

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

**Held Tuesday**, February 9, 2016 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

**In Attendance:** President, Joan Wiaduck; Vice President, Susan Kucera; Secretary, Jen Pacourek; Treasurer, Michael Flight; Ken Circo; Edward Lyons; and Patrick White.

**Also in Attendance:** Janice A. Foley, Library Director; Jackie Aumann; Finance & Personnel Coordinator; Michael Kenehan of the Arthur Foundation; Clifford Virador, patron; and Dorothy Sikora, Administrative Assistant.

Called to order at 7:42 p.m. by President Wiaduck.

Edward Lyons introduced Michael Kenehan, former Riverside resident and Administrator of the Arthur Foundation, a philanthropic organization focusing on health, education and medical research. Mike gave a brief description of his background in fundraising and provided the Board with a "Fundraising 101" presentation which included useful handouts and suggestions for moving forward with the space planning project in the CYS area. After some discussion and answering of questions from the Board and staff' Mike left the meeting at 8:40 p.m.

**Review of Minutes**

Michael Flight moved, and seconded by Jen Pacourek, that the Board approve the Minutes of the January 12, 2016 meeting.

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Michael Flight moved, and Patrick White seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 19272 through 19280, 19307 through 19327, 19501 through 19531, including voided check 19280, in the total amount of \$112,545.74, which includes payroll through January 31, 2016.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Review of Financial Statements**

Michael Flight moved, and Patrick White seconded, that the Board approve the financial statements for January 31, 2016, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Committee Reports**

#### ***Finance-Update of Illinois Funds Transition***

Jackie Aumann explained the transition of the Illinois Fund accounts. No action was required.

#### ***Building & Grounds-Roof Updates***

Ken Circo brought up the fact that at least of the skylights was leaking during a recent torrential rain storm. Since Renaissance is here repairing the eaves of the roof previously contracted; the Library Director will have them take a look at it and authorize repair if cost is reasonable.

#### ***Building & Grounds-HVAC Follow-up***

Michael Flight discussed the progress on the HVAC replacement project which should have specifications for bid in the next week or so. Legal counsel will be needed to properly issue the Request for Proposal process. It is hoped the bid process will be complete and installation could happen late summer to early fall.

#### ***Library Advocacy***

Jen Pacourek advised that the Friends of the Library will meet after the Bingo event and begin planning for their annual fundraising in April.

#### ***Space Planning***

Michael Flight advised that he and Janice Foley continue to meet with Darren Schretter of Studio GC; who will attend the March or April meeting to present new pricing based on the reduced scope of work, along with final design development drawings, working drawings and pricing and deliverables.

### **Staff Reports**

The Board reviewed the staff reports.

### **Director's Report**

The Board reviewed the Library Director's report.

## **New Business**

### ***IPLAR Approval***

After reviewing the Illinois Public Library Annual Report (IPLAR) for 2016 as presented by the Library Director, Susan Kucera moved and Jen Pacourek seconded a motion to approve for submission to the State.

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### ***Revisions to Endowment Funds***

After reviewing the changes and corrections to the following restricted endowment funds, motions were made to approve the changes:

Michael Flight moved and Jen Pacourek seconded a motion to unrestrict the Ernest E. Dardwin Endowment Fund as presented.

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Michael Flight moved and Susan Kucera seconded a motion to unrestrict the Children's Endowment Fund as presented.

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Michael Flight moved and Jen Pacourek seconded a motion to unrestrict the General Endowment Fund as presented.

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Ken Circo moved and Susan Kucera seconded a motion to unrestrict the Kovalsky Endowment Fund as presented.

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### ***Staff In-Service***

Patrick White moved and Ken Circo seconded a motion to approve the closing of the Library on Wednesday from 9 a.m. until 1 p.m. for a Staff In-Service day.

Ayes: Circo, Flight, Lyons, Kucera, Pacourek, White

Nays: None  
Abstained: None  
The motion passed.

**2015 Riverside Annual Report**

The Board expressed appreciation and kudos to the Library Director for the well executed 2015 Annual Report of the Riverside Public Library. Copies will be sent to the Village of Riverside and Township.

**Correspondence**

The Board reviewed recent correspondence. No action was necessary.

**Adjournment**

Upon motion by Jen Pacourek, seconded by Patrick White and passed unanimously the meeting was adjourned at 9:26 p.m.

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President

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Secretary