

LEGAL NOTICE: SPECIAL MEETING OF THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the Board of Trustees of the Riverside Public Library will hold a Special Meeting commencing at the hour of 7:30 p.m. on Monday, December 9, 2019 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, for the purpose of discussing the topics set forth in the below agenda. The Agenda for the Special Meeting follows:

**AGENDA SPECIAL MEETING OF THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
December 9, 2019 at 7:30 PM PUBLIC MEETING ROOM RIVERSIDE PUBLIC LIBRARY 1
BURLING ROAD, RIVERSIDE, ILLINOIS**

1. Call to Order 7:30 pm
2. Welcome Guests
3. Approve Adoption of Resolution Minutes of November 12, 2019—Action Item
4. Approve Regular Minutes of November 12, 2019—Action Item
5. Approve Current Bills —Action Item
6. Review Financial Statements—Action Item
7. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo 1. Elevator Modernization
 - C. Policy & Bylaws Patrick White
 - D. Technology Michael Hagins
 - E. Special Projects Jen Pacourek & Courtney Greve Hack
 1. Village of Riverside Resolution 2019-A and Election Ordinance
 2. Lower Level Renovation
 3. Reading Between the Wines
8. Staff Reports: November A. Children & Youth Services Manager Nora Durbin B. Patron Services & Computer Services Manager Sharon Shroyer C. Information Services Steve Kline D. Monthly Statistics
9. Director's Report Janice Foley
10. Unfinished Business A. 2020 Per Capita Grant Application—Action Item
11. New Business A. Approve 2020 Board Meeting Dates—Action Item

12. Announcements

13. Correspondence & FYIs

14. Executive Session

A. To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) (Library Director's Evaluation) 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 Regular Board Meeting
of the
Riverside Public Library Board of Trustees
November 12, 2019**

Held Tuesday, November 12, 2019 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, 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 7:32 pm by President Joan Wiaduck.

Welcome Guests: Kevin McCanna of Speer Financial and Michael Marrs of Klein, Thorpe and Jenkins

Michael Flight arrived at 7:36 pm.

Review of Minutes

Michael Flight moved, and Michael Hagins seconded, that the Board approve the minutes of the October 8, 2019 Board retreat.

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

Nays: None

Abstained: None

The motion passed.

Michael Flight moved, and Michael Hagins seconded, that the Board approve the minutes of the October 8, 2019 regular meeting, subject to revisions.

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

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 21473 through 21475, 21494 through 21525, and 21528 through 21538 in the total amount of \$82,657.13, including voided check numbers 21486-21493, 21526 and 21527, which includes payroll through October 31, 2019.

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 October 31, 2019, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds

The Library Director stated that Holton Brothers was unable to finish the masonry repairs last week because the stone size was incorrect. They remade the stone at their expense, and will complete the installation next week. The Library Director informed the Board of waterlogged plaster that was uncovered during the masonry repairs, and of the probable plaster work that will be needed in the handicapped vestibule due to leakage.

Technology

Michael Hagins spoke with a representative at Abila and passed out some information to the Board on their cloud-based system. Michael Hagins reported that Abila is above system standards as far as security, the Library would own the data in the cloud, Abila would provide a backup once per month, and if the Board decided to discontinue service the data would transition back to the Library with Abila's assistance for an additional quarter. Sharon Shroyer reviewed the information as well, and did not have any concerns.

Michael Hagins moved, and Jen Pacourek seconded, that the Board update Abila to cloud-based computing.

Roll Call Vote:

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

Nays: Flight

Abstained: None

The motion passed.

Special Projects

The Trustees discussed their community outreach efforts and the comments that they received from residents, business owners and leaders in the community. The feedback was overwhelmingly positive, but the negative comments or concerns that were communicated to the Trustees can be used constructively to pinpoint areas of focus for the informational campaign.

Courtney Greve Hack will write a press release for the Landmark and a letter to the community for the front page of the winter newsletter, which will be delivered to residents before Thanksgiving. The space planning committee will decide upon the concise information to be included on the flyers and postcards, which will link to the website. The website content should be updated to be referendum focused. Diane Silva presented some templates from LibraryAware that could be used for the informational campaign. Courtney Greve Hack may also reach out to a colleague to potentially design branded material for the campaign.

The Board discussed additional strategies, time frames, and funding for the informational campaign. The Library will be open during the Holiday Stroll on December 6, which would be a good opportunity to hand out information on the referendum.

Patrick White moved, and Jen Pacourek seconded, that the Board support the informational campaign through the suggested handouts, billboards, videos, and bookmarks, and that we provide a budget not to exceed \$1000, and to be augmented as required.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Director's report. The Library Director informed the Board that Peter Boutsikakis of Riverside Foods is on board for assisting with Reading Between the Wines, which is scheduled for February 1, 2020. The Library Director is working on sponsor letters, and the ticket website is ready to go.

Unfinished Business

2019 Tax Levy and 2020 Appropriation Budget Revisions

Courtney Greve Hack moved, and Patrick White seconded, that the Board approve the revised budget using the 2.9% CPI, which is comparable to last year.

Roll Call Vote:

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

Nays: Flight

Abstained: None

The motion passed.

Per Capita Grant Application

Patrick White accepted the nomination by the Board to complete the required online education opportunity focusing on organizational management. He will complete the webinar before the next Board meeting on December 10, and the Board will vote to approve the Per Capita Grant at that time.

New Business

Library Director's Evaluation Packet

The Trustees received the evaluation packets that they will complete and return to Board President Joan Wiaduck before the December 10, 2019 Board meeting.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo, and passed unanimously, the meeting was adjourned at 9:18 pm.

President

Secretary