

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
March 14, 2017**

Village Clerk, Cathy Haley administered the oath of office to Courtney Greve Hack before the meeting began.

Held Tuesday, March 14, 2017 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; Courtney Greve Hack and Patrick White.

Also in Attendance: Janice A. Foley, Library Director; and Dorothy Sikora, Administrative Assistant; Alyson Scanlon, Riverside Jr Woman's Charity; Kaitlyn Skoirchet, 186 W. Burlington, Riverside, IL.

Called to order at 7:34 pm by President Wiaduck.

The Board welcomed Alyson Scanlon of the Riverside Junior Woman's Charity and Kaitlyn Skoirchet who had submitted a letter of interest and resume to be considered for the vacancy on the Board.

Application for After Hours Special Event

The Board reviewed the application from the Riverside Junior Woman's Charity to hold their 80th Anniversary Reception at the Library on Sunday, June 4, 2017, from 3 – 7 pm. Patrick White moved and Jen Pacourek seconded the motion to approve the request as presented.

Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Alyson Scanlon left the meeting at 7:36 pm.

Adjourn to Executive Session

Michael Flight moved and Ken Circo seconded the motion to adjourn to Executive Session to interview a potential candidate for Trustee at 7:37 pm.

Return to Regular Session

The Board returned to Regular Session at 7:52 pm.

Rollcall: President, Joan Wiaduck; Vice President, Susan Kucera; Secretary, Jen Pacourek; Treasurer, Michael Flight; Ken Circo; Courtney Greve Hack and Patrick White; Janice A. Foley, Library Director; and Dorothy Sikora, Administrative Assistant.

Review of Minutes

Michael Flight moved, and Ken Circo seconded, that the Board approve the Minutes of the February 14, 2017 meeting.

Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White

Nays: None

Abstained: None
The motion passed.

Michael Flight moved and Jen Pacourek seconded, that the Board approve the Minutes of the Special Meetings of February 21, 2017 and March 1, 2017.

Ayes: Circo, Flight, Greve Hack, Kucera, 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 20097 through 20116, 20048 through 20053, 20082 through 20089 in the total amount of \$149,049.01, which includes payroll through February 28, 2017.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Michael Flight moved, and Ken Circo seconded, that the Board approve the financial statements for February 28, 2017, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds

The Board discussed the HVAC project timeline, procedures, and the need for review of submittals of invoices, lien waivers, etc., from GT Mechanical. Michael Flight suggested Ken Circo may want to review these documents as they are received. Being in receipt of an email offer from resident, Jim Marciniak; who is a forensic mechanical engineer and a licensed professional engineer, it was discussed that contacting Mr. Marciniak to express appreciation for his offer and ask that as a volunteer to the Building & Grounds and Finance Committees, he might be able to assist with the upcoming tasks. The Library Director will respond to his offer via email and Ken Circo will subsequently call him to go over the project and his offer to review the documents.

Library Advocacy

The Board discussed several ideas for marketing the Library's offerings as well as several ideas for events to promote the Library to our residents. Michael Flight suggested Courtney Greve Hack be included in the Library Advocacy Committee.

Space Planning/Strategic Long Range Plan

The Board was advised that Patrick Callahan of Studio GC, will be at the April meeting. His specialty is funding projects. Jen Pacourek asked that the spread sheet she created for the space plan project be included in the April packet.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

Unfinished Business

Joe Topinka Email Request

The Board reviewed the email request from Mr. Topinka to hold his first book release event at the Library. As the Board discussed, all Riverside resident authors are welcomed to have a book signing at the Library. The Board stands firm with denying any naming rights as previously requested. The Library Director will advise Mr. Topinka of the Board's position.

Correspondence

The Board reviewed recent correspondence.

Recess to Executive Session

Upon motion by Patrick White, seconded by Michael Flight and passed unanimously the Board went to Executive Session to discuss candidate selection for a Board vacancy at 8:50 pm.

Roll Call Vote:

Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 9:01 pm.

Roll Call:

Ayes: Circo, Flight, Greve Hack, Kucera, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Jen Pacourek, seconded by Michael Flight and passed unanimously the meeting was adjourned at 9:02 pm.

President

Secretary