

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

Held Tuesday, July 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; Vice President, Susan Kucera; Secretary, Jen Pacourek; Treasurer, Michael Flight; Ken Circo; and Patrick White.

Also in Attendance: Janice A. Foley, Library Director; Jackie Aumann; Finance & Personnel Coordinator; Clifford Virador, patron; and Dorothy Sikora, Administrative Assistant.

Absent: Edward Lyons

Called to order at 7:36 pm by President Wiaduck.

The Board welcomed Clifford Virador of 4432 South Joliet Avenue, Lyons, IL who joined the meeting as a guest.

Review of Minutes

Michael Flight moved, and seconded by Jen Pacourek, that the Board approve the Minutes of the June 14, 2016 meeting.

Ayes: Circo, Flight, 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 19670, 19671, 19697 through 19704, 19711 through 19736, in the total amount of \$66,674.82, which includes payroll through June 30, 2016,

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Susan Kucera seconded, that the Board approve the financial statements for June 30, 2016, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds- HVAC Update Report

The Board reviewed the Mechanical Design Criteria produced by Cartland Kraus Engineering as well as the Special Conditions document. Dates and deadlines will need to be inserted for the Construction Schedule. Legal counsel should be sought to review these documents before they are let for bid. Michael Flight will go over this information with the Library Director on Wednesday and she was directed to reach out to the Village Manager and Karen Layng to get more information and suggestions for a legal review.

Technology

The Library Director showed the Board one of five new Hot Spots devices the Library has purchased to be put into circulation for patrons to checkout. This device accesses Wi-Fi connectivity in homes or on vacation. There was much excitement about this new equipment.

Library Advocacy

The Library Director advised that she and CYS staff have a meeting set with the new District 96 School Superintendent on August 1.

The Library Director presented a print and online version of a Library Patron Survey that she developed. The Board reviewed the survey, made suggestions and discussed the timeline and details for outreach to the community. The survey will be launched in the next week or two and will be promoted until September 1, 2016. Statistics of where the survey was accessed along with a report of responses will be presented afterwards.

Space Planning

The committee continues to meet with the space planners. Color pallets are being considered. The Library Director expects quotes from all three shelving vendors by July 15. Concern over what will happen to the old shelves continues to be researched for a responsible green resolution.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

CSAGSI Update

The Library Director advised that we are still waiting on the updated contract to be signed by CSAGSI.

Unfinished Business

Non-Resident Internet Usage Policy

After reviewing the information presented as to other libraries' policies as well as suggested verbiage; Patrick White moved and Michael Flight seconded a motion to amend the Non-Resident Internet Usage Policy to read:

Non-residents who display a valid library card from their home library, or in lieu of a library card, a valid state ID, will be allowed 30 minutes on the Internet with the opportunity to extend two additional 30 minute sessions as long as there are no other patrons waiting to use a computer. There will be no charge for this usage. If all computers are taken, Riverside residents receive priority for use.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

New Business

Pay Range Approval

Ken Circo moved and Jen Pacourek seconded a motion to approve the Personnel Positions – Pay Ranges, Effective July 1, 2016, as presented

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Prevailing Wage Resolution

Ken Circo moved and Jen Pacourek seconded a motion to approve a Prevailing Wage Resolution as required by the State of Illinois.

Roll Call Vote:

Ayes: Circo, Kucera, Pacourek, White

Nays: Flight

Abstained: None

The motion passed.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Adjournment

Upon motion by Michael Flight, seconded by Patrick White and passed unanimously the meeting was adjourned at 8:55 pm.

President

Secretary