

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
February 12, 2019**

Held Tuesday, February 12, 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; Michael Hagins, Jen Pacourek and Patrick White

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

Absent: Courtney Greve Hack, Secretary

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

Welcome Guests: Diane Silva, Assistant Director

Diane Silva leaves at 7:07 pm.

Review of Minutes

Jen Pacourek moved, and Michael Flight seconded, that the Board approve the minutes of the January 8, 2019 regular meeting.

Ayes: Circo, Flight, 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 21051 through 21070, 21072 through 21081, and 21092 through 21104 in the total amount of \$74,488.14 which includes payroll through January 31, 2019.

Roll Call Vote:

Ayes: Circo, Flight, 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 January 31, 2019, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Library Director stated that the audit process will begin tomorrow.

Building & Grounds

The Library Director stated that she has ordered a product to absorb the smell of a dead mouse near the elevator. The Library Director also stated that she emailed Greg Derry of Renaissance Roofing to address a drip by the elevator.

Policy & Bylaws

Patrick White updated the Board on the meeting with CSAGSI that he attended with the Library Director to discuss the terms of their original agreement. There will be a committee meeting in March, attended by several representatives of CSAGSI and the Library, to write an acquisitions policy.

Technology

Michael Hagins presented the proposed Technology Plan for 2019-2021. Michael Hagins stated that the committee has obtained two quotes for the server upgrade and will be moving forward with a probable installation date in April. The cost of the upgrade will be \$10,000.

Michael Hagins stated that ideas for a Maker's Space were discussed at the tech committee meeting, as was the possibility of subscribing to the interactive database Library Aware. The Library Director advised the Board that a \$1000 donation from a former patron could be put towards some of this new technology.

Michael Hagins stated that some computers will be replaced in CYS, and that an informational digital screen in CYS is being considered. The Library Director advised that a larger informational screen at the front desk is also being considered.

The Library Director and Michael Hagins explained that they are aware of the issues with the mobile website, and that this is a work-in-progress that will be addressed.

The Library Director explained that staff in every department will be trained to deal with any hardware issues that arise in order to assist patrons, and that Steve Kline will be making sure that the Information Services staff is kept up to date with all software technology and digital media.

The Board gave kudos to Michael Hagins and the technology committee for their excellent technology report and their hard work.

Special Projects—Reading Between the Wines

The Library Director updated the Board on the revenue from the Reading Between the Wines event, which amounted to over \$15,000. The Library also received a matching donation from an anonymous donor bringing the total to more than \$30,000.

The Board agreed that the event was a huge success, and they expressed their appreciation for the invaluable contribution of Peter Boutsikakis of Riverside Foods.

The Board discussed ways to improve the event for next year, and Jen Pacourek will write up a debriefing for the RBTW committee. The Board set a date of February 1, 2020 for the 3rd annual Reading Between the Wines.

Special Projects—Lower Level Renovation

Jen Pacourek moved, and Ken Circo seconded a motion, to move forward with the first phase of the Lower Level Renovation project, the Early Learners area, by reaching out

to Studio GC to begin preparing construction documents and to get actual costs and clarity for the scope of the project.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. The Library Director stated that she will register any trustees that are interested in attending the Library Trustee Forum on March 16, 2019.

Unfinished Business

Jen Pacourek moved, and Ken Circo seconded a motion, to adopt the Photography, Video/Audio Recording Policy.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

New Business

2019 Illinois Public Library Annual Report [IPLAR]

Ken Circo moved, and Michael Flight seconded a motion, to approve the 2019 IPLAR report.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Annual Report

Patrick White moved, and Michael Flight seconded a motion, to approve the Riverside Public Library 2018 Annual Report, with amendments.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Announcements

Ken Circo thanked the Board, the Library Director and the Library for the kind gifts for his father and expressed his appreciation to those who attended the memorial.

Adjournment

Upon motion by Michael Hagins, seconded by Ken Circo, and passed unanimously, the meeting was adjourned at 8:32 pm.

President

Secretary