

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
December 13, 2016**

Held Tuesday, December 13, 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; Vice President, Susan Kucera ; Secretary, Jen Pacourek; Treasurer, Michael Flight; Ken Circo; and Patrick White.

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

Called to order at 7:42 pm by President Wiaduck.

Review of Minutes

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

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Susan Kucera seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 19906 through 19953, in the total amount of \$126,470.80, which includes payroll through November 30, 2016 and voided check numbers 19854 and 19868,

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Ken Circo seconded, that the Board approve the financial statements for November 30, 2016, subject to audit. The Finance/Personnel Services Coordinator advised the addition of a separate line item for the new HVAC system costs.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds- HVAC Update Report

The Library Director advised that the Library has been experiencing extreme cold and hot conditions of room temperatures due to the current control board for the HVAC system being deemed dead and that WestTown had been in to remedy a temporary solution,

with a proposed additional fix at a cost of about \$11,000. That having failed, GT Mechanical was contacted to seek their advice and they presented a proposal to add thermostats to four areas of the building as a temporary fix until a new system is purchased and installed. Patrick White moved and Ken Circo seconded a motion to accept the bid from GT Mechanical in the amount of \$5,650 to install a Temporary R2U Control thermostat in the space with four remote sensors located throughout the space.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Space Planning/New Shelving

The Library Director advised that Studio GC will attend the January 2017 meeting to present their final plans.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

Unfinished Business

HVAC Contract Award

After reviewing the documents from our attorney Klein, Thorpe & Jenkins, Ltd. dated November 10, 2016; a letter listing concerns from Cartland & Krause dated November 1, 2016; and the updated costs for the project; Ken Circo moved and Michael Flight seconded a motion to accept the bid from GT Mechanical for the design and installation of a new HVAC system at a cost of \$351,140.00. The Library Director was asked to request an updated project schedule when advising them of the award.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Intergovernmental Loan Agreement

After review of the Intergovernmental Loan Agreement between the Village of Riverside and Riverside Public Library, Ken Circo moved and Patrick White seconded a motion to agree to a loan of \$220,000.00 for the HVAC System Replacement Project disbursed by the Village in a single lump-sum payment, to be repaid in five equal annual payments over a five year period, beginning December 2017; to be executed by the Library's President and Secretary, as presented.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

2017 Per Capita Grant Application

After reviewing the document, Michael Flight moved and Patrick White seconded a motion to approve the 2017 Per Capita Grant Application as presented with minor corrections.

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

New Business

After Hour Use of Library by FLOS

Jen Pacourek moved and Susan Kucera seconded a motion to approve the request to use the Library by the Frederick Law Olmsted Society for the purpose of their Annual Meeting on Friday evening, January 20, 2017 at no cost to this philanthropic partner of the Library.

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Approval of 2017 Meeting Dates

The Board agreed to continue to meet on the second Tuesday of each month at 7:30 pm in 2017. Proposed meeting dates are: January 10, 2017; February 14, 2017; March 14, 2017; April 11, 2017; May 9, 2017; June 13, 2017; July 11, 2017; August 8, 2017; September 12, 2017; October 10, 2017; November 14, 2017; December 12, 2017. Public notices will be posted as required.

Correspondence

The Board reviewed recent correspondence.

Recess to Executive Session

Patrick White moved and Michael Flight seconded a motion to adjourn to Executive Session to discuss the Library Director's Annual Review at 8:41 pm.

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

The Board returned to Regular Session at 8:57 pm.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Patrick White moved and Ken Circo seconded a motion upon her annual evaluation in Executive Session, to increase her compensation by 3.5%.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, 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 8:58 pm.

President

Secretary