

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
March 8, 2016**

Held Tuesday, March 8, 2016 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

In Attendance: 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; and Dorothy Sikora, Administrative Assistant.

Absent: President, Joan Wiaduck; Vice President, Susan Kucera

Called to order at 7:35 p.m. by Secretary Pacourek.

Review of Minutes

Michael Flight moved, and seconded by Patrick White, that the Board approve the Minutes of the February 9, 2016 meeting.

Ayes: Circo, Flight, Lyons, White

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 19328 through 19334, 19500, 19532 through 19544, 19552 through 19570, including voided check 19332 & 19500, in the total amount of \$70,669.69, which includes payroll through February 29, 2016.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Patrick White seconded, that the Board approve the financial statements for February 29, 2016, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance-Questions

The Board reviewed answers to questions for the auditors asked by Michael Flight concerning authorized signers, and loans from banks to cover repairs and maintenance. Jackie Aumann advised RAILS is offering a program on the "Fundamentals of Municipal Finance: How Illinois Libraries Borrow Money" on March 30, which she has registered for. Michael Flight asked if he could attend as well.

Building & Grounds-Roof Updates

The major roof repairs were completed by Renaissance in mid-February. The skylights will be repaired as weather permits.

Building & Grounds-HVAC Updates

Michael Flight continues to monitor the HVAC replacement project. Patrick White checked with Dave Newman who recommended contacting the Village Manager regarding who they use to manage the bid process.

Policy & Bylaws – Public Comment Policy

Ken Circo moved and Michael Flight seconded a motion to approve the Public Meeting and Public Comment Policy as presented subject to amendments made.

Ayes: Circo, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

Library Advocacy

Jen Pacourek advised that the Friends of the Library's most recent fundraiser was their most successful ever and the next bingo event is set for April 23. The Board agreed by consensus that they will continue to support these events by sponsoring a game and attending if possible.

Space Planning

The Board reviewed the Space Planning Conceptual Cost Estimate along with the latest changes to the plans. Michael Flight advised that he and Janice Foley continue to meet with Darren Schretter of Studio GC; and feels ready to move forward with construction drawings for pricing and bids, in order to get a better cost estimate of the project. Copies of the plans will be sent to all trustees and larger printed drawing will be available for pickup by anyone that wants.

Staff Reports

The Board reviewed the staff reports. Jen Pacourek advised she has been studying the Library's statistics over the years in order to create a story of the needs and use of the Library. She asked for any suggestions of areas to track.

Director's Report

The Board reviewed the Library Director's report.

New Business

CYS Renovation Fund Resolution

The Board reviewed a draft of a Renovation Fund Resolution and suggested changes and asked that this item be reviewed at next month's meeting.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Recess to Executive Session

Upon motion by Patrick White, seconded by Ken Circo and passed unanimously the Board went to Executive Session for the semiannual review of the Executive Session Minutes at 8:52 p.m.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:58 p.m.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

Michael Flight moved, and Patrick White seconded a motion, that after reviewing the Executive Session Minutes, the Board approve the Minutes of September 15, 2015 and November 10, 2015, and release them. All other Executive Session Minutes remain unreleased.

Ayes: Circo, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Patrick White and passed unanimously the meeting was adjourned at 9:00 p.m.

President

Secretary