

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
February 14, 2017**

Held Tuesday, February 14, 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; Treasurer, Michael Flight; Ken Circo and Patrick White.

Also in Attendance: Janice A. Foley, Library Director; and Dorothy Sikora, Administrative Assistant; Bradley Brooks, 220 E. Quincy; Katie Gregory, 180 Southcote Road; and Courtney Greve Hack, 357 Nuttall Road.

Absent: Vice President, Susan Kucera; Secretary, Jen Pacourek; Jackie Aumann; Finance & Personnel Coordinator

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

The Board welcomed three residents who have submitted their letters of interest and resumes to be considered for the vacancy on the Board.

Review of Minutes

Michael Flight moved, and Patrick White seconded, that the Board approve the Minutes of the January 10, 2017 meeting.

Ayes: Circo, Flight, White, Wiaduck

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 19970 through 19972, 20021 through 20047, 20054, 20057 through 20081 in the total amount of \$102,873.08, which includes payroll through January 31, 2017 and voided check numbers 19953, 20055 and 20056.

Roll Call Vote:

Ayes: Circo, Flight, White, Wiaduck

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, 2017, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Committee Reports

Policy & Bylaws – Reference Services Policy Review & Approval

Patrick White moved and Michael Flight seconded a motion to approve the revised *Reference Services Policy* as presented.

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Technology

The Board reviewed the list of proposed Tech To Go purchases for 2017. No action required.

Space Planning/Strategic Long Range Plan

The Board reviewed a Timeline and Conceptual Cost Estimate for the space planning project. It is believed that Phase 1 on the upper level which will open a doorway in the AV room to allow direct access to the elevator can be completed this year with funding help from the Friends of the Library. The overall space plan layout for the lower level was approved with decorating/furnishing revisions to be made before presenting the plans to the public.

Z3 Solutions Memos

The Board reviewed the memos between Z3 Solutions and Michael Flight and thanked Michael Flight for his handling advising them that their services were complete.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

Unfinished Business

HVAC Project

The new HVAC system is being manufactured and GT Mechanical continues to come in to take measurements, etc. The Board reviewed a Preliminary Project Schedule and revised proposal as well as the documents received from the Village confirming a \$220,000.00 loan over a five year period. Patrick White moved, and Michael Flight seconded a motion to approve the alternates to the Riverside Public Library scope of work from GT Mechanical including the base price of \$326,000.00 plus Alternate 3 to provide improved comfort for the lower level meeting room for \$14,300.00; Alternate 4 to provide improved comfort in the vestibules and circulation desk areas for \$6,700.00; and Alternate 5 to provide improved comfort in the lower level staff office and break room for \$4,500.00 for a total of \$351,500.00

Roll Call Vote:

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

New Business

2016/17 Illinois Public Library Annual Report [IPLAR] Approval

Patrick White moved, and Ken Circo seconded a motion to approve the 2016/17 Illinois Public Library Annual Report [IPLAR] as presented.

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Applicants for Trustee Vacancy

After issuing public notice of a vacancy on the Library Board, twelve residents submitted letters of interest and resumes. Joan Wiaduck suggested two separate special meetings in order to interview each applicant and make an appointment. Tuesday, February 21 and Wednesday, March 1, 2017 were selected. The Library Director will reach out to all candidates and set up interview appointment times.

Application for After Hours Special Event

Patrick White moved, and Ken Circo seconded a motion to approve the request from Janice Foley for after-hours use of the Riverside Public Library on Sunday, May 28, 2017, from 11:00 am until 3 pm.

Roll Call Vote:

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Correspondence

The Board reviewed recent correspondence.

Bradley Brooks; Katie Gregory; and Courtney Greve Hack left the meeting at 8:50 pm.

Recess to Executive Session

Upon motion by Patrick White, seconded by Ken Circo and passed unanimously the Board went to Executive Session for the semiannual review of the Executive Session Minutes and to discuss a patron problem at 8:50 pm.

Roll Call Vote:

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:58 pm.

Roll Call:

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Executive Session Minutes Review

Michael Flight moved, and Ken Circo seconded a motion, that after reviewing the Executive Session Minutes, the Board approved the Minutes of August 9, 2016,

November 8, 2016 and December 13, 2015, and release only the August 9, 2016 and December 13, 2016 Minutes. All other Executive Session Minutes remain unreleased.

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Problem Patron

After review of the situation in Executive Session, Patrick White moved, and Michael Flight seconded the motion to formally ban the patron discussed, siting the Board Memorandum of February 1, 2017; the Incident Report of January 10, 2017; the email of January 11, 2017 from a patron/parent; the letter of January 19, 2017 from a patron/parent; the email of June 16, 2016 from Police Lieutenant William Gutschick; the Incident Reports of May/June 2016, June 2015, March 27, 2015; the Library's *Use of Library Facilities: Exclusion of Patrons for Inappropriate Behavior Policy* and to have the Library Director notify the patron by certified mail, as well as the Riverside Police Department.

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo and passed unanimously the meeting was adjourned at 9:00 pm.

President

Secretary