

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
November 8, 2022**

Held Tuesday, November 8, 2022 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; Michael Hagins, Treasurer; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

Also in Attendance: Janice Foley, Library Director; Christine Lane, Administrative Assistant; Jane Wilhelm, Accountant

Absent: Diane Silva, Assistant Director

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

Review of Minutes

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the minutes of the October 11, 2022 regular meeting.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack arrived at 7:35.

Review of Current Bills

Jen Pacourek moved, and Mike Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23066 through 23095, 23097 through 23101, and z00013 and z00014, in the total amount of \$74,604.19, including voided check number 23096, which includes payroll through October 31, 2022.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for October 31, 2022, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The final budget was approved at the Village Board meeting. Ken Circo thanked Michael Hagins for speaking on behalf of the Library.

Building & Grounds

The Library Director stated that the fireplace was being turned on today. The chimney cap/spark arrester will be installed in the spring.

The Library Director stated that the 'sticky' emergency exit door on the Terrace, identified during the fire safety inspection, has not yet been fixed, but she will arrange for the repair to be made.

Communications

Courtney Greve Hack drafted the newsletter summary regarding the excess referendum funds, and the Library Director stated that the newsletter went to press yesterday and will be sent out in one week.

Strategic Long Range Plan

Jen Pacourek expressed that the final SLRP was lovely, and Courtney Greve Hack gave kudos to the committee.

Courtney Greve Hack moved, and Christine Long seconded, that the Board approve the Strategic Long Range Plan 2023-2026.

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

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Board reviewed the staff reports. Jen Pacourek stated that Patron Services did a nice write-up about how times have changed.

Director's Report

The Board reviewed the Library Director's report. The Library Director stated that there will be a sign-up genius for Board members to volunteer at the Library during the Holiday Stroll on December 2, 2022.

The Library Director stated that the first Reading Between the Wines Committee meeting with Peter Boutsikakis will take place on November 10.

Unfinished Business

Per Capita Grant Application

Jane Birmingham moved, and Courtney Greve Hack seconded, that the Board approve the Per Capita Grant application.

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

Nays: None

Abstained: None

The motion passed.

New Business

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the 2023 Board Meeting dates, as follows:

- January 10, 2023
- February 14, 2023
- March 14, 2023
- April 11, 2023
- May 9, 2023
- June 13, 2023
- July 11, 2023
- August 8, 2023
- September 12, 2023
- October 10, 2023
- November 14, 2023
- December 12, 2023

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

Nays: None

Abstained: None

The motion passed.

Recess to Executive Session

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board convene in 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 8:09 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 8:28 pm.

Upon the annual evaluation of the Library Director, Patrick White moved, and Jen Pacourek seconded, that the Board approve an increase to the Library Director's annual compensation of 3.99%, to take effect January 2023.

Roll call vote:

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Patrick White, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:29 pm.

President

Secretary