

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
TUESDAY, AUGUST 12, 2014**

Held Tuesday, August 12, 2014 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

In Attendance: Vice President, Susan Kucera; Secretary, Joan Wiaduck; Treasurer, Michael Flight; Edward Lyons; and Patrick White

Also in Attendance: Janice A. Foley, Library Director; Jackie Aumann; Finance & Personnel Coordinator; Dolores Benes-Duy; Mary Jean Kamin, Paul Nemecek of the Czech & Slovak American Genealogy Society of Illinois; and Dorothy Sikora, Administrative Assistant.

Absent: President, Jacquelyn Paine and Lia Brillhart.

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

Joan Wiaduck introduced guests Dolores Benes-Duy, Mary Jean Kamin and Paul Nemecek of the Czech & Slovak American Genealogy Society of Illinois; which has a library in Cicero at 57th & 22nd Place on the third floor. Their lease expires in December 2014 and they are looking for a more convenient place to relocate to. They gave their organization's history which started in 1996 and said they currently have around 1300 volumes although many of them are copied records not books, and many of the books could be culled. They staff the library about 40 hours per month and would like to continue doing so, as well as putting on special programs on Genealogy. They do not want to dump the collection and walk away. They would like to keep the collection active. Their membership is 750-850 and they provided a map of the Chicagoland area showing how Riverside would be an ideal location with easy access from surrounding expressways and Metra. After answering questions from the Board and Library Director they were told the Board would take it under advisement and check into the legal documents that would be needed if space is available. The members of the CSAGSI left at 8:00 p.m.

Joan Wiaduck gave the background of Ms. Kamin who is a Riverside resident, and approached Joan prior to the meeting. The Library Director was impressed with their preparation and presentation and the list of other libraries who house genealogy collections. This could increase visits to the library for both genealogy study and programs. She will call the other libraries and report back to the Board. She was asked to send a thank you letter advising that she will be proceeding with investigating this collaboration and contact them once the Board has reviewed all the information.

Review of Minutes

Michael Flight moved, and Joan Wiaduck seconded, that the Board approve the Minutes of the July 15, 2014 meeting.

Ayes: Flight, Kucera, Wiaduck

Nays: None

Abstained: Lyons and White

The motion passed.

Review of Current Bills

Joan Wiaduck moved, and Michael Flight seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 18452, through 18481 through 18521, in the total amount of \$65,642.51, which includes payroll through July 30, 2014.

Roll Call Vote:

Ayes: Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Patrick White moved, and Edward Lyons seconded, that the Board approve the financial statements for July 31, 2014, subject to audit.

Roll Call Vote:

Ayes: Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Committee Reports

Buildings & Grounds

The Library Director advised of the skylights needing recaulking and the Board suggested getting two proposals and that perhaps a regular maintenance plan should be implemented to avoid this issue in the future, using a 75 year guaranteed caulk.

Policy & Bylaws – Donations Policy

Michael Flight moved and Edward Lyons seconded a motion, to approve the updates to the *Donations Policy, Appendix H and Deed of Gift Form.*

Ayes: Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws – Fixed Asset/Capitalization Policy

Michael Flight moved, and Joan Wiaduck seconded a motion to approve the *Fixed Asset/Capitalization Policy* as required by the auditors.

Ayes: Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws – Tutoring Policy

The Board reviewed the *Tutoring Policy* and Patrick White moved and Michael Flight seconded the motion to approve the Tutoring Policy subject to the corrections and additions as discussed.

Ayes: Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws – Photo Policy

Patrick White moved and Edward Lyons seconded a motion to approve the *Photo Policy* with amendments as discussed in the meeting.

Ayes: Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Library Advocacy

The Library Director advised that a recent donation of \$5000 In memory of John Kowalik has been designated to the Friends for the Future account.

Strategic Long Range Plan/Space Planning

Michael Flight and the Library Director will phone conference with Rick McCarthy to get a better understanding of the Phase II proposal.

Staff Reports

The Board reviewed the staff reports. Staff was to be complimented for their efforts with this year's Summer Reading Program.

Director's Report

The Board reviewed the Library Director's report.

New Business

Due to a very early Labor Day (September 1) and scheduling conflicts the Board agreed to change the September meeting date to September 16 to allow for more time to prepare the Board Packet.

Correspondence

The Board reviewed recent correspondence.

Adjournment

Upon motion by Edward Lyons, seconded by Joan Wiaduck, and passed unanimously the meeting was adjourned at 9:25 p.m.

President

Secretary