

**Minutes of the Regular Board Meeting  
Of the  
Riverside Public Library Board of Trustees  
June 14, 2016**

**Held Tuesday**, June 14, 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; Edward Lyons; and Patrick White.

**Also in Attendance:** Janice A. Foley, Library Director; Jackie Aumann; Finance & Personnel Coordinator; Erin Kuhn, auditor with Lauterbach & Amen; Clifford Virador, patron; and Dorothy Sikora, Administrative Assistant.

Called to order at 7:40 pm by President Wiaduck.

The Board welcomed Erin Kuhn, of Lauterbach and Amen. At 7:46 pm Clifford Virador of 4432 South Joliet Avenue, Lyons, IL 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 May 11, 2016 meeting.

Ayes: Circo, Flight, Kucera, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Ken Circo moved, and Susan Kucera seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 19630, 19653 through 19669, 19672 through 19696 including voided check #19652 and 19691, in the total amount of \$75,070.87, which includes payroll through May 31, 2016, Roll Call Vote:

Ayes: Circo, Flight, Kucera, 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 May 31, 2016, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

At 7:46 pm Clifford Virador of 4432 South Joliet Avenue, Lyons, IL joined the meeting as a guest.

Erin Kuhn reviewed the 2015 Audit and described the report. The Board asked questions about future funding for capital expenses and possible loan for the HVAC unit. She advised that this was all possible and answered questions. Erin left at 8:09 pm.

### **Committee Reports**

#### ***Building & Grounds- HVAC Follow-up and Loan Information***

In addition to reviewing the documents from Cartland & Kraus; Ken Circo advised the Riverside Preservation Commission met and approved the replacement of the HVAC unit on the roof. The next step will be to solicit bids. The Library will need to secure an attorney to review the bid documents as well as loan documents.

After meeting with representatives of First American Bank; the Bank responded with a Financing Proposal for up to \$225,000 at 3.5% with need to obtain Bond Counsel and other fees. The Library Director contacted the Village Manager to ask if anything was needed from the Village's perspective in order for the Library to obtain a loan to partially fund this project. The Village Manager suggested that the Village could loan the Library the funds by entering into an IGA with the Village at a very low interest rate. She suggested that if the Library was interested, they would poll the Village Board and later called back to say that the Village Board was agreeable to the loan of approximately \$200,000 for a 3-year period at 1.153% interest. The Village wants to assist the Library with this project as they are a component unit of the Village and it is an opportunity to save the residents of Riverside by not paying a premium in interest.

The time frame for the project was discussed and once the bid is awarded the component will need to be constructed which will take approximately 60-90 days. Late September/October is still viewed as installation time, before winter.

Patrick White moved and Michael Flight seconded a motion to move forward with an intergovernmental loan document with the Village of Riverside and to authorize obtaining counsel from the West Suburban Bar Association and/or the Chicago Bar Association so we may proceed to draw a document to enter into a loan agreement, having the HVAC unit installed by November 1, 2016.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

#### ***Library Advocacy***

Jen Pacourek advised that she and Library Director have been meeting to redefine Advocacy. They are working on a communication plan which includes press releases to local newspapers, Website and Facebook communications before/during & after events and projects occur at the Library. They are also working on a survey for our patrons.

#### ***Space Planning***

The next meeting for Space Planning is set for Thursday, June 16. Colors schemes are being reviewed.

**Staff Reports**

The Board reviewed the staff reports.

**Director's Report**

The Board reviewed the Library Director's report. Concern about the damage in the men's room over RAW weekend let to suggestions to the Village and RAW for more port-a-potties and perhaps reinstalling the fencing in Guthrie Park making crossing over more difficult.

**CSAGSI Update**

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

**Unfinished Business**

***Special Events Application***

Ken Circo moved and Susan Kucera seconded a motion to approve the request from the Riverside Junior Woman's Charity to celebrate their 80<sup>th</sup> Anniversary in 2017.

Ayes: Circo, Flight, Kucera, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Announcements**

The Library Director advised that the Riverside Friends of the Library have three new Board members and are moving forward with plans for a Harvest Bingo in October.

**Correspondence**

The Board reviewed recent correspondence. No action was necessary.

Patron Clifford Virador addressed the Board and asked they consider extending the free internet time to non-residents from the 15 minutes to 30 minutes. They will review the matter at next month's meeting.

**Adjournment**

Upon motion by Michael Flight, seconded by Ken Circo and passed unanimously the meeting was adjourned at 9:01 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary