

**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 an Annual Meeting commencing at the hour of 7:30 pm on Tuesday, May 11, 2021 in the Great 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. Review of Minutes of April 13, 2021—Action Item**
- VI. Review of Current Bills—Action Item**
- VII. Review of Financial Statements—Action Item**
- VIII. Committee Reports**
  - A. Finance
  - B. Building & Grounds—Ken Circo
    1. Studio GC—Authorization to Spend Allowance
  - C. Policy & Bylaws—Patrick White
  - D. Technology—Michael Hagins
  - E. Communications—Courtney Greve Hack and Jen Pacourek
- IX. Staff Reports: April**
  - 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. 2021 Annual Resolution Authorizing Library Nonresident Cards—Action Item
  - B. Library Closure Approval—Action Item
- XIII. Announcements**
- XIV. Correspondence & FYIs**

A. Note from Riverside Junior Woman's Charity

**XV. Executive Session**

A. Patron Issue Regarding Mask Policy

*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  
April 13, 2021**

**Held Tuesday**, April 13, 2021 in the Great Room of the Riverside Public Library,  
1 Burling Road, Riverside, Illinois, 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; Bookkeeper, Jane Wilhelm; and Administrative Assistant, Christine Legan.

Called to order at 7:35 pm by President Joan Wiaduck.

**Review of Minutes**

Michael Flight moved, and Ken Circo seconded, that the Board approve the minutes of the March 9, 2021 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Michael Flight 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 22252 through 22272, 22274 through 22280, 22287 through 22291, and 22294 through 22297, in the total amount of \$298,547.83, including voided check numbers 22251, 22273, 22292 and 22293, which includes payroll through March 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 March 31, 2021, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

**Committee Reports**

**Finance**

At the next Board meeting, Jane Wilhelm will provide a summary of the Lower Level Renovation costs thus far and the expected balances due, and the Library Director will

report on her consultation with the attorney, Michael Marrs, regarding the allocation of excess funds if the project comes in under budget as expected. Based on this information, the Board can discuss the next course of action. Courtney Greve Hack emphasized the necessity of transparency and keeping the public informed.

### **Buildings and Grounds**

The Board discussed the lower level construction, which is nearing completion. Plans for the Fox Valley fire sprinkler system have been submitted to the Village for outside review. Depending on the time it takes for review and approval, and given that no changes are required, the Library Director is hopeful that Fox Valley can begin work on the sprinkler system by May 1. Their original project estimate has increased to \$61,490, a 25% increase, due to additional sprinkler heads being required by the fire department.

After the Fox Valley construction is complete, Lo Destro will finish up the few remaining punch list items for the renovation and any necessary fixes related to the sprinkler system installation. As the Village is responsible for issuing the occupancy permit for the lower level, which will not happen until the renovation is fully complete, there is no firm date for the postponed ribbon cutting and the reopening of the lower level.

### **Technology**

Michael Hagins announced that the new Library website and mobile platform are up and running. He commended Diane Silva and Henry Calamia for a job well done.

Michael Hagins informed the Board that the big screen TV, funded by the REEF donation, has been installed in the teen area downstairs. A plaque will be installed to commemorate their generous donation. Michael Flight suggested a photo op with a representative from REEF to showcase their contribution and to show off our new space.

### **Communications**

Jen Pacourek stated that the ribbon cutting for the lower level is on hold for now, but will be rescheduled when the occupancy permit is issued, subject to the COVID conditions at the time.

### **Staff Reports**

The Board reviewed the staff reports.

### **Director's Report**

The Board reviewed the Library Director's report.

### **Announcements**

The Library Director presented President Joan Wiaduck and Treasurer Michael Flight with tokens of appreciation for their service on the Library Board of Trustees, including their individual Board photos, a certificate, and a framed Keith Burnham print of the Library. She thanked them for their contributions and for helping to make the lower level renovation come to fruition.

Joan Wiaduck expressed her appreciation for everyone and for the great experience she has had serving on the Board. She loved seeing the Library transformed by the

lower level renovation and the many other projects accomplished during her time on the Board, such as the Opening Doors project, the new elevator installation, the new HVAC system, the CSAGSI area, and the BINGO nights and Reading Between the Wines events. She concluded by saying that Jane Birmingham and Christine Long will be great assets to the Board.

Michael Flight stated that serving on the Library Board has been very rewarding because the Library is so well loved in the Village. He thanked the entire staff for being so easy to work with, and for making his job so easy. He also thanked his fellow Board members and encouraged them to continue the BINGO tradition and the Reading Between the Wines events as these Library celebrations bring the community together.

### **Recess to Executive Session**

Upon motion by Ken Circo, seconded by Michael Hagins, and passed unanimously, the Board recessed to Executive Session for the semiannual review of the Executive Session minutes at 8:18 pm.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

### **Return to Regular Session**

The Board returned to Regular Session at 8:29 pm.

### **Review of Executive Session Minutes**

Ken Circo moved, and Jen Pacourek seconded, that following the review of the executive session minutes from April 19, 1988 to November 14, 2017, which remain confidential, the Board agreed by consensus to release to the public the following executive session minutes: April 19, 1988; February 12, 1991; January 14, 1992; November 10, 1992; December 8, 1992; October 12, 1993; June 11, 2002; May 13, 2003; June 17, 2003; September 9, 2003; October 12, 2004; November 9, 2004; December 14, 2004; May 10, 2005; January 10, 2006; November 14, 2006; January 9, 2007; August 14, 2007; June 12, 2012; July 17, 2012; August 13, 2013; January 13, 2015; March 10, 2015; November 8, 2016; November 14, 2017.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Ken Circo moved, and Jen Pacourek seconded, that the Board approve and release the executive session minutes of February 13, 2018; October 9, 2018; November 13, 2018; December 11, 2018; and December 9, 2019.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Ken Circo moved, and Jen Pacourek seconded, that the Board approve and not release the executive session minutes of December 8, 2020; December 8, 2020; and January 12, 2021. These minutes will remain confidential.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

### **Adjournment**

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

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President

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Secretary