

**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
December 12, 2017**

**Held Tuesday**, December 12, 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 (7:39 pm); Treasurer, Michael Flight; Michael Hagins; Jen Pacourek and Patrick White

**Also in Attendance:** Janice A. Foley, Library Director; and Christine Legan, Administrative Assistant

**Absent:** Jackie Aumann, Finance & Personnel Coordinator

Called to order at 7:35 pm by President Joan Wiaduck.

**Review of Minutes**

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the Minutes of the November 14, 2017 regular meeting.

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Michael Flight moved, and Ken Circo seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 20464 through 20474, 20479 through 20488, 20490 through 20501 in the total amount of \$67,233.01, including voided check numbers 20462 and 20489, which includes payroll through November 30, 2017.

Roll Call Vote:

Ayes: Circo, Flight, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack arrived at 7:39 pm.

**Review of Financial Statements**

Jackie Aumann contacted the Village for more details on the terms of the loan agreement for the HVAC system. The Library Director informed the Board that the interest on the loan is less than 1% this year. However, this percentage may change each year depending on interest rates. Michael Flight moved, and Ken Circo seconded, that the Board approve the financial statements for November 30, 2017, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

## **Committee Reports**

### **Finance**

The Library Director informed the Board that the Opening Doors project came in under budget at \$9000; \$9500 was allotted for the project.

### **Building & Grounds – Opening Doors Project**

The Library Director informed the Board that the Opening Doors project has been completed. Colorsmith removed the stained glass window, and it has been protected and packed for storage.

### **Building & Grounds – Roof Leaks**

The Library Director advised that the bookshelf panel that was damaged from the roof leak was replaced by the bookshelf company. No books sustained damage. Renaissance Roofing has completed the roof repair.

### **Policy & Bylaws – Sexual Harassment Policy**

Patrick White moved, and Jen Pacourek seconded, that the Board approve the Policy Prohibiting Sexual Harassment.

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

Nays: None

Abstained: None

The motion passed.

### **Policy & Bylaws – Naming Rights Policy**

The Board continued to discuss options for a naming rights policy for the Lower Level Renovation project.

### **Technology**

Michael Hagins advised that the Technology Committee will be meeting in January to continue work on the technology plan.

### **Special Projects – Lower Level Renovations**

The Board discussed options for completing the Lower Level Renovation project in phases. The Library Director, Michael Flight and Ken Circo will schedule a conference call with Darren from StudioGC to discuss the breakdown of costs for individual sections of the project. This will provide direction for phasing the project and will clarify possibilities for naming rights opportunities.

Courtney Greve Hack suggested displaying a wooden sign board outside the library to advertise the project and to show the progress of our fundraising goals. Ken Circo and Courtney Greve Hack offered to look into signage options with various vendors. Courtney Greve Hack recommended that the sign board be displayed in time for the Reading Between the Wines event on February 3<sup>rd</sup>.

The Library Director stated that fundraising letters to Chamber members will be sent out, along with letters to library vendors and other businesses.

The Board will hold an informational meeting after the Reading Between the Wines event to promote the vision and goals for the Lower Level Renovation project and to encourage community involvement.

### **Special Projects – Fundraising Committee Reading Between the Wines**

Courtney Greve Hack is working on the design for the banner display in Guthrie Park to advertise the event. The Library Director will contact the Village to inquire about the length of time we can display the banner and what dates are available for display.

The Library Director informed the Board that all of the wine for the event will be donated by the vendors, and that Riverside Foods will donate 10% of all wine orders at the event to the library. The Reading Between the Wines committee will be meeting with Peter Boutsikakis in two weeks for a walk-through in preparation for the event.

Courtney Greve Hack suggested that Board members circulate at the event to talk up the Lower Level Renovation project. The Library Director will ask staff members over the age of 21 if they would like to volunteer for the event. Courtney Greve Hack will create a sign-up genius for others to volunteer.

The Library Director and Michael Flight will look into hiring a musician to play at the event in addition to the DJ that has been hired.

Upon Courtney Greve Hack's suggestion, the Library Director will prepare envelopes displaying the gargoyle logo to be used for donation checks at the wine-tasting event.

### **Staff Reports**

The Board reviewed the staff reports.

### **Director's Report**

The Board reviewed the Library Director's report. Jen Pacourek commended the Library Director's advocacy efforts.

### **Unfinished Business**

#### **2018 Per Capita Grant Application**

The Board reviewed the 2018 per capita grant application.

### **New Business**

#### **Approval of 2018 Board Meeting Dates**

Jen Pacourek moved, and Michael Flight seconded, a motion to approve the 2018 Board meeting dates, and the new meeting time of 7:00 pm, as presented: January 9, 2018; February 13, 2018; March 13, 2018; April 10, 2018; May 8, 2018; June 12, 2018; July 10, 2018; August 14, 2018; September 11, 2018; October 9, 2018; November 13, 2018; December 11, 2018.

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

Nays: None

Abstained: None

The motion passed.

**Correspondence & FYIs**

The Board reviewed recent correspondence. No action was necessary.

**Adjournment**

Upon motion by Jen Pacourek, seconded by Michael Flight, and passed unanimously, the meeting was adjourned at 8:44 pm.

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President

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Secretary