

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
September 10, 2019**

Held Tuesday, September 10, 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; and Jen Pacourek

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

Absent: Patrick White

Called to order at 7:35 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the August 13, 2019 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Ken Circo seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 21399, 21401 through 21425, 21429 through 21438, and 21440 through 21443 in the total amount of \$66,875.14, including voided check numbers 21426 through 21428, and 21439, which includes payroll through August 31, 2019.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Michael Hagins seconded, that the Board approve the financial statements for August 31, 2019, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds

The Library Director reported that she was in contact with Ken Circo and Joan Wiaduck on August 26 during the power outage, and that consent to close the Library was given after staff waited an appropriate amount of time for the power to be restored.

The Library Director stated that Holton Brothers was currently working on the masonry repairs.

The Library Director, Assistant Director and CYS Manager met with Construction Solutions of Illinois, Inc. and Studio GC to discuss the Lower Level Renovation. The permits have been approved and the attorney has reviewed the contract. The Board agreed that the Library Director would sign the contract. Construction of the Early Learners Area will begin in the next couple weeks.

Technology

Michael Hagins stated that PC Reservation is now on the network. The new Makers' Space is being used, and Steve Kline will be scheduling classes for October.

The Library Director advised that she will be applying for a grant from the Township to purchase a green screen for pop-up use in the Library.

Michael Hagins stated that the next technology committee meeting will take place in October.

Special Projects

Joan Wiaduck praised the presentation made to the Village Board at their September 5 meeting, stating that the PowerPoint was well done, and that there were many positive comments from the community.

Michael Flight gave kudos to Courtney Greve Hack for her presentation at the Village Board meeting.

The Library Director suggested that a subcommittee be formed to prepare for the referendum. Jen Pacourek and Courtney Greve Hack volunteered for this, as they are the Special Project committee members. Courtney Greve Hack will research whether the Open Meetings Act will allow a third Board member to join the committee. The Library Director suggested that the subcommittee meet with John Chrastka of EveryLibrary, who provides pro bono referendum advice for public libraries.

The Library Director stated that the attorney, Michael Marrs, is working with Chapman and Cutler to draft the wording for the referendum question that will appear on the ballot on March 17, 2020. The Board will review the question at the October Board meeting, and it will be submitted to the Village Board for their approval. All Board members should plan to attend the Village Board meeting on Oct 24.

The Board discussed the next steps in preparation for the referendum, including the following: compiling a FAQ sheet, refreshing the website information, creating a FB Live video of the PowerPoint presentation, identifying a community member to lead the referendum campaign, and coordinating with Friends of the Library. The Board decided to host two public forums to take place in the Great Room on Sunday, October 6 at 3 pm and Wednesday, November 6 at 7 pm. The Board will host additional public forums to be determined at a later date.

The Library Director stated that the Library has received its first referendum donation of \$100 to be put towards lawn signs for the campaign.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Director's report.

The Library Director invited Board members to attend the Oct 5 Welcome Fall party, which could serve as an opportunity to discuss the referendum and renovation with patrons.

Unfinished Business

2019-2022 Strategic Plan Draft

Jen Pacourek praised the plan, describing it as clear, succinct and with specific goals.

Ken Circo moved, and Michael Flight seconded, that the Board approve the 2019-2022 Strategic Plan.

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

Nays: None

Abstained: None

The motion passed.

New Business

Holiday Closings 2020

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the Holiday Closings for 2020, as presented.

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

Nays: None

Abstained: None

The motion passed.

Preliminary 2020 Operating Budget and 2019 Tax Levy

The Board discussed the preliminary operating budget. The Library Director will amend the budget to reflect the full amount of \$44,000 for each of the remaining three years of the HVAC loan from the Village. The Board will vote to approve the 2020 Operating Budget and 2019 Tax Levy at the next Board meeting in October.

Announcements

The Library Director stated that Friends of the Library approved the selling of 24k gold bookmarks for \$10 each. There are a total of 24 bookmarks available for sale.

Ken Circo, Michael Flight and Joan Wiaduck volunteered to staff the booth at the Riverside Garage Car Show on September 29 from 7:30 – 11:30 am.

Adjournment

Upon motion by Ken Circo, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:57 pm.

President

Secretary