

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
January 10, 2017**

Held Tuesday, January 10, 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, Susan Kucera ; Secretary, Jen Pacourek; Treasurer, Michael Flight; and Patrick White.

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

Absent: Ken Circo

Called to order at 7:34 pm by President Wiaduck.

The Board welcomed Darren Schretter and asked him to present the final plan for the conceptual design and cost estimates they have been working on for the lower level Children and Youth Services area. With slides and handouts, Darren gave an area by area presentation of the proposed plans for this project. The Board reviewed the colors, fabrics and carpet samples and asked questions. Additional details of the phases and construction drawings will be given to the Library Director and Board. The Board will get back to him with any changes, enhancements and suggestions so presentation boards can be developed.

Darren left the meeting at 8:17 pm.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the Minutes of the December 13, 2016 meeting.

Ayes: Flight, Kucera, 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 19954 through 19965, 19967 through 19969, 19973, 19998 through 20020 in the total amount of \$106,671.12, which includes payroll through December 31, 2016 and voided check numbers 19974 thru 19997.

Roll Call Vote:

Ayes: Flight, 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 December 31, 2016, subject to audit.

Roll Call Vote:

Ayes: Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Board reviewed the funding for the HVAC project. Final costs are still expected from GT Mechanical as they are looking at an AON versus their proposed Trane unit. Warranties are better with AON and costs may be lower. The Village of Riverside is set to loan the Library \$220,000 over the course of 5 years.

The Library Director suggested that additional services from Z3 Solutions may not be needed, and Michael Flight agreed that Cartland and Krause's input may suffice to avoid additional costs.

Finance – Year End Fund Transfer

Jen Pacourek moved and Michael Flight seconded a motion to authorize the transfer of 2016 year-to-date interest of \$312.50 in the Working Cash Fund to the Special Reserve Fund as requested by the Finance Coordinator.

Roll Call Vote:

Ayes: Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Library Advocacy

Jen Pacourek will meet with the Library Director to map out plans for outreach in 2017.

Space Planning/Strategic Long Range Plan

The Library Director advised that it is time to review and compile an updated Strategic Long Range Plan that will include the space planning project and a timeline to introduce to the public. Joan Wiaduck suggested this process should begin when a full Board is in place; after the April elections and vacancies on the Board are filled. Jen Pacourek suggested that she and Joan Wiaduck could form a mini-committee to begin the process of creating a timeline, reviewing the projected costs, making revisions to the renderings, discussing fundraising and funding possibilities, etc. Joan Wiaduck advised she would really prefer to raise the funds for the project without going for a referendum. Studio GC's Patrick Callahan will be invited to a future meeting to hear his ideas for resources and information on funding a project. The Board is aware they need to compile and tell a compelling story to our patrons to promote this project for improvements to the lower level Children's areas.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

New Business

Libraries of Illinois Risk Agency (LIRA) Confirmation of Insurance

The Board reviewed the LIRA invoice and property/casualty insurance information provided. No action necessary.

Trustee Vacancy

The Board reviewed the press release and information provided by the Library Director and agreed the information should be sent to the local newspapers, posted on our bulletin board, website, social media sites, and at the Village announcing the need to fill the vacancy on the Board after Edward Lyons moved from Riverside.

Correspondence

The Board reviewed recent correspondence.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek and passed unanimously the meeting was adjourned at 9:12 pm.

President

Secretary