

LEGAL NOTICE:

**AGENDA
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, April 13, 2021
in the Great Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546**

1. Call to Order 7:30 pm
2. Roll Call
3. Welcome Guests
4. Public Comment
5. Review of Minutes of March 9, 2021—*Action Item*
6. Review of Current Bills—*Action Item*
7. Review of Financial Statements—*Action Item*
8. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 - A. Studio GC Certificate for Payment
 - C. Policy & Bylaws Patrick White
 - D. Technology Michael Hagins
 - E. Communications Jen Pacourek & Courtney Greve Hack
9. Staff Reports: March
 - A. Children & Youth Services Manager
Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
 - D. Monthly Statistics
10. Director's Report Janice Foley
11. Unfinished Business
12. New Business
13. Announcements
14. Correspondence & FYIs
15. Executive Session
 - A. Semiannual Review of Executive Session Minutes

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.
16. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
March 9, 2021**

Held Tuesday, March 9, 2021 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 7:30 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the minutes of the February 9, 2021 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the minutes of the February 23, 2021 special meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22143 through 22146, 22148 through 22181, 22186 through 22190, and 22206 through 22220, including voided check numbers 22147, 22185, and 22191 through 22205, in the total amount of \$216,021.08, which includes payroll through January 31, 2021.

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 January 31, 2021, subject to audit.

Roll Call Vote:

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 22182 through 22184, 22221, 22223 through 22225, 22227 through 22242, 22244

through 22246, 22248 through 22250, including voided check numbers 22222 and 22243, in the total amount of \$112,346.12, which includes payroll through February 28, 2021.

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 Ken Circo seconded, that the Board approve the financial statements for February 28, 2021, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds

The Library Director reported that Fox Valley and Riverside Public Works came out today to conduct water pressure tests in preparation for the new sprinkler system for the lower level. We are awaiting those results. Village Manager Jessica Frances is our new point person for sprinkler system approval and certificate of occupancy after the resignation of Sonja Abt. The Board is hopeful for at least partial occupancy in time for the April 3, 2021 ribbon cutting ceremony.

The Board discussed the lower level construction which is 98% complete. Furniture and shelving is being installed and some materials have already been placed on the new shelves. Lo Destro has been paid through December 31, 2020. The Library is waiting on Darren Schretter of Studio GC for the next invoice.

Policy & Bylaws—Notary Service Policy

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the *Notary Service Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Public Meeting and Public Comment Policy

Ken Circo moved, and Michael Hagins seconded, that the Board approve the *Public Meeting and Public Comment Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Sexual Harassment Policy

Patrick White moved, and Michael Flight seconded, that the Board approve the *Sexual Harassment Policy*.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws—Whistleblower Protection Policy

Patrick White moved, and Michael Flight seconded, that the Board approve the *Whistleblower Protection Policy*.

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

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins reported that the technology committee met at the end of February. He gave kudos to Henry for a fantastic job on the redesign of the website and the mobile app. The goal is to unveil the website on April 3, 2021 in time for the ribbon cutting ceremony for the lower level.

The committee also discussed the REEF donation which is earmarked for technology for teens. Plans include a big screen tv, a gaming system, a smart board, and possibly video production equipment. Some of the funds will be held back in order to support future technology updates. A plaque will be installed to recognize former superintendent Dr. David Bonnette as the REEF donation was given in his honor.

Communications

Jen Pacourek, the Library Director and Diane Silva met to plan the ribbon cutting ceremony to take place on April 3, 2021 which will coincide with the Library's 90th anniversary. The Board of Trustees and a small group of invited guests will be present for the ceremony, but due to COVID restrictions the event will not be open to the public. It will be livestreamed on Facebook and there will be a virtual tour of the new space.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

New Business

2020 Year-End Fund Transfer

Ken Circo moved, and Michael Flight seconded, that the Board approve the transfer of the 2020 year-to-date interest of \$571.15 in the Working Cash Fund to the Special Reserve Fund.

Roll Call Vote:

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 8:31 pm.

President

Secretary