

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, October 13, 2020 by video teleconference and in the Great Room of the Riverside Public Library, 1 Burling Rd, Riverside, Illinois 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 October 13, 2020 at 7:30 PM

THIS MEETING WILL BE CONDUCTED IN THE GREAT ROOM OF THE RIVERSIDE PUBLIC LIBRARY, 1 BURLING RD, RIVERSIDE, ILLINOIS AND 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 September 8, 2020—*Action Item*
6. Approve September Current Bills —*Action Item*
7. Review September Financial Statements—*Action Item*
8. Committee Reports
 - A. Finance Michael Flight
 1. 2021 Operating Budget and 2020 Tax Levy—*Action Item*
 - B. Building & Grounds Ken Circo
 1. Lo Destro Construction Updates
 - C. Policy & Bylaws Patrick White

D. Technology

Michael Hagins

E. Communications

Jen Pacourek & Courtney Greve Hack

9. Staff Reports: September

A.

Children & Youth Services Manager

Nora Durbin

B. Patron Services & Computer Services Manager

Sharon Shroyer

C. Information Services

Diane Silva

10. Director's Report

Janice Foley

11. Unfinished Business

A. Board Packet Online Access—*Action Item*

12. New Business

A. Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds—*Action Item*

B. Suburban Cook County Application for Coronavirus Relief Funds—*Action Item*

C. Phone System Quotes—*Action Item*

D. Employee Handbook Update—*Action Item*

E. Per Capita Grant Requirement

13. Announcements

14. Correspondence & FYIs

15. 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.

16. Adjournment

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
September 8, 2020**

Held Tuesday, September 8, 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; Michael Hagins; Jen Pacourek; and Patrick White

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

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

Welcome Guests: Nora Durbin

Review of Minutes

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the minutes of the August 11, 2020 regular meeting.

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 the minutes of the August 25, 2020 special meeting.

Ayes: Circo, Flight, Greve Hack, Hagins, 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 21909, 21937 through 21973, 21975 and 21976 in the total amount of \$79,472.24, including voided check numbers 21909 and 21974, which includes payroll through August 31, 2020.

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 Ken Circo seconded, that the Board approve the financial statements for August 31, 2020, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—Preliminary 2021 Operating Budget and 2020 Tax Levy

The Board reviewed and discussed the preliminary 2021 Operating Budget and 2020 Tax Levy. The finalized budget will be on the October agenda for approval.

Building & Grounds—Elevator Repair Update

The Library Director stated that we are waiting on a start date from Colley Elevator Co.

Building & Grounds—Lower Level Renovation Construction

The Library Director stated that Studio GC and Lo Destro Construction are ready to begin work on September 15, 2020. The lower level will no longer be accessible to the public except for the restrooms, which will remain open.

The Library Director stated that the furniture sale held last week generated a lot of interest and brought in close to \$2000. Any remaining pieces will be advertised on local community sites. The movers will be coming this week to further pack up and clear the area downstairs in preparation for the construction work.

Policy and Bylaws—Disaster/Emergency Plan

Patrick White moved, and Jen Pacourek seconded, that the Board approve the revised Disaster/Emergency Plan.

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

Nays: None

Abstained: None

The motion passed.

Communications

The Board discussed a proposal by Courtney Greve Hack to publish the Board packet in its entirety on the Library website. Currently the agenda and minutes are available online. The Board will vote on this issue at the October Board meeting.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

New Business**Holiday Closings 2021**

Ken Circo moved, and Jen Pacourek seconded, that the Board approve the Holiday Closings for 2021.

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

Nays: None

Abstained: None

The motion passed.

Trustee Terms

The Library Director advised that three Board members' terms will expire in April of next year—Michael Flight, Michael Hagins and Joan Wiaduck. These Board members will need to satisfy the Cook County filing requirements if running for reelection.

Announcements

The Library Director commended the CYS staff, Nora Durbin and Diane Silva for their hard work packing up and moving portions of the CYS collection upstairs in preparation for the renovation. Joan Wiaduck concurred, stating that they did an absolutely phenomenal job.

Adjournment

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

President

Secretary