

**Minutes of the Regular Board Meeting  
Of the  
Riverside Public Library Board of Trustees  
May 11, 2016**

**Held Tuesday**, May 11, 2016 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

**In Attendance:** 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; Anna Behm; Diane Silva; and Dorothy Sikora, Administrative Assistant.

Absent: President, Joan Wiaduck.

Called to order at 7:34 pm by Vice President Kucera.

The Board welcomed Diane Silva and Anna Behm who came to give a presentation of new software the Library will be using for this summer's reading program. Wandoo Reader is a registration and administrative tool the staff and patrons will use to manage registrants involvement in summer reading. The Board was enthusiastic for the use of this technology. They left at 7:55 pm.

**Annual Election of Officers and Appointment of Committee Chairs for FY 2016-17**

Nominations were called for:

Michael Flight nominated Joan Wiaduck for President; Susan Kucera seconded the nomination. Jen Pacourek moved that the nominations be closed; Ken Circo seconded the motion. Joan Wiaduck was elected President for the 2016-17 year.

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

Nays: None

Abstained: None

The motion passed.

Michael Flight nominated Susan Kucera for Vice President; Jen Pacourek seconded the motion and moved the nominations be closed. Ken Circo seconded the motion. Susan Kucera was elected Vice President for the 2016-17 year.

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

Nays: None

Abstained: None

The motion passed.

Ken Circo nominated Jen Pacourek for Secretary; Edward Lyons seconded the motion. Susan Kucera moved that the nominations be closed; Patrick White seconded the motion. Jen Pacourek was elected Secretary for the 2016-17 year.

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

Nays: None

Abstained: None  
The motion passed.

Susan Kucera nominated Michael Flight for Treasurer; Ken Circo seconded the motion. Jen Pacourek moved that the nominations be closed; Ken Circo seconded the motion.

Michael Flight was elected Treasurer for the 2016-17 year.

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

Nays: None

Abstained: None

The motion passed.

After reviewing the Committee list and discussing the interests of the Board members, Vice President Kucera appointed the following trustees to each Committee:

Finance: Michael Flight

Buildings & Grounds: Ken Circo and Edward Lyons

Policy & Bylaws: Susan Kucera and Patrick White

Technology: Susan Kucera

Library Advocacy: Jen Pacourek

Space Planning: Ken Circo & Michael Flight

Strategic Long Range Plan will be suspended for now.

### **Review of Minutes**

Michael Flight moved, and seconded by Jen Pacourek, that the Board approve the Minutes of the April 12, 2016 meeting.

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

Nays: None

Abstained: None

The motion passed.

### **Review of Current Bills**

Patrick White 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 19618 through 19629, 19631 through 19651, including voided check #19652, in the total amount of \$63,062.13, which includes payroll through April 30, 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 April 30, 2016, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

## **Committee Reports**

### ***Finance-Phone Bills***

Michael Flight reviewed the Director's report regarding cost savings on the phone bill. The T1 line will be eliminated, which should not affect online connectivity. The net savings will be \$200 to \$220/month. The Library Director will continue to talk with our phone representative to make sure we are getting the best cost for our needs.

### ***Building & Grounds-Engineering Consulting for HVAC Bids***

Michael Flight recommended Cartland & Kraus be awarded the proposal for engineering consulting services for the solicitation of bids for a new HVAC system. Patrick White moved and Michael Flight seconded a motion to hire Cartland & Kraus at a fixed bid of \$9,200.00 as proposed with the inclusion of the added clarification regarding the verification of the existing structural steel support on all new loads.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

### ***Library Advocacy***

Jen Pacourek discussed the recent Friends Annual meeting and their search for new officers.

### ***Space Planning***

Ken Circo, Michael Flight, Janice Foley, and other members of the Renovation Committee will be meeting with Darren Schretter on May 18.

## **Staff Reports**

The Board reviewed the staff reports.

## **Director's Report**

The Board reviewed the Library Director's report.

## **CSAGSI Update**

The Library Director presented an Addendum to the Agreement with CSAGSI to change: "VI. TERM OF AGREEMENT 1. The term of this agreement is changed from a renewable five year time period to a permanent Agreement between the Society and the Library. Such a permanent Agreement will allow for the preservation, continued upgrading, long term planning, training of volunteers, library staff, internship programs and endowment fund raising by both the Library and the Society through the coming years." Ken Circo moved and Michael Flight seconded a motion to approve this agreement as presented.

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

Nays: None

Abstained: None

The motion passed.

**Unfinished Business**

***Special Events Application***

The Board was advised that PeopleCare has asked to change the date of their event from June to October. Since the Library is open on Sundays in October, they are reviewing their options for event time and setup before they confirm having their event here.

Additionally, the Library Director has met with them to define a plan for library materials delivery to our confined patrons.

**Correspondence**

The Board reviewed recent correspondence. No action was necessary.

Joe Topinka note: The Board chose not to change their stance on his request.

**Adjournment**

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

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President

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Secretary