

**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 pm on Wednesday, February 19, 2020 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
WEDNESDAY, FEBRUARY 19, 2020 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 Regular Minutes of January 14, 2020—*Action Item*
4. Approve Current Bills —*Action Item*
5. Review Financial Statements—*Action Item*
6. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 - C. Policy & Bylaws Patrick White
 - D. Technology Michael Hagins
 - E. Special Projects Jen Pacourek & Courtney Greve Hack
 1. Lower Level Renovation
 2. Reading Between the Wines—*Debrief*
7. Staff Reports: January
 - A. Children & Youth Services Manager
Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
 - D. Monthly Statistics
8. Director's Report Janice Foley
9. Unfinished Business
10. New Business
 - A. Year End Fund Transfer 2019—*Action Item*
 - B. 2020 Illinois Public Library Annual Report [IPLAR] Approval—*Action Item*
 - C. Annual Report—*Riverside Public Library 2019*
11. Announcements
12. Correspondence & FYIs
13. 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.
14. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
January 14, 2020**

Held Tuesday, January 14, 2020 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 7:31 pm by President Joan Wiaduck.

Welcome Guests: David Ollin Pesqueira, Legislative Aide, Office of Celina Villanueva, State Senator, 11th district

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the minutes of the December 9, 2019 special meeting.

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

Nays: None

Abstained: None

The motion passed.

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the minutes of the December 9, 2019 executive session.

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 21573 through 21614, 21625 through 21631, and 21633 through 21639 in the total amount of \$133,423.53, including voided check number 21632, which includes payroll through December 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 December 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

Finance

Michael Flight recommended that the Library Director request a bill from Construction Solutions of Illinois, Inc. for their work on the Early Learners Area.

Building & Grounds

The Library Director stated it has been difficult getting quotes for the elevator improvements. Kone and Otis do not repair hydraulic elevators. Joan Wiaduck will make inquiries to find out what company services St. Mary's elevator.

The Library Director has two quotes for a new water fountain, and is waiting on a third quote. This purchase will be funded by Friends of the Library.

Policy & Bylaws

The Library Director is waiting for information from Riverside Fire Chief Matthew Buckley on CPR/Narcan training. Courtney Greve Hack also has a contact that she will pursue.

Special Projects—Lower Level Renovation

Courtney Greve Hack and Diane Silva met with the videographer on Saturday, January 11 to film two videos on the lower level that will highlight the number of children using the Library and why the lower level needs renovation. The videos are informational and will be posted to the Library's website and Facebook page, and will be shown at Reading Between the Wines.

Special Projects—Reading Between the Wines

The Reading Between the Wines committee met on Tuesday, January 14. The Library Director and Joan Wiaduck updated the Board on the committee meeting, and the Board further discussed details for the event, which is to be held on February 1, 2020. The Library Director will make signage to show off the Early Learners Area at the event. All expenses have been covered by sponsorships and ticket sales. Board members have agreed to donate the welcome wine for the event, and seventy-nine tickets have been sold so far.

Staff Reports

The Board reviewed the staff reports. Jane Wilhelm reported that the cloud-based Abila software has already had one automatic update since the Library subscribed.

Director's Report

The Board reviewed the Director's report.

New Business

CSAGSI Agreement Renewal

Patrick White moved, and Courtney Greve Hack seconded, that the Board approve the CSAGSI agreement renewal.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Announcements

The Library Director requested that the February Board meeting be moved to Wednesday, February 19 instead of the second Tuesday of the month. Board members agreed to the change.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:09 pm.

President

Secretary