Levy

The Board reviewed and discussed the final 2021 Operating Budget and 2020 Tax Levy.

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the 2021 Operating Budget.

Roll Call Vote:

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

Nays: White

Abstained: None

The motion passed.

Michael Flight moved, and Ken Circo seconded, that the Board approve the 2020 Tax Levy.

Roll Call Vote:

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

Nays: White

Abstained: None

The motion passed.

Building & Grounds—Lower Level Renovation Construction

The Board reviewed the meeting notes from Lo Destro Construction. Ken Circo stated that he attended one of the weekly update meetings, and, thus far, everything is going great and seems to be on schedule. Michael Flight thanked Ken Circo for attending the meeting.

Communications

Michael Flight gave kudos to Jen Pacourek and Courtney Greve Hack for the amount of work that they have done over the last year.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. The Library Director stated that the Library will be opening to the public without reservations beginning on Monday, October 19. The public will be informed of this change through Facebook, the Riverside-Brookfield Landmark, an email blast and signage. The Board discussed capacity limits and situations that would require closing or reverting to previous protocols.

Unfinished Business

Board Packet Online Access

Ken Circo moved, and Michael Flight seconded, that the Board approve online access of the monthly Board packets.

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

Nays: None

Abstained: None

The motion passed.

New Business

Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds

Ken Circo moved, and Michael Hagins seconded, that the Board approve the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds.

Roll Call Vote:

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

Nays: Flight

Abstained: None

The motion passed.

Suburban Cook County Application for Coronavirus Relief Funds

Patrick White commended the Library Director's work on the application and Courtney Greve Hack stated that it was impressive.

Ken Circo moved, and Michael Hagins seconded, that the Board approve the Suburban Cook County Application for Coronavirus Relief Funds.

Roll Call Vote:

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

Nays: Flight

Abstained: None

The motion passed.

Phone System Quotes

The Board reviewed and discussed the phone system proposals from MIDCO, Christensen, and Telcom Innovations Group, LLC. Michael Hagins referred to the Library Director's report summarizing the current phone system issues and the comparisons of the proposals. Michael Hagins stated that based on this and calls to other libraries that have similarly upgraded their systems the technology committee is recommending moving forward with the MIDCO hybrid option. The Library Director advised that there are funds available from the Per Capita Grant and from the lower level renovation fundraising, and clarified that no bond funds or funds from the REEF donation will be used for this purchase.

Michael Hagins moved, and Michael Flight seconded, that the Board approve the MIDCO Mitel phone system, Quote 5184, in the amount of \$9,886.29 to replace the current antiquated phone system.

Roll Call Vote:

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

Nays: White

Abstained: None

The motion passed.

Employee Handbook Update

The Board reviewed and discussed the Employee Handbook update regarding emergency closures and employee pay.

Ken Circo moved, and Patrick White seconded, that the Board approve the revised Employee Handbook as of October 13, 2020.

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

Nays: Flight

Abstained: None

The motion passed.

Per Capita Grant Requirement

The Board reviewed and discussed the Per Capita Grant requirements and the accompanying checklists. Courtney Greve Hack stated that she, and most likely other Board members, would be willing to attend any local or virtual conferences pertinent to libraries if they were made aware of upcoming events. Patrick White volunteered to review the entire publication of *Serving Our Public 4.0: Standards for Illinois Public Libraries* on behalf of the Board.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:37 pm.

President

Secretary