

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
October 8, 2019**

Held Tuesday, October 8, 2019 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; and Jen Pacourek

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

Absent: Patrick White

Called to order at 7:51 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the minutes of the September 10, 2019 regular meeting.

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

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 21444 through 21472, 21476 through 21481, and 21483 through 21485 in the total amount of \$79,686.45, including voided check number 21482, which includes payroll through September 30, 2019.

Roll Call Vote:

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

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, 2019, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Jane Wilhelm advised the Board of the current limitations of the Library's financial software, as data is stored solely on the desktop with no online connectivity. She raised the possibility of moving the data to the Abila cloud to enable the emailing of paystubs in place of printed paystubs, to expedite the creation of W-2s, and to allow automatic, efficient updates to the

system as updates become available. The Board discussed the pros and cons of moving the data to the cloud, including security concerns. The cost would entail an initial \$600 setup fee and an additional \$50/month. The Board will vote on this option at the November Board meeting.

Building & Grounds

The Library Director stated that Holton Brothers is still working on the masonry repairs.

Special Projects

The Board discussed the information presented by John Chrastka of EveryLibrary and planned next steps for an informational messaging campaign between now and December 5 when the Village Board will vote on the resolution for the referendum. Board members have started compiling a list of local residents, business owners, and key people involved in education, government, media, etc. The list will be put into Google Docs so that Board members can personally connect with a wide variety of community members to gather both positive and negative feedback in regards to moving forward with a referendum. The Board discussed additional strategies such as reaching out to naysayers on Facebook and in the community, collecting emails and phone numbers of community members that want to be kept informed, and creating a special edition newsletter.

Courtney Greve Hack advised the Board of the process for assembling a support committee. Board members and Library employees cannot lead the committee.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Director's report. The Director reported that the Library made \$150 from the sale of coffee and donuts at the Riverside Garage Car Show, and Ken Circo won 2nd place for his Volkswagen Beetle.

Unfinished Business

2019 Tax Levy and 2020 Appropriation Budget

Jen Pacourek moved, and Michael Flight seconded, that the Board approve the 2019 Tax Levy and 2020 Appropriation Budget.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

New Business

2020 Per Capita Grant Requirements

The Board reviewed the grant requirements and nominated Patrick White to complete the online education opportunity focusing on organizational management. The Board will discuss the required readings at the November meeting, and the Board will vote on the Per Capita Grant at the January meeting.

Resolution for Referendum

The Board reviewed the resolution and will vote on its approval at the November Board meeting.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:49 pm.

President

Secretary