

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
April 12, 2016**

Held Tuesday, April 12, 2016 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

In Attendance: President, Joan Wiaduck; Vice President, Susan Kucera; Secretary, Jen Pacourek; Treasurer, Michael Flight; Ken Circo; and Edward Lyons.

Also in Attendance: Janice A. Foley, Library Director; Jackie Aumann; Finance & Personnel Coordinator; and Dorothy Sikora, Administrative Assistant.

Absent: Patrick White.

Called to order at 7:35 p.m. by President Wiaduck.

Review of Minutes

Michael Flight moved, and seconded by Jen Pacourek, that the Board approve the Minutes of the March 8, 2016 meeting.

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: Kucera

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 19545 through 19551, 19571 through 19617, in the total amount of \$108,480.94, which includes payroll through March 31, 2016.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the financial statements for March 31, 2016, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance-Carol J. Hall Trust Donation

The Board reviewed the information provided concerning the Friends for the Future fund balance. Jen Pacourek moved, and Michael Flight seconded a motion to move the initial \$20,000 from the Carol J. Hall Trust to the Friends for the Future fund to help speed up the shelving replacement project. This will bring the total to approximately \$69,000.00. The Library Director advised that quotes were being sought to get a firm cost for the new shelving. The Board asked what the plans for the existing shelves would be. The Library Director will ask vendors if they will remove and give a credit for the materials or selling them off or seeking new homes for them will be investigated. Michael Flight suggested the carpeting in the south hall be cleaned before the new shelves are installed.

Finance – Possible Library Financing Options

Michael Flight advised that he, Janice Foley and Jackie Aumann attended a recent RAILS Financing for Libraries presentation which included information regarding bonds or referendum processes. He stated it was very informative explaining fees, and what is involved in selling bonds, etc. The fees for \$1.5 million of bond or referendum monies would be approximately 10%. If you pay in cash via a loan, current residents pay for it only. If it is spaced out over 20-25 years, new people pay for it as well.

Building & Grounds-HVAC Updates

Michael Flight advised that he has received specs for the system and had asked a friend to put together Request of Bid. It was suggested that a fee of \$3,000-\$3,500 would be needed and so he would also like to contact Darren Schretter for other contractors to prepare the spec bids.

Jen Pacourek moved and Ken Circo seconded a motion to empower Janice Foley with the Building & Grounds Committee, to make the decision to hire a person to complete specifications for bid costs.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws – Policies and Guidelines Regarding Use by the Public of Library Space for Displays, Notices, Handouts and Related Activities Review and Approval

After reviewing this long standing policy which was updated to reflect current display areas; Ken Circo moved and Susan Kucera seconded a motion to approve *Policies and Guidelines Regarding Use by the Public of Library Space for Displays,*

Notices, Handouts and Related Activities as presented subject to amendments made.

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Library Advocacy

Jen Pacourek discussed 1) a recent program on Bee Keeping that was cosponsored with the Olmsted Society and how well attended and received it was. 2) She also suggested that notice of the upcoming Friends of the Library Annual Meeting be E-blasted to all patrons. 3) With the next Friends of the Library Bingo set for April 23rd, she asked that the Board consider sponsoring a game. 4) She presented statistics of Library use from 2008-2015 for use in future marketing of the Library. Trends in attendance v. material usage continue to evolve and show changes in how patrons avail what the Library has to offer.

Space Planning

Ken Circo, Michael Flight, Anne Huston and Janice Foley have been meeting with Daren Schretter and after reviewing the final changes to the plans for Phase 2, asked Darren to prepare an Architectural Services Proposal; describing what the next phase of consulting for renovation would include and cost. Upon review and much discussion, Ken Circo moved, and Michael Flight seconded a motion to approve and accept the proposed Design Development Proposal at a cost of \$21,613, which has been budgeted for in the 2016 Library budget. This will include design, construction documentation, bidding and negotiating and construction administration services for furnishings, fixtures and equipment.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

CSAGSI Update

The Library Director advised that she had been approached by a member of the CSAGSI that there is concern that the original agreement for a five year term be increased to longer period with all the termination verbiage to remain as originally agreed upon. The Board suggested they present new verbiage for the Library Board to discuss and review.

Unfinished Business

CYS Renovation Fund Resolution

Ken Circo moved and Susan Kucera seconded a motion to approve *Resolution Adopting a Plan for the Expenditure of Library's Renovation Fund: Primarily in the Children and Youth Services Areas* as presented.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

New Business

2016 Annual Resolution Authorizing Public Library Non-Resident Cards

Michael Flight moved and Susan Kucera seconded a motion to approved the *2016 Annual Resolution Authorizing Public Library Non-Resident Cards* as presented.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Special Events Application

Jen Pacourek moved and Michael Flight seconded a motion to approve a Special Events request from PeopleCare of Riverside for Sunday, June 12, 2016.

Ayes: Circo, Flight, Kucera, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Additionally, the Library Director has reached out to them to combine efforts to reach out to our confined patrons to deliver books and materials to them.

2016 Per Capita Grant

The Board reviewed the letter from the State Librarian advising of being awarded a FY2016 Illinois Public Library Per Capita Grant in the amount of \$6,841.29. Although due to the State budget impasse, payment may be significantly delayed.

Officer Elections Take Place at May Meeting

The Board was reminded the annual officer elections will be held at next month's meeting.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Adjournment

Upon motion by Michael Flight, seconded by Edward Lyons and passed unanimously the meeting was adjourned at 9:10 p.m.

President

Secretary