

**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 a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, November 9, 2021 in the Community 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.** Approve Minutes of October 12, 2021—*Action Item*

**V.** Review of Current Bills—*Action Item*

**VI.** Review of Financial Statements—*Action Item*

A. Lower Level Renovation Expenses

**VII.** Committee Reports

A. Finance—Jen Pacourek

B. Building & Grounds—Ken Circo

C. Policy & Bylaws—Patrick White

D. Technology—Michael Hagins

E. Communications—Courtney Greve Hack and Christine Long

F. Long Range Strategic Plan Committee—Jane Birmingham and Christine Long

**VIII.** Staff Reports--October

A. Children & Youth Services Manager—Nora Durbin

B. Patron Services & Computer Services Manager—Sharon Shroyer

C. Information Services—Diane Silva

D. Monthly Statistics

**IX.** Director's Report—Janice Foley

**X. Unfinished Business**

**XI.** New Business

A. Per Capita Grant Application 2022

**XII.** Announcements

**XIII.** Correspondence & FYIs

**XIV.** 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.*

**XV.** Adjournment

**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
October 12, 2021**

**Held Tuesday**, October 12, 2021 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

**In Attendance:** Ken Circo, President; Courtney Greve Hack, Vice President; Jen Pacourek, Treasurer; Jane Birmingham, Secretary; Michael Hagins; Christine Long; and Patrick White

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

Called to order at 7:30 pm by President Ken Circo.

**Review of Minutes**

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the September 14, 2021 regular meeting.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22517 through 22525, 22537 through 22560, 22562 through 22567, in the total amount of \$99,020.01, including voided check number 22561, which includes payroll through September 30, 2021.

Roll Call Vote:

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack arrived at 7:44 pm.

**Review of Financial Statements**

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the financial statements for September 30, 2021, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Committee Reports**

**Finance—Final 2022 Budget and 2021 Tax Levy**

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the final 2022 budget and 2021 tax levy.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Building and Grounds—Restroom renovation**

Ken Circo reported that as Heather Tinel is unable to serve as a design consultant for the restroom renovation, he will pick up some paint and tile samples for the committee to consider.

### **Building and Grounds—Railing/Cement Repair**

The Library Director stated that she is waiting on a revised quote for the repair on the east side of the building after receiving an estimate for new railings rather than just a repair.

### **Policy and Bylaws—Employee Handbook**

Patrick White moved, and Jen Pacourek seconded, that the Board approve the revisions to the *Work and Meal Break* section of the Employee Handbook.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Technology**

Michael Hagins reported that the Technology committee will be meeting in November.

The Library Director advised that one of the loaner laptops in Patron Services will need to be replaced after a patron changed the password, making the laptop inaccessible. No malicious intent is suspected.

### **Communications**

Courtney Greve Hack stated that the Communications committee has nothing new to report since the August renovation celebration and dedication ceremony, but that the committee would be available to schedule regular meetings with Library management, as needed.

### **Staff Reports**

The Board reviewed the staff reports and discussed after school attendance in the new space downstairs. Courtney Greve Hack suggested a social media post to emphasize that after school activities on the lower level are back in full swing.

### **Director's Report**

The Board reviewed the Library Director's report.

The Library Director stated that she was contacted by Mike Maloney of the Frederick Law Olmsted Society, who shared the exciting news that the Lower Level renovation project is under consideration for the FLOS Architecture Award. Mike Maloney met with the Library Director and Ken Circo for a tour of the renovated space. The award will be presented to the chosen recipient at the FLOS annual meeting in February.

### **New Business**

#### **Intergovernmental Agreement to Participate in *Illinois Libraries Present* Pilot Program**

Courtney Greve Hack moved, and Patrick White seconded, that the Board approve the intergovernmental agreement to participate in the pilot program, *Illinois Libraries Present*.

Roll call vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Recess to Executive Session**

Upon motion by Jen Pacourek, seconded by Courtney Greve Hack, and passed unanimously, the Board recessed to Executive Session for the semiannual review of the Executive Session minutes at 8:15 pm.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Return to Regular Session**

The Board returned to Regular Session at 8:21 pm.

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

Patrick White moved, and Jen Pacourek seconded, that the Board approve the executive session minutes of April 13, 2021.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jen Pacourek moved, and Patrick White seconded, that the Board approve the executive session minutes of May 11, 2021.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jen Pacourek moved, and Patrick White seconded, that the Board approve the executive session minutes of September 14, 2021.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jen Pacourek moved, and Patrick White seconded, that following a review of the executive session minutes from December 8, 2020 through September 14, 2021, which remain confidential, the Board agreed by consensus to release to the public the following executive session minutes: December 8, 2020; December 8, 2020; and April 13, 2021. All other executive session minutes remain confidential.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Announcements**

Ken Circo reminded Board members to complete the evaluation forms for the Director's review and return them to him using the self-addressed envelopes included in the packet.

### **Adjournment**

Upon motion by Courtney Greve Hack, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:23 pm.

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President

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Secretary