

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
January 12, 2016**

Held Tuesday, January 12, 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; 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; and Dorothy Sikora, Administrative Assistant.

Absent: Vice President, Susan Kucera

Called to order at 7:38 pm by President Wiaduck

Review of Minutes

Jen Pacourek moved, and Michael Flight seconded, that the Board approve the Minutes of the December 15, 2015 meeting.

Ayes: Circo, Flight, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 19237, 19262 through 19271, 19283, 19288 through 19300, 19303 through 19306 in the total amount of \$71,007.85, which includes payroll through December 31, 2015, including voided checks 19281, 19282, 19284 through 19287, 19301 and 19302.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the financial statements for December 31, 2015, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek, White

Nays: None

Abstained: None
The motion passed.

Committee Reports

Finance – Possible Funding for HVAC Replacement

The Board reviewed the report provided by the Finance/Personnel Services Coordinator for possible funding options and fund balances and found it very helpful. Discussions ensued regarding possible funding options such as paying for it all and diminishing funds vs. paying a portion and obtaining funding for the rest via loan or fundraising.

Staff was asked to add Unrestricting the General Fund to the February Agenda.

Finance – Year-End Fund Transfers

Patrick White moved and Jen Pacourek seconded, that the Board approved the transfer of \$25,600 from the Operating Fund to the Special Reserve.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jen Pacourek moved and Michael Flight seconded, that the Board transfer of \$34.41 from the Working Cash Fund to the Special Reserve Fund.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Building & Grounds – HVAC Replacement

Ken Circo discussed the process needed to be followed to receive bids for a new HVAC system. A Request for Proposal process needs to be followed and the Library Director was asked to contact Paul Straka, the local resident who helped the Library in the past with this process when a roof proposal was needed.

Library Advocacy

Jen Pacourek suggested the Board sponsor a Bingo game for the upcoming fundraiser in February. An Eblast to all patrons will be issued on January 21st to promote ticket sales, in addition to others as the date draws nearer. Michael Flight mentioned that the Donate button on our website was difficult to find.

Space Planning/Strategic Long Range Plan

The Library Director advised she and Michael Flight will be meeting with Darren Schretter of Studio GC in early February, before the next Board meeting.

The Board reviewed the letters sent to the Batko family and Virginia Kovalsky, requesting consideration to amend their Endowment Fund parameters.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report, along with attachments regarding her Job Description, Goals and Evaluation Process as previously discussed and requested.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo and passed unanimously the meeting was adjourned at 8:35 pm.

President

Secretary