

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, September 12, 2023 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of August 8, 2023 – *Action Item***
- VI. Review of August Bills - *Action Item***
- VII. Review of August Financial Statements – *Action Item***
- VIII. Committee Reports**
 - A. Finance – Jane Birmingham**
 - B. Building & Grounds – Ken Circo**
 - C. Policy & Bylaws – Dan Loucks**
 - D. Technology – Michael Hagins**
 - E. Communications and Marketing – Courtney Greve Hack**
- IX. Staff Reports–June**
 - A. Children & Youth Services Manager–Nora Durbin**
 - B. Patron Services & Computer Services Manager–Sharon Shroyer**
 - C. Information Services–Diane Silva**
 - D. Monthly Statistics**
- X. Director’s Report–Janice Foley**
- XI. Unfinished Business**
- XII. New Business**
 - A. 2023 Tax Levy and Preliminary 2024 Operating Budget – *Action Item***
 - B. Personnel Pay Ranges 2024 – *Action Item***
 - C. Czech & Slovak American Genealogy Society of Illinois (CSAGSI) agreement – *Action Item***
 - D. Holiday Closings 2024 – *Action Item***
 - E. Permission to Use Riverside Map Image – Riverside Junior Woman’s Charity - *Action Item***
- XIII. Announcements**
- XIV. Correspondence & FYIs**
 - A. Recognition of a Life thank you notes from the families of Dennis Martinek, Richard Melanson and Barbara Newman**
- XV. 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.
- XVI. Adjournment**

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
August 8, 2023**

Held Tuesday, August 8, 2023 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Jane Birmingham, Treasurer; Christine Long, Secretary; Nancy DeFauw, Trustee; and Daniel Loucks, Trustee.

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; and Jane Wilhelm, Accountant.

Called to order at 7:33 pm by President Ken Circo.

Review of Minutes

Nancy DeFauw moved, and Dan Loucks seconded, that the Board approve the minutes of the July 11, 2023 regular meeting.

Ayes: Birmingham, DeFauw, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - June

Jane Birmingham moved, and Christine Long seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23380 through 23425, in the total amount of \$85,392.09, which includes payroll through June 23, 2023.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements – June

Jane Birmingham moved, and Dan Loucks seconded, that the Board approve the financial statements for June 30, 2023, subject to audit.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - July

Christine Long moved, and Jane Birmingham seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23426 through 23440; and 23442 through 23467; including voided check 23441, in the total amount of \$115,540.28, which includes payroll through July 21, 2023.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - July

Jane Birmingham moved, and Dan Loucks seconded, that the Board approve the financial statements for July 31, 2023, subject to audit.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Jane Birmingham received and reviewed the audit report. The auditors found no significant issues that would need to be addressed or changed.

Building and Grounds

Ken Circo reported the contract for the Interior Renovation – Maker Space project was awarded to D Kersey Construction Company. All the contracts and other paperwork have been signed. The building permit applications are in process. The project is scheduled to begin in early September.

Janice received a request from Inexplicable Pictures, LLC to film an interview in the Library / Great Room on Sunday, August 27th from 1 pm – 7 pm. The group will pay the special use fee of \$300 plus \$100/hour (minimum 2 hours). Dan Loucks asked to see the certificate of insurance prior to granting permission for use of the space. If the proper insurance coverage is provided, the Board agrees to the use of the Library.

Policy & Bylaws – Identity Protection Policy

Dan Loucks moved, and Nancy DeFauw seconded, the approval of the updated Identity Protection Policy with revisions.

Ayes: Birmingham, DeFauw, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Dan Loucks added that any amendments to this policy must be provided to the Village.

Policy & Bylaws – Public Use of Library Space Policy and Display Release Waiver

Jane Birmingham moved, and Nancy DeFauw seconded, the approval of the updated Public Use of Library Space Policy and Display Release Waiver.

Ayes: None

Nays: Birmingham, DeFauw, Long, Loucks

Abstained: None

The motion failed.

The Board had several questions on this policy, which were complicated by the discontinuation of displays by individuals. The policy will be modified as discussed and brought back for review and approval at a future Board meeting.

Staff Reports

The Board reviewed the staff reports from July. Several Board members praised the CYS Late Over, where kids entering 4th through 6th grades gather in the Library on a Friday after we close from 5 to 7 pm. Board members commented positively on replacing the old computers in the Genealogy area.

Director's Report

The Board reviewed the July Library Director's report. Christine Long acknowledged the thank you to the staff that participated in the Fourth of July parade.

The Library Director reported that all documents in the recent FOIA request have been received. The group that organized the Cindy Vitek fundraiser has decided against donating a book display, but would like to fund a wall hanging. We will work with Darren Schretter, Studio GC, on mock drawings in the next several weeks.

Just a reminder, the Trustees agreed to fund water and popcorn for Harvest Bingo. This will be paid using the Trustees' budgeted funds. The Trustees also agreed to sponsor a bingo game. The cost is \$20 per Trustee. Please remember to bring to the next Board meeting.

The Farmers' Market scavenger hunt continues to be well received. We're seeing about 60 kids participating each week, which is more than last summer.

Trustee DeFauw asked a question regarding the number and process for adding new titles to our collection. A few items that impact this process are: increases in book prices, publishing cycles, and moving from print materials to digital materials.

New Business

Audit Report

The audit report was shared with the Board.

Motion to Destroy / Delete Closed Board Session Audio Recordings

Dan Loucks moved, and Christine Long seconded, the motion to delete any closed or Executive Board session audio recording dated prior to February 2022.

Ayes: Birmingham, DeFauw, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Announcements

The Person of the Year dinner will once again be held at the Riverside Golf club in September. The Library will purchase a ticket for any Library Trustee that wishes to attend. Please let Janice know if you are interested in attending by September 1st. The Library will once again be donating a book to our collection to honor this year's recipient, Matt Buckley, Riverside Director of Public Safety.

Adjournment

Upon motion by Christine Long, seconded by Jane Birmingham, and passed unanimously, the meeting was adjourned at 8:25 pm.

President

Secretary