

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
May 14, 2019**

Held Tuesday, May 14, 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, and Jen Pacourek

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

Absent: Asst Director, Diane Silva; Patrick White

Called to order at 7:16 pm by President Joan Wiaduck.

Annual Election of Officers and Appointment of Committee Chairs for FY 2019-20

Nominations were called for:

Jen Pacourek nominated Joan Wiaduck for President; Michael Hagins seconded the nomination. Michael Flight moved that the nominations be closed; Jen Pacourek seconded the motion. Joan Wiaduck was elected President for the 2019-20 year.

Ayes: Flight, Hagins, Pacourek, Wiaduck

Nays: None

Abstained: None

The motion passed.

Jen Pacourek nominated Ken Circo for Vice President; Michael Flight seconded the nomination. Michael Hagins moved that the nominations be closed; Michael Flight seconded the motion. Ken Circo was elected Vice President for the 2019-20 year.

Ayes: Flight, Hagins, Pacourek, Wiaduck

Nays: None

Abstained: None

The motion passed.

Jen Pacourek nominated Courtney Greve Hack for Secretary; Michael Hagins seconded the nomination. Michael Flight moved that the nominations be closed; Michael Hagins seconded the motion. Courtney Greve Hack was elected Secretary for the 2019-20 year.

Ayes: Flight, Hagins, Pacourek, Wiaduck

Nays: None

Abstained: None

The motion passed.

Jen Pacourek nominated Michael Flight for Treasurer; Michael Hagins seconded the nomination. Jen Pacourek moved that the nominations be closed; Michael Hagins seconded the motion. Michael Flight was elected Treasurer for the 2019-20 year.

Ayes: Flight, Hagins, Pacourek, Wiaduck

Nays: None

Abstained: None

The motion passed.

Ken Circo arrived at 7:19 pm.

After reviewing the Committee list and discussing the interests of the Board members, President Joan Wiaduck appointed the following trustees to each Committee:

Finance: Michael Flight

Buildings & Grounds: Ken Circo

Policy & Bylaws: Patrick White

Technology: Michael Hagins

Special Projects: Jen Pacourek & Courtney Greve Hack

Review of Minutes

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the minutes of the April 9, 2019 regular meeting.

Ayes: Circo, Flight, Hagins, Pacourek

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 21211 through 21244, 21247 through 21253, and 21255 through 21261 in the total amount of \$98,364.94, including voided check #21254, which includes payroll through April 30, 2019.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek

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 April 30, 2019, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Library Director advised that the preliminary audit has been received and forwarded to Michael Flight by email.

Jane Wilhelm informed the Board that the Library has received the \$16,400 match from the anonymous donor for Reading Between the Wines.

The Board discussed and implemented a new procedure for check signing. Michael Flight will come to the Library to sign all checks. The Library Director and Jane Wilhelm will sign any urgent checks, and notify Michael Flight by email.

Courtney Greve Hack arrived at 7:30 pm.

Building & Grounds

Ken Circo stated that the railings on the handicapped ramp are rusted. The Library Director met with an ironworker who assessed the situation and will provide the Library with a quote for repairs.

Policy & Bylaws—CSAGSI Collection Development Policy

Jen Pacourek moved, and Michael Hagins seconded a motion, to approve the CSAGSI Collection Development Policy.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Incident Report

The Library Director informed the Board that incident reports were filed by several staff members after a patron harassed employees at the circulation desk, and slammed a Library laptop on the front desk. The Board reviewed Library policy and agreed that banning the patron from the Library for one year is appropriate. The Library Director will notify the Riverside Police of the incident so that they are aware of the situation and can be called in for support, if needed.

Technology

Michael Hagins informed the Board that the new server and network are nearly ready to go. A meeting is scheduled for next week to tie up any loose ends.

The Library Director stated that the new microfilm reader/printer is set up, and staff was trained on the machine.

Special Projects—Lower Level Renovation

The Studio GC drawings for the Early Learners area will be completed in the next few weeks, and the project is on schedule to go to bid in June.

Courtney Greve Hack wrote a blurb for the front page of the Library's summer newsletter outlining the progress and goals for the Lower Level Renovation. She suggested ongoing social media posts to promote the renovation and to solicit donations.

The Board discussed the possibility of hosting Friends of the Library at the next Board meeting on June 11 to discuss joint fundraising efforts for the Lower Level Renovation Project.

The Board discussed options for future fundraising events, such as a House Walk on December 15, a themed party in an unoccupied historic Riverside home, and/or a Queen of Hearts raffle.

The Board evaluated the feasibility of meeting the Library's renovation goals through private donations and fundraising. The Board discussed following through with the construction of the Early Learners area, and then reassessing the remaining projects at that time, and perhaps scaling back the scope of the project. The Board discussed going to referendum as a possibility worth pursuing. Joan Wiaduck, Michael Flight and the Library Director will set up a meeting with the Village to discuss this option to raise the remaining funds for the renovation.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Director's report.

Several trustees, including Jen Pacourek, Michael Hagins and Joan Wiaduck, volunteered to help with the ice cream sundaes at the Summer Reading Kickoff on June 5, 2019.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo, and passed unanimously, the meeting was adjourned at 8:41 pm.

President

Secretary