

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
July 14, 2015**

Held Tuesday, July 14, 2015 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

Called to order at 7:43 p.m. by Secretary Jen Pacourek.

In Attendance: Secretary, Jen Pacourek; Treasurer, Michael Flight; Ken Circo; Edward Lyons.

Also in Attendance: Janice A. Foley, Library Director; Jackie Aumann; Finance & Personnel Coordinator; Anna Behm, Information Services and Emerging Technologies Manager; and Dorothy Sikora, Administrative Assistant.

Absent: President, Joan Wiaduck; Vice President, Susan Kucera; and Patrick White

Review of Minutes

Michael Flight moved, and Ken Circo seconded, that the Board approve the Minutes of the June 9, 2015 meeting.

Ayes: Circo, Flight, Lyons, Pacourek

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 18963, 18964, 18989 through 19006, 19011 through 19034, including voided check 18974, in the total amount of \$80,798.32, which includes payroll through June 30, 2015.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Ken Circo seconded, that the Board approve the financial statements for June 30, 2015, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance – US Bank – Illinois Funds

Michael Flight described his recent meeting with Janice Foley and Jackie Aumann reviewing the audit, and suggested opening an account at US Bank to avoid newly announced fees. They will look into the options at US Bank and other local banks as discussed.

Building & Grounds – Roof Update

Ken Circo updated the Board on the Preservation Commission review and approval, as well as concerns about new leaks in the atrium that seem to stem from needed maintenance to the flat membrane roof under the HVAC unit. Additionally, while on the roof, he noted that PVC drain pipes from the air conditioning unit are missing or damaged and that nearly half the screws to the panel on the unit are either loose or missing.

The Library Director will contact Westtown to have them correct these issues, which should have been part of their maintenance checks.

The Library Director advised that an asbestos study was recently completed as part of the beginning of Phase 2 of the space planning project, and his report should be arriving shortly. In talking with him, he did not expect there to be any major issues.

The Library Director advised that roof and masonry work is expected to begin in late August and take approximately two weeks to complete.

Policy and Bylaws – Naming Rights

A meeting needs to be scheduled by the committee to produce a Naming Rights Policy as soon as possible.

Library Advocacy – Survey

Jen Pacourek provided an assumed timeline for upcoming building projects that she created to get a better understanding of upcoming improvements and how to notify and survey our patrons. The Board reviewed these documents and will consider this a work in progress document.

The CSAGSI updates will be moved to the Library Director's monthly report.

Strategic Long Range Plan/Space Planning committee will be chaired by Ken Circo and Janice Foley and moved back into the Committee Report section of the Agenda, now that Phase 2 is beginning. The Library Director advised that Darren Schraeder and an associate from Studio GC will be in on Tuesday, July 21, 2015 to begin this next phase.

Staff Reports

Anna Behm, our new Information Services & Emerging Technologies Manager introduced herself and provided her background and thoughts for her department. She will be leading the website committee and offer suggestions for changes and improvements. The Board welcomed her and was pleased to discuss her theory of "change is constant and flexibility is necessary."

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

New Business

2016 Per Capita Grant Requirement

The Board read and reviewed *Chapter 5, Technology from the Standards for Illinois Public Libraries, 3.0*, as required for the 2016 Per Capita Grant.

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 9:12 p.m.

President

Secretary