

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

Held Tuesday, November 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, Ken Circo; Secretary, Courtney Greve Hack; Treasurer, Michael Flight; Jen Pacourek and Patrick White

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

Absent: Michael Hagins

Called to order at 7:31 pm by President Joan Wiaduck.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the Minutes of the October 10, 2017 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 20383, 20384, 20421 through 20463 in the total amount of \$73,026.15, including voided check number 20389, which includes payroll through October 31, 2017.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

The Board discussed the terms of the loan agreement for the HVAC system. Jackie Aumann will contact the Village for more details on the terms of the loan. Michael Flight moved, and Ken Circo seconded, that the Board approve the financial statements for October 31, 2017, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance – 2018 Appropriation Budget and 2017 Tax Levy Approval

Patrick White moved, and Jen Pacourek seconded, a motion to approve the 2018 Appropriation Budget in the amount of \$1,136,540.00 and the 2017 Tax Levy as presented in the amount of \$1,100,500.00, which will both be forwarded to the Village of Riverside.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Building & Grounds – Opening Doors Project

Ken Circo advised that Len Builders is in the process of acquiring the permit for the project. Construction is estimated to begin at the end of November and finish by the end of December. The area under construction will be tarped and contained during the work.

The Library Director advised that the Library will be receiving the remaining funds for the project from Friends of the Library.

Building & Grounds – Roof Leaks

The Library Director advised that she approved the work order from Renaissance Roofing for the repair, and the work will be scheduled.

Policy & Bylaws

The Board discussed options for a naming rights policy for the Lower Level Renovation project. The Library Director will forward sample policies to Patrick White, who agreed to work on developing our policy.

Technology

In Michael Hagins' absence, the Board reiterated that they were pleased with the website design and commended Henry for his ongoing efforts.

Special Projects – Lower Level Renovations

Courtney Greve Hack suggested that a schedule for promoting fundraising on social media should be developed. The Board discussed additional promotional and fundraising options for the renovation project.

Special Projects – Fundraising Committee Reading Between the Wines

The Library Director reported that she met with Peter Boutsikakis of Riverside Foods to discuss plans for this fundraising event. Another meeting with Peter will be scheduled. Courtney Greve Hack volunteered to join the planning committee. Jen Pacourek moved, and Ken Circo seconded, a motion to approve funds up to \$500 for the Library Director to use towards the planning of the event.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

Unfinished Business

2018 Per Capita Grant Requirements

The Board reviewed the 2018 per capita grant requirements. The Library Director advised that Michael Hagins has completed the required educational program on library safety.

New Business

Resolution for Lower Level Renovation

The Library Director recommended that the name of the Resolution for the Children & Youth Services Renovation Fund be changed to the Lower Level Renovation Fund. Ken Circo moved, and Jen Pacourek seconded, the motion to approve the name change.

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

Nays: None

Abstained: None

The motion passed.

Correspondence & FYIs

The Board reviewed recent correspondence. No action was necessary.

Recess to Executive Session

Patrick White moved, and Jen Pacourek seconded, a motion to adjourn to Executive Session to discuss the Library Director's Annual Review at 8:46 pm.

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Ken Circo moved, and Jen Pacourek seconded, a motion to return to Regular Session at 9:13 pm.

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

Nays: None

Abstained: None

The motion passed.

Upon the annual evaluation of the Library Director in Executive Session, Ken Circo moved, and Jen Pacourek seconded, a motion to increase the Library Director's annual compensation by 3.5%.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Patrick White, seconded by Michael Flight, and passed unanimously, the meeting was adjourned at 9:15 pm.

President

Secretary