

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

Held Tuesday, November 8, 2016 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; and Ken Circo.

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

Absent: Patrick White

Called to order at 7:36 pm by President Wiaduck.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the Minutes of the October 11, 2016 meeting.

Ayes: Circo, Flight, Kucera, Pacourek

Nays: None

Abstained: None

The motion passed.

Jen Pacourek moved, and Michael Flight seconded, that the Board approve the Minutes of the Special Meeting of October 13, 2016.

Ayes: Circo, Flight, Kucera, Pacourek

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 19830 through 19833, 19868 through 19872, 19875 through 19905 in the total amount of \$70,508.42, which includes payroll through October 31, 2016 and voided check numbers 19873 and 19874,

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek

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 October 31, 2016, subject to audit. The Finance/Personnel Services Coordinator advised the addition of pages 12 through 15 which show building maintenance, renovation and equipment maintenance.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds- HVAC Update Report

The Library Director reviewed the situation with the bid proposals and the included correspondence from Cartland & Krause Engineering regarding the post bid opening interview meetings with the two bidders and their responses to the Be Backs, along with their recommendation to disqualify W.J. O'Neil for an incomplete proposal and no response to the Be Backs, and accept GT Mechanical's proposal. She is also awaiting legal counsel's input to the process. Michael Flight took responsibility for the Library not being fully prepared for this process and suggest the Board table any decision until we hear from the attorneys. After discussion which included costs, funding, comfort with GT Mechanical's qualifications, timing the awarding for spring installation, etc., the Board concurred to await advice from the attorney and discuss further at next month's meeting.

Building & Grounds – Atrium Roof Repairs

The Library Director advised that repairs to the Atrium roof leaks have been completed.

Policy & Bylaws – Policies Review and Approvals

After reviewing the updates, corrections and changes to the following Riverside Public Library policies: *Confidentiality of Records/Patriot Act Policy*; *Identity Protection Policy* and *Patron Services Policy*, Jen Pacourek moved and Michael Flight seconded the motion to approve the policies as presented with corrections noted.

Ayes: Circo, Flight, Kucera, Pacourek

Nays: None

Abstained: None

The motion passed.

Space Planning/New Shelving

The final space planning meeting is set for Thursday, November 10 and will include a representative from Studio GC who is familiar with funding alternatives. Studio GC is planning to attend the December Board meeting to present their final plans.

The Library Director advised that shelving is on order and expected to be ready sometime after mid-November. A mover and carpet cleaning are being coordinated and the hope is to have this project completed by the end of the year.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. The CSAGSI attendance statistics were presented for September: 22 visitors, 26 volunteers and 10 emails and October : 22 visitors, 16 volunteers and 2 emails.

Unfinished Business

2017 Budget and 2016 Tax Levy Approval

The Finance/Personnel Services Coordinator presented the proposed 2017 Operating Budget of \$1,113,927.00 and 2016 Tax Levy Ordinance of \$1,068,087.00 for Board approval. Michael Flight moved, and Jen Pacourek seconded the motion to approve the Budget and Tax Levy as presented to forward to the Village of Riverside for appropriation.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek

Nays: None

Abstained: None

The motion passed.

Trustee Elections April 4, 2017

The Board reviewed the filing dates for the upcoming election and the process for appointing Trustees if vacancies will need to be filled.

Survey Results and In-Service Power Point Presentation

The Board reviewed the presentations and the Library Director advised of staff comments and suggestions for filling gaps in service.

New Business

2017 Per Capita Grant Application Requirement

As part of the Per Capita application the Board reviewed Chapter 6 "Access" of *Serving our Public 3.0: Standards for Illinois Public Libraries* along with the Library Director's input to the Riverside Public Library's compliance to these Core Standards as required for the application. The completed application will be presented for approval at the December Board Meeting.

Adoption of Local Government Travel Expense Control Act Resolution

Upon review of the *Local Government Expense Reimbursement Policy* Jen Pacourek moved and Michael Flight seconded the adoption of this required Resolution as presented.

Roll Call Vote:

Ayes: Circo, Flight, Kucera, Pacourek

Nays: None

Abstained: None

Absent: White

The motion passed.

Announcements

The Board accepted with regrets the resignation of Trustee Edward Lyons effective October 25, 2016 as he moves out of Riverside.

Correspondence

The Board reviewed recent correspondence, including a generous donation of Stickley furniture at the Bequest of Dr. Joan C. Junkus and Dr. Kevin C. Spencer. A formal letter of acknowledgement and appreciation will be sent for this gift.

Recess to Executive Session

Michael Flight moved and Ken Circo seconded a motion to adjourn to Executive Session to discuss a patron problem at 9:11 pm.

The Board returned to Regular Session at 9:13 pm.

Return to Regular Session

After review of the situation in Executive Session, Michael Flight moved and Jen Pacourek seconded the motion to formally ban the patron discussed for a period of at least one year and to have the Library Director file a report with the Riverside Police Department.

Ayes: Circo, Flight, Kucera, Pacourek

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo and passed unanimously the meeting was adjourned at 9:14 pm.

President

Secretary