

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
August 8, 2017**

Held Tuesday, August 8, 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, Ken Circo; Secretary, Courtney Greve Hack; Treasurer, Michael Flight (7:45 pm); Jen Pacourek and Patrick White.

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

Absent: Michael Hagins

Called to order at 7:38 pm by President Joan Wiaduck.

Review of Minutes

Jen Pacourek moved, and Patrick White seconded, that the Board approve the Minutes of the June 13, 2017 regular meeting.

Ayes: Circo, Greve Hack, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek 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 20209 through 20212, 20245 through 20254, and 20261 through 20286 in the total amount of \$127,395.69, including voided checks 20229 and 20247 which includes payroll through June 30, 2017; and check numbers 20255 through 20260, 20287 through 20289, 20299 through 20311 and 20314 through 20322 in the total amount of \$70,055.64 including voided check numbers 20290, 20291, 20312 and 20313 which includes payroll through July 31, 2017.

Roll Call Vote:

Ayes: Circo, Greve Hack, Pacourek, White

Nays: None

Abstained: Flight

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for June 30, 2017 and July 31, 2017, subject to audit.

Roll Call Vote:

Ayes: Circo, Greve Hack, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Jackie Aumann advised the Board that she is carefully watching expenses in light of the payments for the HVAC system that will be due at the end of the year.

Building & Grounds – Opening Doors Projects

Ken Circo advised that he met with Sonja Abt, Community Development Director and Jose Rivera, Building Inspector for the Village to discuss the permit requirements for the Opening Doors project. Ken will provide the necessary architectural drawings pro bono so the project can be approved for permit. He also advised he is working on the information for the Studio GC renderings that the Library Director will forward.

Building & Grounds – Roof Repairs Update

The Library Director advised that when Renaissance Roofing began the repairs to the north roof east parapet, they realized the west parapet would need to be repaired as well. This will result in an additional \$9,000 which was approved verbally by phone with the President Wiaduck.

Michael Flight arrived at 7:45 pm.

Building & Grounds – HVAC Update

The Library Director advised that the new HVAC system is running well. Individual areas and room temperatures are being addressed as needed.

Building & Grounds –Grounds

The Board was concerned about several dead trees on or near the Library. The Library Director will address this with the Village Forester.

Policy & Bylaws

The Board reviewed the following Library polices for content and approval.

Concealed Carry Policy

Jen Pacourek moved, and Ken Circo seconded the motion to approve the *Concealed Carry Policy* as presented.

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

Nays: None

Abstained: None

The motion passed.

First Aid/CPR Policy

Jen Pacourek moved, and Courtney Greve Hack seconded the motion to approve the *First Aid/CPR Policy* as presented.

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

Nays: None

Abstained: None

The motion passed.

Tutoring Policy

Jen Pacourek moved, and Courtney Greve Hack seconded the motion to approve the *Tutoring Policy* as presented but with the agreed changes.

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

Public Meeting Room Policy

Jen Pacourek moved, and Ken Circo seconded the motion to approve the *Public Meeting Room Policy* as presented but with the clarification of qualified groups.
Ayes: Circo, Flight, Greve Hack, Pacourek, White
Nays: None
Abstained: None
The motion passed.

Notary Service Policy

Jen Pacourek moved, and Courtney Greve Hack seconded the motion to approve the *Notary Service Policy* as presented with one correction.
Ayes: Circo, Flight, Greve Hack, Pacourek, White
Nays: None
Abstained: None
The motion passed.

Disaster/Emergency Policy

Jen Pacourek moved, and Michael Flight seconded the motion to approve the *Disaster/Emergency Policy* as presented.
Ayes: Circo, Flight, Greve Hack, Pacourek, White
Nays: None
Abstained: None
The motion passed.

Technology

In Michael Hagins absence, the Library Director advised that the new website should be online in September. Michael Hagins and key staff members are currently reviewing and editing.

Special Projects – Lower Level Renovations

Jen Pacourek reviewed her notes from their most recent committee meeting of Tuesday, July 11, 2017. A comprehensive outline of discussions, plans, timelines and concerns was presented. At this time, the main focus will be on fundraising to meet the financial needs of the lower level renovations in a phased plan. Additional special meetings will be called to discuss fundraising in detail, as well as naming rights, and the initial kick off presentation for some time in October or November.

The Board also reviewed the Mission Statement presented by Courtney Greve Hack for content and clarity and Trustee Greve Hack will make the corrections as suggested.

Special Projects – STEAM/Maker Movement

Patrick White presented the information he received from a local resident/educator concerning the educational movement for STEM/STEAM: Science, Technology Engineering, Arts and Math, which was sent out to the Board regarding the children's' area facilities. In addition to the kits already offered, grant searches for more funding to

enhance the collection and programming, could also be considered. Courtney Greve Hack will look into incorporating this topic into the mission for the Library renovations.

Special Projects – Ryan Womack Scholarship Fund Donation

Upon review of the correspondence received from the Ryan Womack Scholarship Fund advising they are ending their program and would like to donate the residual money in the fund to the Library as a memorial honoring Ryan Womack. Ken Circo moved and Michael Flight seconded a motion, which Patrick White moved to amend, to accept the donation of \$2,000 in recognition of their 25 years of disbursing more than \$500,000 of scholarships as a living thank you on behalf of the Riverside learners and in honor of Ryan Womack. The details of the recognition item, location and plaque will be worked out with the Library Director.

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

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Board reviewed the staff reports. Courtney Greve Hack noted that the Harry Potter Day programming was spectacular and bravo to staff and to Sharon Shroyer for her wand making efforts even after the event.

Patrick White noted the report of a ransomware attack in June and concern for procedures taken and needing to be taken, including notifying authorities and adding a process in our Technology Policy. The Library Director will work with Sharon Shroyer to have a plan in place and complete any needed reporting.

Director's Report

The Board reviewed the Library Director's report.

Unfinished Business

Automatic Renewals

After reviewing the information presented regarding the recently implemented Automatic Renewals process the Board agreed by consensus to leave the function in place as is.

New Business

Special After Hours Event Application

Patrick White moved and Ken Circo seconded a motion to approve the *Application for Use of the Library Rooms for After Hours Special Event* on Saturday, November 4, 2017, from Dorothy Sikora.

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

Nays: None

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 Patrick White and passed unanimously the Board went to Executive Session for the semiannual review of the Executive Session Minutes at 9:21 pm.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 9:24 pm.

Roll Call:

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

Nays: None

Abstained: None

The motion passed.

Executive Session Minutes Review

Michael Flight moved, and Patrick White seconded a motion, that after reviewing the Executive Session Minutes, the Board approve but not release the Minutes of February 14, 2017 and March 4, 2017. All other Executive Session Minutes remain unreleased.

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Patrick White and passed unanimously the meeting was adjourned at 9:25 pm.

President

Secretary