

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, March 9, 2021 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
March 9, 2021 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 February 9, 2021—*Action Item*
6. Approve Special Meeting Minutes of February 23, 2021—*Action Item*
7. Approve January Current Bills—*Action Item*
8. Review January Financial Statements—*Action Item*
9. Approve February Current Bills—*Action Item*
10. Review February Financial Statements—*Action Item*
11. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 - C. Policy & Bylaws Patrick White
 1. Notary Service Policy—*Action Item*
 2. Public Meeting and Public Comment Policy—*Action Item*

- 3. Sexual Harrassment Policy—*Action Item*
- 4. Whistleblower Protection Policy—*Action Item*
- D. Technology Michael Hagins
- E. Communications Jen Pacourek & Courtney Greve Hack
- 12. Staff Reports: February
 - A. Children & Youth Services Manager
 - Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
 - D. Monthly Statistics—January and February
- 13. Director's Report Janice Foley
- 14. Unfinished Business
- 15. New Business
 - A. 2020 Year End Fund Transfer
- 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 Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
February 9, 2021**

Held Tuesday, February 9, 2021 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; Jen Pacourek; and Patrick White

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

Absent: Michael Hagins

Called to order at 7:36 pm by President Joan Wiaduck.

Review of Minutes

Ken Circo moved, and Michael Flight seconded, that the Board approve the minutes of the January 12, 2021 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Jen Pacourek will be added as an authorized signer for First American.

Building & Grounds—Lo Destro Construction

Ken Circo did a walkthrough of the lower level today with Darren Schretter of Studio GC and representatives from Lo Destro Construction. A punch list is being prepared to determine final work items as the project nears completion.

Building & Grounds—Fire Sprinkler System

Fox Valley provided preliminary drawings for the required fire sprinkler system on the lower level. The Board reviewed the proposal and discussed the layout. Before the Board can make a decision to proceed, Darren Schretter from Studio GC will prepare documentation, along with questions and concerns, to submit to Fox Valley based on the walkthrough conducted today by Ken Circo, Darren Schretter, and Nick Santelli and Frank Blanche of Lo Destro. The Board is open to convening a special meeting if Fox Valley returns a revised proposal before the next regular Board meeting.

Policy & Bylaws—Donations Policy

Patrick White moved, and Michael Flight seconded, that the Board approve the *Donations Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Donors Recognition/Naming Policy

Patrick White moved, and Michael Flight seconded, that the Board approve the *Donors Recognition/Naming Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—First Aid/CPR Policy

Patrick White moved, and Michael Flight seconded, that the Board approve the *First Aid/CPR Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Ethics Act Resolution

Patrick White moved, and Michael Flight seconded, that the Board approve the *Ethics Act Resolution*.

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

Nays: None

Abstained: None

The motion passed.

Technology

Diane Silva reported that the Library has recently adopted a new tool for website development that will give our website a new look and better functionality, and additionally, make it mobile friendly. Henry Calamia is working to have it ready for review in March, with a go-live date in early April in time for the Library's 90th anniversary. Diane Silva shared a preview of the new website and mobile app. Courtney Greve Hack expressed her excitement for the new streamlined look of the site and said it was awesome.

Communications

Jen Pacourek stated that the a ribbon cutting for the new lower level is being planned for April 3 with Board members in attendance and the event livestreamed to the public. The unveiling will coincide with the Library's 90th anniversary. Courtney Greve Hack stressed the importance of celebrating this momentous occasion despite, and because of, all the limitations imposed by the pandemic since the referendum passed.

Staff Reports

The Board reviewed the staff reports. Jen Pacourek stated that she liked the fun subscription book bags for kids and teens.

Director's Report

The Board reviewed the Library Director's report.

New Business

2021 Illinois Public Library Annual Report [IPLAR]

Ken Circo moved, and Michael Flight seconded, that the Board approve the 2021 Illinois Public Library Annual Report [IPLAR].

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

Nays: None

Abstained: None

The motion passed.

Riverside Public Library Annual Report 2021

The Board reviewed the Annual Report. Jen Pacourek gave feedback for a minor adjustment. The Library Director stated that the report would be published in the newsletter.

Adjournment

Upon motion by Ken Circo, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:54 pm.

President

Secretary