

**Minutes of the Regular Board Meeting  
Of the  
Riverside Public Library Board of Trustees  
April 11, 2017**

**Held Tuesday**, April 11, 2017 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, Susan Kucera; Secretary, Jen Pacourek; Treasurer, Michael Flight; Ken Circo; Courtney Greve Hack and Patrick White.

**Also in Attendance:** Janice A. Foley, Library Director; Jackie Aumann, Finance/Personnel Services Coordinator; and Dorothy Sikora, Administrative Assistant; Nora Durbin, Riverside Friends of the Library; Michael Hagins, 728 Selborne Road, Riverside, IL; and Patrick Callahan, Studio GC.

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

The Library Director presented Susan Kucera a Certificate of Appreciation and a letter of recognition stating a book has been designated in honor of her twelve years as a Library Trustee, on this her final meeting.

Patrick Callahan addressed the Board about possible financing options to fund the lower level renovation project. Board members asked questions and then thanked him for his most informative presentation.

Patrick Callahan and Nora Durbin left the meeting at 8:40 pm.

**Review of Minutes**

Michael Flight moved, and Ken Circo seconded, that the Board approve the Minutes of the March 14, 2017 meeting.

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

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Michael Flight moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 20090 through 20096, 20017 through 2020124, 20131 through 20153 in the total amount of \$102,598.39, which includes payroll through March 31, 2017, including voided check numbers 19973 and 20060.

Roll Call Vote:

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

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, 2017, subject to audit.

Roll Call Vote:  
Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White  
Nays: None  
Abstained: None  
The motion passed.

## **Committee Reports**

### ***Building & Grounds***

The Library Director advised that new leaks were found in the handicapped entry way and near the fireplace. She was directed to ask Renaissance Roofing for a full survey of the roof in addition to repairing the affected areas.

### ***Policy & Bylaws***

After reviewing the suggested changes and making an additional amendment; Michael Flight moved and Jen Pacourek seconded a motion to approve the *Exclusion of Patrons for Inappropriate Behavior Policy* and the *Public Access to Electronic Information Networks Acceptable Use Policy* as presented and amended.

Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White  
Nays: None  
Abstained: None  
The motion passed.

### ***Library Advocacy***

Jen Pacourek advised that she and Courtney Greve Hack had met separately to review the projected timeline of the renovation project. In light of the information received from Patrick Callahan earlier, it was decided a separate committee meeting welcoming the entire Board would be appropriate. The Library Advocacy Committee will meet on Tuesday, April 25, 2017 at 7:30 pm.

## **Staff Reports**

The Board reviewed the staff reports.

## **Director's Report**

The Board reviewed the Library Director's report.

## **Unfinished Business**

### ***HVAC Project***

The Board reviewed the documents and invoices from GT Mechanical which Ken Circo had already reviewed. No additional action necessary. The project is progressing with new connectors and ductwork being installed on the lower level as specified.

### ***Joe Topinka Email Request***

The Board reviewed the email dialog between the Library Director and Mr. Topinka. The Library Director advised he has since stopped in and verbally accepted the Library's offer to host a book signing event when his children's book is published.

## **New Business**

### ***New Donation/Gift Brochure***

The Board reviewed the new brochure prepared by the Library Director.

**Selection of Trustee**

Michael Flight moved and Jen Pacourek seconded a motion to approve the appointment of Michael Hagins as Trustee to fill the vacancy of Susan Kucera. He will be sworn in before the May meeting.

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

Nays: None

Abstained: None

The motion passed.

**Correspondence**

The Board reviewed recent correspondence.

**Adjournment**

Upon motion by Michael Flight, seconded by Ken Circo, and passed unanimously the meeting was adjourned at 9:20 pm.

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President

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Secretary