

LEGAL NOTICE:

**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 8, 2020 by video teleconference for the purpose of discussing the topics noted on the following Agenda:

Due to the ongoing public health emergency, and based on the authority provided by Executive Order 2020-07, issued by Governor Pritzker on March 16, 2020, and Executive Order 2020-10 issued by Governor Pritzker on March 20, 2020, as extended by Executive Order 2020-018, issued on April 1, 2020, limiting public gatherings and suspending the Open Meetings Act physical presence requirement, this meeting will be conducted electronically.

Public comments are welcome during the public comment portion of the electronic meeting on any topic related to the business of the Library Board of Trustees. Public comments may be submitted by email or in writing by the Library's Executive Director prior to 4:30 pm on the day of the meeting. Emailed comments may be sent to Executive Director Janice Foley at janicefoley@riversidelibrary.org. Written comments may be submitted to the attention of Executive Director Janice Foley at 1 Burling Road, Riverside, Illinois 60546. If you have questions regarding communication to the Board, please contact Executive Director Janice Foley at 708.442.6366.

AGENDA

MONTHLY MEETING OF THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

September 8, 2020 at 7:30 PM

THIS MEETING WILL BE CONDUCTED ELECTRONICALLY VIA ZOOM. THE PUBLIC MAY ACCESS THE ZOOM CALL FROM THE LIBRARY'S WEBPAGE www.riversidelibrary.org.

The link to the meeting can be found under the EVENTS tab on the calendar.

1. Call to Order 7:30 pm
2. Roll Call
3. Welcome Guests
4. Public Comment
5. Approve Regular Minutes of August 11, 2020—*Action Item*
6. Approve Special Minutes of August 25, 2020—*Action Item*
7. Approve August Current Bills —*Action Item*
8. Review August Financial Statements—*Action Item*
9. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 - C. Policy & Bylaws Patrick White
 - D. Technology Michael Hagins
 - E. Communications Jen Pacourek & Courtney Greve Hack

10. Staff Reports: August

- A. Children & Youth Services Manager
Nora Durbin
- B. Patron Services & Computer Services Manager Sharon Shroyer
- C. Information Services Diane Silva

11. Director's Report

Janice Foley

12. Unfinished Business

- A. Disaster/Emergency Plan—*Action Item*

13. New Business

- A. Preliminary 2021 Operating Budget and 2020 Tax Levy
- B. Holiday Closings 2021—*Action Item*
- C. Board Packet Online Access—*Action Item*
- D. Trustee Terms

14. Announcements

15. Correspondence & FYIs

16. 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.

17. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
August 11, 2020**

Held Tuesday, August 11, 2020 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; Jen Pacourek; and Patrick White

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

Absent: Michael Hagins

Called to order at 7:32 pm by President Joan Wiaduck.

Review of Minutes

Ken Circo moved, and Michael Flight seconded, that the Board approve the minutes of the July 14, 2020 regular meeting.

Ayes: Circo, Flight, Greve Hack, 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 21878 through 21881, 21893 through 21919, 21922 through 21928, and 21930, in the total amount of \$129,061.26, including voided check numbers 21920, 21921, and 21929, which includes payroll through July 31, 2020.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, 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 July 31, 2020, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Board reviewed the expense report for the lower level renovation, and specifically, costs for the Early Learners Area.

Building & Grounds—Elevator Repair Update

Ken Circo stated that preparation for the elevator repairs has begun. The Library Director advised that Colley Elevator Co. has taken measurements, ordered parts (such as custom buttons for floor levels) and filed permits. Construction work should begin in September.

Building & Grounds—Lower Level Renovation Pre-Bid Meeting

Ken Circo stated that thirty-five contractors and multiple subcontractors attended the pre-bid meeting for the lower level renovation construction project. The bid opening will take

place on August 20, 2020 and Darren, from Studio GC, will review the bids and make a recommendation to the Board. The Board will hold a special meeting at the end of August to approve the winning bid.

Policy and Bylaws—Disaster/Emergency Plan

The Board reviewed and discussed the Disaster/Emergency Plan. Ken Circo suggested that a panic button be installed on the mezzanine. The Library Director will get quotes for the installation. Jen Pacourek advised that the plan will need to be updated with new room locations after the construction on the lower level is completed. The Board will vote to approve the plan at a later date, subject to revisions.

Technology

Michael Hagins, in absentia, updated the Board via email on the most recent technology meeting. The committee discussed the current budget as well as the proposed budget, and managed to make significant cuts to both to make up for lost revenue due to the pandemic shutdown.

The committee discussed replacing the current antiquated phone system. The Library Director will get several quotes to present for consideration at the September Board meeting.

The importance of technology cross training was a topic of discussion at the tech meeting, as well. Sharon Shroyer will create training documentation and identify colleagues for cross training.

Michael Hagins, via email, recognized all leadership and staff at the Library for their hard work reopening and making services available to patrons.

Communications

Courtney Greve Hack reported that she and Jen Pacourek will play an ongoing role in the review of the Library newsletter to ensure that there is space on the front page to address lower level renovation information for the community. At the latest committee meeting, they reviewed a two-page update to be sent to residents, in lieu of the regular newsletter, that focuses on informing patrons of the services the Library is currently offering. They also reviewed website changes and will address a social media plan going forward.

Staff Reports

The Board reviewed the staff reports. Jen Pacourek gave kudos for the obstacle course, and the Library Director agreed, praising Mary Beltran for her contribution.

Director's Report

The Board reviewed the Library Director's report.

New Business

Fall Library Hours

The Board discussed whether to reopen the Library on Sundays in the fall as is usual after Labor Day. Due to low patron turnout on Saturdays this summer, the Library will continue to remain closed on Sundays for the foreseeable future.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:37 pm.

President

Secretary