

**LEGAL NOTICE:
AGENDA
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, September 14, 2021 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Approve Minutes of August 10, 2021—Action Item
- V. Review of Current Bills—Action Item
- VI. Review of Financial Statements—Action Item
 - A. Lower Level Renovation Expenses
- VII. Committee Reports
 - A. Finance—Jen Pacourek
 1. Preliminary 2022 Budget and 2021 Tax Levy
 2. Replenishment of Working Cash Fund—Action Item
 3. Per Capita Grant Check
 - B. Building & Grounds—Ken Circo
 1. Restroom Quote—Action Item
 2. Bullseye Cleaning Services Estimate—Action Item
 3. Holton Brothers Proposal—Masonry Repairs
 - C. Policy & Bylaws—Patrick White
 - D. Technology—Michael Hagins
 - E. Communications—Courtney Greve Hack and Christine Long
 1. Renovation Celebration/Dedication Ceremony Recap
 2. Sue Matulionis Email
 3. Dr. David Bonnette Thank You and Donation
- VIII. Staff Reports--August
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- IX. Director's Report—Janice Foley
- X. Unfinished Business
- XI. New Business
 - A. Holiday Closings 2022—Action Item
 - B. Person of the Year Dinner
- XII. Announcements
- XIII. Correspondence & FYIs
 - A. Chierico In Recognition of a Life Thank You
- XIV. 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.
- XV. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
August 10, 2021**

Held Tuesday, August 10, 2021 in the Great Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Jen Pacourek, Treasurer; Jane Birmingham, Secretary; Christine Long and Patrick White

Also in Attendance: Janice Foley, Library Director; Christine Legan, Administrative Assistant; and Jane Wilhelm, Bookkeeper

Absent: Courtney Greve Hack, Vice President; Michael Hagins; and Diane Silva, Assistant Director

Called to order at 7:30 pm by President Ken Circo.

Review of Minutes

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the July 13, 2021 regular meeting.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Special Meeting Minutes

Christine Long moved, and Jen Pacourek seconded, that the Board approve the minutes of the August 3, 2021 special meeting.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Christine Long seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22427 through 22460, and 22462 through 22469, in the total amount of \$126,401.15, including voided check number 22461, which includes payroll through July 31, 2021.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the financial statements for July 31, 2021, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—Budget

Jen Pacourek stated that she met with the Library Director and Jane Wilhelm to discuss budget planning. One more committee meeting is planned before the next Board meeting. The preliminary budget will be shared at the September Board meeting.

Finance—Lower Level Renovation Expenses

Board members discussed the total expenses paid for the Lower Level Renovation and the expected future expenses. Jen Pacourek requested that the Board review the updated expenses every month.

Building and Grounds—Restrooms

The Library Director presented a quote to the Board from Cutting Edge Contractors for restroom improvements including new tile, paint, and new/refurbished partitions. The Board decided to table the decision on this proposal until a second quote is obtained.

Policy & Bylaws—Meeting Room Policy

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the Meeting Room Policy, with revisions.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Photography and Videography Policy

Jen Pacourek moved, and Christine Long seconded, that the Board approve the Photography and Videography Policy.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Communications—Renovation Celebration/Dedication Ceremony

Christine Long met with Courtney Greve Hack to finalize plans for the celebration on August 28. She summarized the timeline and events planned for the day, and the Board discussed a Sign-Up Genius to manage tasks.

Staff Reports

The Board reviewed the staff reports. Ken Circo expressed thanks to Nora Durbin, Diane Silva and Sharon Shroyer for their monthly staff reports to keep the Board updated.

Director's Report

The Board reviewed the Library Director's report.

Correspondence

The Sanlee Radigan Trust issued a distribution check to the Library in the amount of \$3,702.72. These funds have been deposited in the Library's Gift Fund and may be put towards a new reference desk for Information Services.

Adjournment

Upon motion by Christine Long, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 9:02 pm.

President

Secretary