

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
TUESDAY, MARCH 10, 2015**

Held Tuesday, March 10, 2015, in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

In Attendance: President, Jacquelyn Paine; Vice President, Susan Kucera; Treasurer, Michael Flight; Secretary, Joan Wiaduck.

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

Absent: Lia Brillhart; Edward Lyons; and Patrick White.

Called to order at 7:30 p.m. by Secretary, Joan Wiaduck.

The Board welcomed Jen Pacourek and Ken Circo, who are running for the Library Board of Trustees in April.

Review of Minutes

Michael Flight moved, and Joan Wiaduck seconded, that the Board approve the Minutes of the February 10, 2015 meeting.

Ayes: Flight, Kucera, Paine, Wiaduck

Nays: None

Abstained: None

The motion passed

Review of Current Bills

Susan Kucera moved, and Michael Flight seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 18780 through 18786, 18815 through 18825, 18836 through 18854, in the total amount of \$69,942.00, which includes payroll through February 28, 2015, and voided check number 18826.

Roll Call Vote:

Ayes: Flight, Kucera, Paine, Wiaduck

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 February 28, 2015, subject to audit. Jackie Aumann included a memo explaining the description of each page and that monthly notes highlighting significant details regarding that month's statement will now appear on the cover page. The Board was appreciative for this new reporting.

Roll Call Vote:

Ayes: Flight, Kucera, Paine, Wiaduck

Nays: None

Abstained: None

The motion passed.

Committee Reports

Buildings & Grounds – Roof Repair

The Library Director advised that the roof repair work has been completed over her office. She will seek quotes for plastering the ceiling in her office. She is also seeking quotes for repairs on the west side of the building where wall damage is apparent in the Great Room.

Buildings & Grounds – HVAC

The Library Director presented a HVAC Quote from Westside Mechanical Services, LLC to replace the complete unit. Westtown is also supposed to present a quote. Since Phase 2 of the proposal from Studio GC would include HVAC replacement costs, nothing further needs to be done at this time.

Policy & Bylaws – Donations Policy

Joan Wiaduck moved, and Susan Kucera seconded a motion to approve the revisions to the Donations Policy as presented. Additional meetings to discuss parameters for naming rights are planned and can then later be presented for inclusion to the policy. The list of Program sponsorships will be added.

Ayes: Flight, Kucera, Paine, Wiaduck

Nays: None

Abstained: None

The motion passed.

Technology

The Library Director advised that the new Sirsi Dynix software should be installed in early April and hopefully up and running successfully by April 15. Staff is preparing for this change in the system.

Library Advocacy

The Library Director advised that the CSAGSI ribbon cutting and grand opening for the new genealogy collection will be held on Sunday, April 12th. It is hoped that most Trustees will be able to attend.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. The Friends of the Library's Spring-O-Bingo will be held on Saturday evening, April 18th. They are raising funds for new shelving for the Adult Collections.

Unfinished Business – Application & Fees for Use of the Library Meeting Rooms for Special Events

The Board reviewed the updated Application Form and Procedures for Library Room usage and agreed by consensus to the changes and updates.

Strategic Long Range Plan/Space Planning/REEF Donation

Michael Flight continues to discuss the Phase 2 proposal with Studio GC. It is hoped that a document will be ready for approval by the next meeting.

The Library Director is waiting to hear from Karen Layng and REEF.

Correspondence

The Board reviewed recent correspondence.

Jennifer Pacourek and Ken Circo left the meeting at 8:41 p.m.

Recess to Executive Session

Upon motion by Michael Flight, seconded by Joan Wiaduck and passed unanimously the Board went to Executive Session to discuss a personnel matter at 8:42 p.m.

Roll Call Vote:

Ayes: Flight, Kucera, Paine, Wiaduck

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:56 p.m.

Roll Call Vote:

Ayes: Flight, Kucera, Paine, Wiaduck

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Susan Kucera, seconded by Michael Flight, and passed unanimously, the meeting was adjourned at 8:57 p.m.

President

Secretary