

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, July 14, 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
JULY 14, 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. Election of Officers and Appointment of Committee Chairs—*Action Item*
6. Approve Regular Minutes of June 9, 2020—*Action Item*
7. Approve June Current Bills —*Action Item*
8. Review June Financial Statements—*Action Item*
9. Committee Reports
 - A. Finance Michael Flight
 1. Illinois Funds Account
 - B. Building & Grounds Ken Circo
 1. Elevator Bid Award—*Action Item*
 - C. Policy & Bylaws Patrick White

1. COVID-19 Conduct Policy for Reopening—*Action Item*

- | | |
|-------------------|------------------------------------|
| D. Technology | Michael Hagins |
| E. Communications | Jen Pacourek & Courtney Greve Hack |

10. Staff Reports: June

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

11. Director's Report

Janice Foley

12. Unfinished Business

13. New Business

14. Announcements

15. Correspondence & FYIs

16. 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.

17. Adjournment

**Minutes of the Special Board Meeting
of the
Riverside Public Library Board of Trustees
June 9, 2020**

Held Tuesday, June 9, 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 7:31 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the minutes of the May 12, 2020 regular meeting.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack arrived at 7:33 pm.

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 21821 through 21846 in the total amount of \$105,679.25, which includes payroll through May 31, 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 Courtney Greve Hack seconded, that the Board approve the financial statements for May 31, 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 Audit

The Board reviewed and discussed the audit letter and recommendations from Lauterbach & Amen, LLP.

Patrick White moved, and Ken Circo seconded, that the Board acknowledge that the Special Reserve fund, Lower Level fund, Library Gift fund and Dardwin Endowment fund had an excess of actual expenditures over budget for the fiscal year. Pursuant to the auditor's recommendations, the Board has investigated and adopted appropriate measures consistent with our prior years' practice, and we have implemented the structures that the Board finds appropriate.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Finance—Intergovernmental Agreement

Ken Circo moved, and Courtney Greve Hack seconded, that the Board approve the 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, pending signatures of the Board President and Secretary.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

The Library Director stated that the Library will need to set up a separate account to receive the funds from the sale of the bonds. Upon the request of Michael Flight, the Library Director will research the security of an Illinois Funds account, and the Board will discuss at the July Board meeting.

Building & Grounds—Elevator Bids

The Board discussed the public bid notice for the modernization of the elevator system. The Library Director will submit the notice to the Landmark newspaper for publishing in the June 17 paper, and the Board set the bid due date for July 7 at 1 pm.

Building & Grounds—Masonry Proposal

Ken Circo moved, and Michael Hagins seconded, that the Board approve the proposal from Holton Brothers, Inc. for the tuck pointing, caulking and power washing of the masonry on the front gable of the Library.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins stated that he was given a tour of some of the new technology at the Library, including the chat function for curbside pickup. Courtney Greve Hack stated that neighbors and friends have expressed how much they love curbside pickup and how easy it is.

Special Projects—Lower Level Renovation

Patrick White suggested that the Board find a way to thank Riverside residents for passing the referendum. The Board discussed displaying banners in front of the library and on the lawns of Board members' homes for visibility during the First Responders parade on the Fourth of July. The Library Director will get estimates from Minuteman Press for printing the banners.

Special Projects—Committee Name Change

Jen Pacourek and Courtney Greve Hack requested that their committee be changed to the Communications Committee instead of Special Projects.

Director's Report

The Board discussed the possibility of reopening the library to the public and the precautionary measures that would be necessary based on State mandates. The Library Director advised that Studio GC will provide the square footage of the public spaces in the Library in order to calculate the number of patrons that can enter the building at one time.

Patrick White moved, and Ken Circo seconded, that the Board allow the Library Director to use the time between now and the next Board meeting on July 14 to formulate a plan to allow the Library to open, pursuant to the guidelines issued by the governor and the CDC with regard to COVID -19.

Ayes: White

Nays: Circo, Flight, Greve Hack, Hagins, Pacourek

Abstained: None

The motion did not pass.

Courtney Greve Have moved, and Jen Pacourek seconded, that the Library Director prepare a reopening plan for Board review within the next two weeks, and that the Board reconvene for a special meeting on July 1, 2020 at 7:30 pm to review the plan.

Ayes: Circo, Greve Hack, Hagins, Pacourek

Nays: Flight, White

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:40 pm.

President

Secretary