

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
April 9, 2019**

Held Tuesday, April 9, 2019 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:00 pm.

In Attendance: President, Joan Wiaduck; Vice President, Ken Circo; Treasurer, Michael Flight; Michael Hagins, and Jen Pacourek

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

Absent: Secretary, Courtney Greve Hack; and Patrick White

Called to order at 7:08 pm by President Joan Wiaduck.

Review of Minutes

Jen Pacourek moved, and Michael Flight seconded, that the Board approve the minutes of the March 12, 2019 regular meeting.

Ayes: Circo, Flight, 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 21164 through 21210 in the total amount of \$77,632.16, which includes payroll through March 31, 2019.

Roll Call Vote:

Ayes: Circo, Flight, 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 March 31, 2019, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Board reviewed the summary of revenues and expenses from Reading Between the Wines provided by the Library Director. The summary will be passed along to the committee to use for planning next year's event. Jen Pacourek will contact Courtney Greve Hack regarding a press release to inform the public of the funds raised from the

event, to announce plans for the first phase of the Lower Level Renovation Project, and to promote Reading Between the Wines 2020.

Building & Grounds

The Library Director stated that the roof repair on the southwest corner of the Library has been completed.

The Library Director stated that Lofton Landscaping has begun spring cleaning the Library grounds. The RPZ valve for the sprinkler system will be repaired at the end of April.

Policy & Bylaws—Fund Balance Policy

Michael Flight moved, and Jen Pacourek seconded a motion, to approve the revised Fund Balance Policy.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins stated that the new server is currently being installed and will be in use shortly.

Special Projects—Lower Level Renovation

The Library Director stated that another meeting with Studio GC will take place this week to further discuss plans for phase one of the Lower Level Renovation. A tree wall decoration is being considered for the back wall of the Library's lower level. An image of the tree and a cost estimate will be provided to the Board. The Board discussed the time frame for phase one of the construction, which is expected to be completed by the holidays.

Staff Reports

The Board reviewed the staff reports.

Jen Pacourek gave kudos to Patron Services for providing screen reading software on a checked-out laptop as a special accommodation for a patron with a learning disability. Jen Pacourek inquired how the Library could publicize this as an example of ways the Library can assist patrons with specific needs.

Jen Pacourek also gave to kudos to Information Services for the well-attended *Introduction to Microsoft Word* program.

Ken Circo suggested using signed books from author presentations as raffle prizes for Library fundraising events. The Library Director will propose the idea to Friends of the Library for BINGO events.

Director's Report

The Board reviewed the Director's report.

The Library Director advised the Board that the Library will be receiving one handicapped spot and two regular spots in the side lot for patrons to use during the construction that will close Burling Road.

Joan Wiaduck inquired about the timeline for being notified of the recipient of the Live and Learn Construction Grant. The Library Director stated that at this point it is up to Jesse White, and no deadline has been set.

New Business**Resolution Authorizing Public Library Nonresident Cards**

Ken Circo moved, and Jen Pacourek seconded a motion, to approve the 2019 Resolution Authorizing Public Library Nonresident Card Participation and Fees.

Ayes: Circo, Flight, Hagins, Pacourek

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 7:38 pm.

President

Secretary