

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
June 13, 2017**

Held Tuesday, June 13, 2017 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Secretary, Courtney Greve Hack; Treasurer, Michael Flight, Michael Hagins; Jen Pacourek and Patrick White.

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

Absent: President, Joan Wiaduck; Vice President, Ken Circo.

Called to order at 7:31 pm by Treasure, Michael Flight.

Review of Minutes

Courtney Greve Hack moved, and Michael Flight seconded, that the Board approve the Minutes of the May 9, 2017 regular meeting.

Ayes: Greve Hack, Hagins, 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 20164 through 20168, 20193 through 20208, and 20213 through 20244 in the total amount of \$196,855.99, which includes payroll through May 31, 2017.

Roll Call Vote:

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: Flight

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for May 31, 2017, subject to audit.

Roll Call Vote:

Ayes: Flight, Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance – Auditors

The Board reviewed the letter received from Lauterbach & Amen, LLP, our auditors, stating everything was in order for 2016. No action required.

Finance – Revised 2017 Operating Budget Approval

Patrick White moved, and Michael Flight seconded a motion to approve the revised 2017 Operating Budget as needed to include the Intergovernmental Loan proceeds (line 3212) and HVAC Install Expenses (line 4367)

Roll Call Vote:

Ayes: Flight, Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Building & Grounds – HVAC Project Updates

In Ken Circo's absence, the Library Director advised the status of the HVAC project. The installation is completed and minor adjustments continue. The Library Director will be trained on how to manage the system from her computer sometime in the next week. Everything appears to be working well. With regard to a continuing maintenance contract; the Library Director received an initial quote from GT Mechanical for \$8,688/year. After discussion with them, additional quotes of bare bones maintenance came in at \$2,900/year and mid-range at \$4,800/year. Given that the equipment is new and still under warranty, the Board suggested that only maintenance required to uphold the warranty be needed at this point. Michael Flight and the Library Director will talk to GT Mechanical and see if a better cost can be negotiated before seeking additional quotes from other vendors.

Building & Grounds – Roof Repairs Update

The Library Director advised that due to this being the roofers' busy season; work will not be completed until sometime in August. The Board suggested perhaps a discount could be asked for since the wait is so long and the roof is vulnerable to continued leaking.

Technology

Michael Hagins advised that he met with the Technology Committee on June 3, 2017. He gave an overview of the meeting which included SWAN System updates, Sirsi Dynix, Automatic Renewals, computer installation schedules, tech plan budget, Tech To Go, website improvements, etc. The next meeting will be in September.

The Board discussed their concerns of the new Auto Renewal system which could potentially have a negative effect on our budget as well as the collection and availability of materials for our patrons. It was suggested that the Board send a letter to SWAN with these concerns. The Library Director will look into what option the Library has within the agreement with the system.

Special Projects – Lower Level Renovations

Jen Pacourek reviewed her notes from their most recent committee meeting concerning time frame for this project it's funding; communication plans, website presence, the project's mission statement, etc. In President Wiaduck's absence, the Library Director advised of the recent meeting with the Village President, Manager, Library Board president, Financial Coordinator and herself. Discussion about funding options, costs and timing were reviewed and it may be necessary for the Library to consider dividing the project up into phases. A Village Board-to-Library Board meeting was suggested and a timetable will be considered for when would be appropriate. Jen Pacourek put into perspective the importance order of what action items need to be

proceeded with and adjusting the timetable. Patrick White suggested STEM grants be applied for and grant writers sought. Courtney Greve Hack presented her draft of the Remodeling Mission Statement which she will continue to work on. The Board reviewed the Preplanning Assessment provided by the Library Director. In discussing a phased approach; Phase 1; Opening Doors should be funded and completed by the Friends of the Library in 2017. Phase 2 could be the remodel of the Public Meeting Room. Ken Circo will be asked to review the plan to see what other phases should be. The committee will continue to meet and move forward their action items.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. Parade marchers are needed.

New Business

My Media Mall Intergovernmental Library Agreement

Jen Pacourek moved and Courtney Greve Hack seconded a motion to approve the My Media Mall Intergovernmental Agreement for 2017 as presented.

Ayes: Flight, Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Prevailing Wage Resolution 2017

Patrick White moved and Jen Pacourek seconded a motion to approve the Prevailing Wage Agreement 2017 as presented.

Roll Call Vote:

Ayes: Greve Hack, Hagins, Pacourek, White

Nays: Flight

Abstained: None

The motion passed.

July Meeting Date Change

In light of the July 4th holiday and vacation schedules for the month, it was decided that July meeting be cancelled. The next regular meeting is Tuesday, August 8, 2017

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek and passed unanimously the meeting was adjourned at 8:56 pm.

President

Secretary