

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, August 11, 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. 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

August 11, 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.

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 July 14, 2020—*Action Item*
6. Approve July Current Bills —*Action Item*
7. Review July Financial Statements—*Action Item*
8. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 1. Elevator Repair Update
 2. Lower Level Renovation Construction Bids
 - C. Policy & Bylaws Patrick White
 1. Disaster/Emergency Plan—*Action Item*

- D. Technology
- E. Communications

Michael Hagins
Jen Pacourek & Courtney Greve Hack

9. Staff Reports: July

- A. Children & Youth Services Manager
Nora Durbin
- B. Patron Services & Computer Services Manager Sharon Shroyer
- C. Information Services Diane Silva

10. Director's Report

Janice Foley

11. Unfinished Business

12. New Business

- A. Fall Library Hours

13. Announcements

14. Correspondence & FYIs

15. 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.

16. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
August 11, 2020**

Held Tuesday, August 11, 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; Jen Pacourek; and Patrick White

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

Absent: Michael Hagins

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

Review of Minutes

Ken Circo moved, and Michael Flight seconded, that the Board approve the minutes of the July 14, 2020 regular meeting.

Ayes: Circo, Flight, Greve Hack, 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 21878 through 21881, 21893 through 21919, 21922 through 21928, and 21930, in the total amount of \$129,061.26, including voided check numbers 21920, 21921, and 21929, which includes payroll through July 31, 2020.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, 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 July 31, 2020, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—Illinois Funds

The Library Director advised that funds from the sale of the bonds are currently being deposited into an Illinois Funds account.

Building & Grounds—Elevator Bid Award

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the Colley Elevator Co. contract of \$48,659 for elevator repairs.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve \$1,980 for the battery lowering option with Colley Elevator Co.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board grant approval for the Library Director to proceed with the necessary elevator electrical work, not to exceed \$6,500.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins stated that the Library purchased 11 additional hotspots to meet patron demand, bringing the total to 20. Diane Silva stated that the RAILS package agreement with EBSCO for database access will be available to the Library soon at 50% of the previous cost and with additional offerings.

Communications

Courtney Greve Hack advised that she and Jen Pacourek will hold a committee meeting before the next Board meeting. Jen Pacourek gave kudos to the Library Director for recent signage.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Library Director updated the Board on reopening the Library to the public on July 8 on a limited basis. Diane Silva stated that patrons are appreciative of the reopening, especially for computer use, despite reservations not being fully booked.

New Business

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:37 pm.

President

Secretary