

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

Held Tuesday, March 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; Secretary, Courtney Greve Hack; Michael Hagins, Jen Pacourek and Patrick White

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

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

Review of Minutes

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the minutes of the February 12, 2019 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 21106 through 21120, and 21125 through 21163 in the total amount of \$86,409.43, including voided check numbers 21105 and 21121-21124, which includes payroll through February 28, 2019.

Roll Call Vote:

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

Nays: None

Abstained: Flight

The motion passed.

Michael Flight arrived at 7:09 pm.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for February 28, 2019, subject to revisions and audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—Year End Fund Transfer

Joan Wiaduck moved, and Michael Flight seconded a motion, to approve the transfer of the 2018 year-to-date interest of \$1670.05 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.

Building & Grounds

Ken Circo updated the Board on the March 5, 2019 meeting with Studio GC, attended by the Library Director, Ken Circo, Nora Durbin, Diane Silva, and Darrin Schretter of Studio GC. The Board reviewed details of the first phase of the Lower Level Renovation project, and the anticipated project schedule as outlined in the handout from Ken Circo. The Board discussed the cost of the project which would amount to \$172,000, excluding the furniture which is to be funded by Friends of the Library. The Library Director expressed her hope that the Library would be a recipient of the Live and Learn Construction Grant of \$87,000 which could be put towards phase one of the Lower Level Renovation project.

Courtney Greve Hack suggested a press release to update the community on the Library's fundraising progress after the Reading Between the Wines event, and to announce the plans for the first phase of the Lower Level Renovation project.

Policy & Bylaws

Patrick White referenced a 60 Minutes program that aired on March 3, 2019, and suggested that CYS offer coding instruction for young children as a way of showing the community what we can accomplish in our current facilities, and as a selling point for how much more we could accomplish with the renovation.

Technology

Michael Hagins stated that seven computers have been replaced and new laptops programmed in CYS.

Michael Hagins stated that the new server will be installed in April, and that the Library has currently paid off half the cost of the server.

Special Projects—Reading Between the Wines

The Library Director will include a breakdown of costs and revenue and a final tally for Reading Between the Wines in next month's Board packet.

Special Projects—Lower Level Renovation

Jen Pacourek stated that after the last Board meeting she wrote up a debriefing of Reading Between the Wines to share with committee members and to aid in planning for next year's event.

Staff Reports

The Board reviewed the staff reports.

Courtney Greve Hack gave kudos to CYS for the New Family Pop-Up Playtime.

Director's Report

The Board reviewed the Director's report.

The Board discussed the quote for refinishing the wood chairs in the public meeting room. The Board is not in favor of refinishing due to the prohibitive cost. However, the five broken chairs and the table will be repaired.

The Library Director reported that due to two construction projects near the train station between April and July, Burling Rd will become a two-way street, and no street parking will be allowed during this time. The Board discussed the repercussions of the project for Library staff and patrons, particularly the handicapped and elderly. The Library Director stated that Ed Bailey of the Public Works Department suggested Quincy and Lawton as alternative parking options, but the distance from the Library would be prohibitive for many patrons. Joan Wiaduck suggested meeting with Ben Sells, the Village President, to discuss better alternatives. Ken Circo stated that he would like to participate in the meeting if it is arranged.

The Library Director stated that the Community Organization Fair was a really nice event. Although the patron turnout could have been more, it was a great networking opportunity for the participants. Courtney Greve Hack recommended having the fair outside next year as a way to draw more interest.

New Business

Microfilm Printer/Scanner

Courtney Greve Hack moved, and Michael Flight seconded a motion, to approve the purchase of a microfilm scanner/printer for a total cost of \$6,765, of which CSAGSI would contribute \$3000. The Library's contribution of \$3,765 would be covered by funds from the Dardwin Endowment 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 8:19 pm.

President

Secretary