

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
January 8, 2019**

Held Tuesday, January 8, 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; Secretary, Courtney Greve Hack; Michael Hagins, Jen Pacourek and Patrick White

Also in Attendance: Janice A. Foley, Library Director; Jane Wilhelm, Bookkeeper

Absent: Christine Legan, Administrative Assistant

Called to order at 7:03 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Michael Hagins seconded, that the Board approve the minutes of the December 11, 2018 regular meeting.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Patrick White seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 20986 through 20989, and 21003 through 21041 in the total amount of \$119,325.81 which includes payroll through December 31, 2018.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack arrived at 7:08.

Review of Financial Statements

Michael Flight moved, and Ken Circo seconded, that the Board approve the financial statements for December 31, 2018, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Board discussed the end of the year budget reports. The Library Director stated that despite lower revenues in the current year, the Library still came in under budget,

including the loan payment to the Village of Riverside for the HVAC system. The Library Director advised that there will be a few additional end of the year adjustments made.

The Board reviewed the current funds for the Lower Level Renovation. Jen Pacourek suggested having a Library program outlining the benefits of estate planning.

Building & Grounds

The Library Director stated that we are on the schedule for Renaissance Roofing to do the roof repairs in the spring.

The Library Director advised that the underground sprinkling system needs a repair on the RPZ valve and that the work will amount to approximately \$500. The Library Director will bring the invoice from Aquamist to the next Board meeting.

The Library Director advised that the fuses are on order for the exterior lights. Michael Flight inquired about replacing the outdoor lights with LEDs, but the Library Director stated that this change would need to be approved by the Preservation Commission.

Policy & Bylaws

Patrick White stated that he and the Library Director have an upcoming meeting with CSAGSI to discuss the terms of the original agreement.

Technology

Michael Hagins stated that the technology committee will be meeting on January 17.

Special Projects—Reading Between the Wines

The Board discussed advertising and personally getting the word out about the event. The Library Director stated that the posters came in today and that the banner is being ordered. Courtney Greve Hack sent the Library Director a draft of the press release for review.

The committee met last week and discussed improvements for the event this year, including more vendors, fine-tuning the food offerings, and different options for auctioning or raffling off the sponsorship gifts. Courtney Greve Hack will create a Sign Up Genius for volunteers and the Library Director will send the link to staff and Friends of the Library. The Library Director stated that there will be posters displayed downstairs informing the attendees about the Lower Level Renovation project, and the future Early Learners area will be cordoned off to illustrate the planned layout. The Board discussed the cost of the event and how Board members can contribute as a whole.

Staff Reports

The Board reviewed the staff reports. Following the positive feedback for Lili Rizo's photography for the Holiday Photo Shoot fundraiser, Jen Pacourek suggested holding another photo shoot fundraiser for Easter, or even quarterly photo shoots in each season. The Library Director will discuss the possibilities with Lili Rizo.

Director's Report

The Board reviewed the Library Director's report. The deadline for submissions for the Assistant Library Director position is January 15 and the Library Director has received one application thus far. The Board discussed the changes taking place in CYS including Nora Durbin becoming full time and Anne Huston cutting back her hours.

New Business

Change to Holiday Closing 2019

Ken Circo moved, and Jen Pacourek seconded a motion, to keep the library open on December 26.

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

Nays: None

Abstained: None

The motion passed.

Photography, Video/Audio Recording Policy

The Board discussed the draft of the Photography, Video/Audio Recording Policy and suggested some revisions to be approved at the next Board meeting.

Consulting Contract for Auditors

Patrick White moved, and Michael Flight seconded a motion, to approve a consulting contract with Lauterbach & Amen, LLP for a maximum of 20 hours totaling no more than \$1700.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Courtney Greve Hack, and passed unanimously, the meeting was adjourned at 8:06 pm.

President

Secretary