

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
July 10, 2018**

Held Tuesday, July 10, 2018 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; Jackie Aumann, Finance & Personnel Coordinator and Christine Legan, Administrative Assistant

Called to order at 7:05 pm by President Joan Wiaduck.

Review of Minutes

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the minutes of the June 12, 2018 regular meeting.

Ayes: Circo, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek 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 20723 through 20727, and 20752 through 20798 in the total amount of \$103,007.21, which includes payroll through June 30, 2018.

Roll Call Vote:

Ayes: Circo, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the financial statements for June 30, 2018, subject to audit.

Roll Call Vote:

Ayes: Circo, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Jackie Aumann informed the Board that the Library is on target with fifty percent of the yearly budget yet to be used. She reported that as the year progresses, she keeps a close watch on the budget to keep the Library on track.

Courtney Greve Hack arrived at 7:11 pm.

Michael Flight arrived at 7:13 pm.

Building & Grounds

Joan Wiaduck inquired about the possibility of scraping and painting the wrought iron railings by the handicap ramp. The Board discussed the pros and cons of asking for community volunteers versus hiring a contractor to do the work. The Library Director stated that she can obtain a quote for the work.

Policy & Bylaws

Patrick White advised the Board that he would follow up with the Cook County State's Attorney concerning the Library's involvement in the case against the convicted sex offender who violated the terms of his parole and the Library's internet policy on May 24, 2018.

Technology

The Library Director informed the Board that the hotspots have been ordered but that delivery has been delayed due to a manufacturing issue.

The Library Director informed the Board that the new wiring has been completed. She also stated that the feedback has been positive regarding the relocation of the reference desk, and nonresidents have not had an issue with showing ID to use the computers.

Sharon Shroyer is working on quotes for new laptops.

Special Projects—Lower Level Renovation Project

Michael Hagins expressed his thanks to Ken Circo for his contributions to the 4th of July event.

The Library Director stated that the list of donors has been updated on the website through July. She will send an email with the donation totals.

Courtney Greve Hack will draft a press release to the Landmark to publicly announce the progress the Library has made so far towards our fundraising goals. She will also inquire whether Culver's will sponsor a food night to help the Library raise money. Michael Flight will talk to Tony's Finer Foods about being a sponsor.

Ken Circo volunteered to construct a thermometer board to display in front of the Library to mark our financial progress for the Lower Level Renovation Project.

The Library Director stated that she will begin reaching out to potential sponsors for raffle prize donations for the February 2, 2019 *Reading Between the Wines* event. Peter Boutsikakis of Riverside Foods will meet with the Library Director soon to begin planning the event.

Courtney Greve Hack will serve as the liaison between the Board and Friends' of the Library. She agreed to attend the Friends' of the Library meetings, perhaps quarterly.

Special Projects—Email to Ben Sells Re: Referendum Plans

Joan Wiaduck stated that Ben Sells did respond to the email, but that he was not available to discuss the issue at this time. She will follow up with him. Courtney Greve Hack commended Joan Wiaduck on a well-crafted letter and expressed satisfaction that there is now a paper trail.

Staff Reports

The Board reviewed the staff reports. Joan Wiaduck commented that the Great Room looked nice without the reference desk. Courtney Greve Hack and Jen Pacourek agreed.

Director's Report

The Library Director reported that the memorial service for Martine Gary was wonderful with a turnout of about 89 people. She received lots of compliments on the Library and stated that the setup was much improved with the reference desk removed from the Great Room. The donations in honor of Martine Gary totaled approximately \$700-\$800 including the \$500 fee for the use of the Library.

New Business

Half Day Staff In-Service

The Board discussed the agenda for the staff in-service to be held on September 12, 2018, which will include autism training and instructions from Riverside Police as to when and why the police should be called to the Library.

Ken Circo moved and Jen Pacourek seconded, that the Board approve the Half-Day Staff In-Service to be held on September 12, 2018 from 9am-1pm.

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo and passed unanimously, the meeting was adjourned at 7:56 pm.

President

Secretary