

AGENDA
MONTHLY MEETING OF THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 14, 2020 at 7:30 PM
PUBLIC MEETING ROOM
RIVERSIDE PUBLIC LIBRARY
1 BURLING ROAD, RIVERSIDE, ILLINOIS

1. Call to Order 7:30 pm
2. Welcome Guests
3. Approve Special Meeting Minutes of December 9, 2019—Action Item
4. Approve Executive Session Minutes of December 9, 2019—Action Item
5. Approve Current Bills —Action Item
6. Review Financial Statements—Action Item
7. Committee Reports
 - A. Finance Michael Flight
 - B. Building & Grounds Ken Circo
 - C. Policy & Bylaws Patrick White
 1. CPR and/or Narcan Training
 - D. Technology Michael Hagins
 - E. Special Projects Jen Pacourek & Courtney Greve Hack
 1. Lower Level Renovation
 2. Reading Between the Wines
8. Staff Reports: December
 - A. Children & Youth Services Manager Nora Durbin
 - B. Patron Services & Computer Services Manager Sharon Shroyer
 - C. Information Services Diane Silva
 - D. Monthly Statistics
9. Director's Report Janice Foley
10. Unfinished Business
11. New Business
 - A. CSAGSI Agreement Renewal
12. Announcements
13. Correspondence & FYIs
 - A. Organizational Chart
 - B. Certificate of Tree Planting—Mary Lou Shroyer
 - C. Riverside Brookfield Landmark article
 - D. Correspondence—Riverside Foods, Studio GC, Family of William Sherman
14. 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.
15. Adjournment

**Minutes of the Special Meeting
of the
Riverside Public Library Board of Trustees
December 9, 2019**

Held Tuesday, December 9, 2019 in the Public Meeting 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; Jen Pacourek; and Patrick White

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

Absent: Michael Hagins; Administrative Assistant, Christine Legan

Called to order at 7:34 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Ken Circo seconded, that the Board approve the resolution minutes of the November 12, 2019 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Michael Flight moved, and Ken Circo seconded, that the Board approve the minutes of the November 12, 2019 regular meeting.

Ayes: Circo, Flight, Greve Hack, 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 21539 through 21568, and 21570 through 21572, in the total amount of \$95,345.46 including voided check number 21569, which includes payroll through November 30, 2019.

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 Ken Circo seconded, that the Board approve the financial statements for November 30, 2019, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Financial

The Library Director stated that the Village approved the Library's 2020 budget at their December 5, 2019 meeting.

Ken Circo will confirm with Studio GC that they have all the lien waivers for the lower level renovation. Jane Wilhelm will compile a spreadsheet itemizing the costs for the project.

Building & Grounds

The Board reviewed the quote from Colley Elevator Co. and discussed the time frame for the suggested elevator modernization. The Library Director will get at least two more quotes before the Board decides on the proper course of action.

The Library Director stated that Holton Brothers did an excellent job on the limestone repairs.

The Library Director stated that the Library has two more payments to the Village in order to pay off the HVAC loan.

Policy & Bylaws

Patrick White viewed the required safety webinar on November 16 for the per capita grant application.

The Board discussed training staff in CPR and/or Narcan nasal spray administration. The Library Director will investigate the cost and feasibility of training, and the Board will revisit the topic at a future meeting.

Special Projects— Referendum

Jen Pacourek thanked Janice Foley, Nora Durbin and Diane Silva for attending the December 5, 2019 Village Board Meeting, at which the Village Board approved the referendum question to be placed on the ballot for the general primary election to be held on March 17, 2020.

Courtney Greve Hack gave kudos to Diane Silva for putting together materials for the public informational campaign including the half sheets, full poster and poster board that were used during the Holiday Stroll on December 6, 2019.

Patrick White handed out information at the Library during the Holiday Stroll and gave kudos to the Library Director for a beautiful job with the ornaments. The Library Director stated that over one hundred ornaments were decorated. Diane Silva stated that she was able to give tours of the new space downstairs.

Jen Pacourek suggested that Trustees write a personal note attached to a referendum flyer to pass out on the streets that they live on.

Courtney Greve Hack suggested a social media calendar to break down factual referendum information for the Library page.

Diane Silva gave an overview of the updates to the website that Henry is working on that will highlight important referendum information.

Jen Pacourek, Courtney Greve Hack, Janice Foley, Diane Silva and Nora Durbin had a phone conversation with John Chrastka from EveryLibrary on Thursday, December 5, 2019 to discuss the referendum progress so far. John is shifting gears from the informational campaign to focus on getting the referendum passed.

Courtney Greve Hack stated that the Friends have given the Library \$800 to put towards three videos that will be produced by a contact of Courtney's, as the cost for the Village to produce them was prohibitive. A notice of consent to be filmed will be posted in the Library, online, and with D96 schools. The goal is to finish all three videos before February 1, 2020 in order to present them on monitors at the Reading Between the Wines event.

Special Projects—Reading Between the Wines

The Library Director asked for a Board member to join her and Joan Wiaduck on the Reading Between the Wines committee. The Trustees volunteered Michael Hagins for the committee. Joan discussed some tweaking to be done after last year's event, but stated that generally there is not a lot of additional planning necessary aside from selling tickets.

The Library Director sent out requests for sponsorship to every Chamber of Commerce member.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Director's report.

The Library Director stated that she will attend the next Friends meeting with a quote for the Reading Between the Wines glasses to see if they would like to donate those to the event again this year.

Unfinished Business

Approve 2020 Per Capita Grant Application

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the 2020 Per Capita Grant Application, subject to revisions.

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

Nays: None

Abstained: None

The motion passed.

New Business

Approve 2020 Board Meeting Dates

Ken Circo moved, and Michael Flight seconded, that the Board approve the 2020 Board meeting dates.

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

Nays: None

Abstained: None

The motion passed.

Announcements

The Library Director stated that the Library will do an *In Recognition of a Life* book in honor of the passing of Anthony Garbis, the founder of Riverside Foods.

Courtney Greve Hack gave kudos to the newsletter committee for last minute changes to the front page of the winter newsletter.

Joan Wiaduck thanked Sarah Nielsen for making the ribbons for the new holiday decorations that were paid for by the Riverside Garden Club. She also thanked Sarah and the pages for helping to decorate the Great Room.

Recess to Executive Session

Michael Flight moved, and Ken Circo seconded a motion, to adjourn to Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) at 8:42 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Joan Wiaduck moved, and Ken Circo seconded a motion, to reconvene in Regular Session at 9:04 pm.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Upon the annual evaluation of the Library Director in Executive Session, Ken Circo moved, and Patrick White seconded a motion, to increase the Library Director's annual compensation by 3.22%.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 9:06 pm.

President

Secretary