

**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, June 9, 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](mailto: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  
JUNE 9, 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](http://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 May 12, 2020—*Action Item*
6. Approve May Current Bills —*Action Item*
7. Review May Financial Statements—*Action Item*
8. Committee Reports

A. Finance

Michael Flight

1. Bonds Email from Village
2. Consideration, Approval and Authorization to Execute an INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF RIVERSIDE AND THE RIVERSIDE PUBLIC LIBRARY RELATIVE TO THE ISSUANCE AND ADMINISTRATION OF \$1,500,000 GENERAL OBLIGATION LIBRARY BONDS
3. 2019 Audit Report

- B. Building & Grounds Ken Circo
  - 1. Holton Brothers Proposal for Front Gable Cleaning
- C. Policy & Bylaws Patrick White
- D. Technology Michael Hagins
- E. Special Projects Jen Pacourek & Courtney Greve Hack
  - 1. Lower Level Renovation
- 9. Director's Report Janice Foley
- 10. Unfinished Business
- 11. New Business
- 12. Announcements
- 13. Correspondence & FYIs
- 14. 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.*
- 15. Adjournment

**Minutes of the Special Board Meeting  
of the  
Riverside Public Library Board of Trustees  
May 12, 2020**

**Held Tuesday, May 12, 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; 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 7:35 pm by President Joan Wiaduck.

**Review of Minutes**

Ken Circo moved, and Michael Flight seconded, that the Board approve the minutes of the March 10, 2020 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

**Review of Minutes**

Ken Circo moved, and Michael Flight seconded, that the Board approve the minutes of the April 28, 2020 special meeting.

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

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Michael Flight moved, and Ken Circo seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 21727 through 21739, and 21741 through 21772, in the total amount of \$76,336.53, which includes payroll through March 31, 2020.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

**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 21775, 21777 through 21779, 21782 through 21791, 21794 through 21820 in the total amount of \$80,025.21, including voided check numbers 21773, 21774, 21776, 21780, 21781, 21792, and 21793, which includes payroll through April 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 Michael Hagins seconded, that the Board approve the financial statements for March 31, 2020, subject to audit.

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 April 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—2019 Legal Fees***

The Board agreed that the Klein, Thorpe and Jenkins invoices should be kept in the Lower Level Renovation Fund, rather than be paid from the Operating Fund.

#### ***Finance—Library Bonds and Debt Service Schedule***

The Library Director stated that she contacted Karin Johns at the Village of Riverside, who explained that the Village will be adopting the ordinance at their last May meeting. The Library bonds are the responsibility of the Village at this point.

#### ***Building & Grounds—Elevator Bid Information***

Patrick White moved, and Michael Flight seconded, that the Board approve the document prepared by Klein, Thorpe and Jenkins, and proceed to receive bids for the modernization of the elevator through public bid, with dates to be determined based upon the recommendations of the attorneys and the Library Buildings and Grounds committee.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

#### ***Building & Grounds—Masonry Cleaning***

The Library Director will include a bid for the front gable masonry cleaning in the June Board packet.

#### ***Special Projects—Lower Level Renovation***

Courtney Greve Hack stated that the Library should keep residents updated on the lower level renovation timeline through content on the Library's website and in the upcoming summer newsletter.

### **Staff Reports**

Diane Silva stated that the Library will be adding a chat service to our website to provide another way for patrons to get reader's advisory and reference questions answered. Diane Silva stated that the number of participants for virtual programs has not been high, so the Library is currently not scheduling programmers that charge fees for virtual programs. Programming will be monitored as conditions change.

**Director's Report**

The Library Director stated that the managers are planning the Library reopening schedule in phases and dependent upon the State mandates. The Board discussed the procedures and precautions that the Library will be taking upon reopening, including PPE and structuring space to allow for social distancing.

**New Business*****2020 Annual Resolution Authorizing Library Nonresident Cards***

Jen Pacourek moved, and Ken Circo seconded, that the Board approve the 2020 annual resolution authorizing Library nonresident cards.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

**Adjournment**

Upon motion by Ken Circo, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:46 pm.

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President

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Secretary