

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
August 9, 2016**

Held Tuesday, August 9, 2016 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; 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: Vice President, Susan Kucera; and Patrick White.

Called to order at 7:31 pm by President Wiaduck.

Review of Minutes

Michael Flight moved, and seconded by Jen Pacourek, that the Board approve the Minutes of the June 14, 2016 meeting.

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

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 19705 through 19710, 19737 through 19775, in the total amount of \$91,112.84, which includes payroll through July 31, 2016,

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Susan Kucera seconded, that the Board approve the financial statements for July 31, 2016, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds- HVAC Update Report

The Board reviewed the Preliminary Project Schedule and the Contractor Pre-bid Pre-qualification document drafts. The Library Director was asked to make the suggested

changes and corrections and then run it by the attorney. After approval she will submit to local newspapers to advertise for Bids as well as to trade papers. The Board discussed the process and procedures as this project moves forward.

Policy & Bylaws

Michael Flight asked that Book Donation Policy be added to the September Agenda for discussion.

Library Advocacy

Jen Pacourek recommended communication be made via press release once the HVAC project goes to bid selection. The Library Director advised there is information in the latest Library Newsletter that will be out at the end of August. Jen Pacourek also asked how the meeting with District 96's new superintendent went. The Library Director advised that it was a positive meeting with future opportunities to work together.

Press releases regarding Library announcements will continue. The Library survey has received 325 responses and the Library Director will issue a reminder Eblast and outreach to the community will continue up to the September 1 deadline.

Space Planning

The committee continues to meet with the space planners. Carpet color pallets were presented at the meeting for the lower level. The next meeting is set for August 31.

The Library Director presented shelving quotes from four different vendors. The cost for demo and removal of the old shelves was included in the quotes. Book mover costs will be sought. After reviewing the steel shelves with wood end panel option versus wooden shelves with steel interiors, Michael Flight moved and Ken Circo seconded a motion to proceed with Aurora Shelving and ask for cost estimates for other decorative panels.

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 we are still waiting on the updated contract to be signed by CSAGSI.

New Business

September Meeting Date Change

Ken Circo moved and Jen Pacourek seconded a motion to approve changing the date of the September meeting from September 13 to the September 20. Appropriate notices will be sent out.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Final Staff In-Service of 2016

Ken Circo moved and Michael Flight seconded a motion to approve closing the Library on Thursday, October 6, 2016, from 9 am until 1 pm, for a Staff In-Service meeting.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: Flight

Abstained: None

The motion passed.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Recess to Executive Session

Upon motion by Michael Flight, seconded by Ken Circo and passed unanimously the Board went to Executive Session for the semiannual review of the Executive Session Minutes at 8:50 p.m.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:54 p.m.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Michael Flight moved, and Ken Circo seconded a motion, that after reviewing the Executive Session Minutes, the Board approve the Minutes of March 8, 2016, and release them. All other Executive Session Minutes remain unreleased.

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Edward Lyons and passed unanimously the meeting was adjourned at 8:55 pm.

President

Secretary