

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, January 12, 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

January 12, 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 December 8, 2020—*Action Item*
6. Approve December Current Bills —*Action Item*
7. Review December Financial Statements—*Action Item*
8. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 1. Lo Destro Invoice—*Action Item*
 2. Studio GC Authorization to Spend Allowance—*Action Item*
 3. Lo Destro Potential Change Orders—*Action Item*
 - C. Policy & Bylaws Patrick White
 1. Concealed Carry Policy—*Action Item*
 2. Confidentiality of Records/Patriot Act Policy—*Action Item*

- 3. Conflict of Interest Policy—*Action Item*
 - D. Technology Michael Hagins
 - E. Communications Jen Pacourek & Courtney Greve Hack
 - 9. Staff Reports: December
 - 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. Per Capita Grant Application—*Action Item*
 - B. Temporary Part Time Sick Leave—*Action Item*
 - 13. Announcements
 - 14. Correspondence & FYIs
 - A. Letter to Library Staff
 - 15. Executive Session
 - A. Library Director's Evaluation (Revision)—To discuss the appointment, employment , compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))
- 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
December 8, 2020**

Held Tuesday, December 8, 2020 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; and Patrick White

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

Absent: Jen Pacourek

Called to order at 7:32 pm by President Joan Wiaduck.

Welcome Guests: Darren Schretter and Jim Wagener of Studio GC

Review of Minutes

Ken Circo moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the November 10, 2020 regular meeting.

Ayes: Circo, Greve Hack, Hagins, White

Nays: None

Abstained: None

The motion passed.

Michael Flight arrived at 7:36 pm.

Review of Current Bills

Ken Circo 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 22042 through 22044, 22059 through 22084, and 22086 through 22092, including voided check numbers 22041 and 22085, in the total amount of \$216,759.96, which includes payroll through November 30, 2020.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Ken Circo moved, and Michael Flight seconded, that the Board approve the financial statements for November 30, 2020, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—Lo Destro Construction Invoice

Patrick White moved, and Ken Circo seconded, that the Board approve the payment of the Lo Destro Construction invoice in the amount of \$147,815.13.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Recess to Executive Session

Courtney Greve Hack moved, and Ken Circo seconded, that the Board adjourn to Executive Session to discuss a possible construction roadblock with Darren Schretter and Jim Wagener of Studio GC at 7:38 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Courtney Greve Hack moved and Ken Circo seconded, that the Board reconvene to Regular Session at 8:18 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Patrick White moved, and Ken Circo seconded, that the Board first act in accordance with a conversational approach to the request by the Village of Riverside that the Library install a fire sprinkler system, in compliance with local ordinance, as part of the lower level renovation, while marshaling documents and preparing a letter to present our case, if needed.

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

Nays: None

Abstained: None

The motion passed.

Building & Grounds—Masonry Repairs

Ken Circo moved, and Michael Flight seconded a motion, to approve the Holton Brothers proposal for repairs to the northwest gable and the southeast corner of the Patron Services window totaling \$24,065.00.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Building & Grounds—Water Pipe Leak

Ken Circo advised that Hanna Plumbing repaired the water pipes after a search for the right parts kept the Library closed for several days. Ken Circo gave kudos to Diane Silva for handling the leak on Friday, November 20, in the Library Director's absence.

Building & Grounds—Elevator Repair

The Library Director reported that Colley Elevator will be bringing in the electrician for the project in preparation for the construction. The alarm company was called in, and it was determined that no additional alarms are needed. Colley Elevator is expected to begin work at the end of December.

Policy & Bylaws—Bylaws of the Board of Trustees

Patrick White moved, and Michael Flight seconded, that the Board approve the *Bylaws of the Board of Trustees* with amendments.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Bloodborne Pathogen Policy

Patrick White moved, and Ken Circo seconded, that the Board approve the *Bloodborne Pathogens Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Cell Phone Policy

Courtney Greve Hack moved, and Ken Circo seconded, that the Board approve the *Cell Phone Policy* with revisions.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Community Service Volunteer Policy

Patrick White moved, and Courtney Greve Hack seconded, that the Board approve the *Community Service Volunteer Policy*.

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

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins reported that the Technology Committee met yesterday, Monday, December 7 to discuss upcoming projects such as planning for the REEF donation, a new Calendar application, and an interactive white board for distance collaboration. The Library Director stated that two administrative laptops will be purchased for the Bookkeeper and the Administrative Assistant to replace aging desktop computers and to facilitate remote work.

Communications

Courtney Greve Hack reported that she and Jen Pacourek met with the Library Director and Diane Silva to collaborate on public outreach including website and social media updates on construction progress.

Staff Reports

The Board reviewed the staff reports, and Courtney Greve Hack gave kudos on the kids' crafts stating that it is a great service to parents.

Director's Report

The Board reviewed the Library Director's report.

New Business

2021 Board Meeting Dates

Ken Circo moved, and Courtney Greve Hack seconded, that the Board approve the 2021 Board meeting dates.

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

Nays: Flight

Abstained: None

The motion passed.

Recess to Executive Session

Patrick White moved, and Ken Circo seconded, that the Board adjourn to Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) at 8:49 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Patrick White moved, and Michael Flight seconded, that the Board reconvene in Regular Session at 9:18 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Upon the annual evaluation of the Library Director in Executive Session, Patrick White moved, and Michael Flight seconded, to increase the Library Director's annual compensation by 3.25% effective January 1, 2021.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 9:20 pm.

President

Secretary