

**Minutes of the Regular Board Meeting  
Of the  
Riverside Public Library Board of Trustees  
TUESDAY, OCTOBER 14, 2014**

**Held Tuesday**, October 14, 2014 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

**In Attendance:** President, Jacquelyn Paine; Vice President, Susan Kucera; Treasurer, Michael Flight (7:39 p.m.); Secretary, Joan Wiaduck (7:36 p.m.); Lia Brillhart; Edward Lyons; and Patrick White.

**Also in Attendance:** Janice A. Foley, Library Director; and Dorothy Sikora, Administrative Assistant.

**Absent:** Jackie Aumann; Finance & Personnel Coordinator

Called to order at 7:33 p.m. by President Jacquelyn Paine.

**Review of Minutes**

Edward Lyons moved, and Susan Kucera seconded, that the Board approve the Minutes of the September 16, 2014 meeting.

Ayes: Brillhart, Kucera, Lyons, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Lia Brillhart moved, and Susan Kucera seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 18567 through 18620, including voided check numbers 18570, 18583, 19584, 18585, and 18606, in the total amount of \$81,437.13, which includes payroll through September 30, 2014.

Roll Call Vote:

Ayes: Brillhart, Kucera, Lyons, White

Nays: None

Abstained: None

The motion passed.

Joan Wiaduck arrived at 7:36 p.m.

**Review of Financial Statements**

Patrick White moved, and Susan Kucera seconded, that the Board approve the financial statements for September 30, 2014, subject to audit.

Roll Call Vote:

Ayes: Brillhart, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Michael Flight arrived at 7:39 p.m.

### **Committee Reports**

#### **Finance – 2015 Budget – First Draft**

The Board reviewed the Preliminary 2015 Operating Budget and asked questions about staffing needs, Capital Equipment, Technology Expenses, Building Maintenance, and asked for a budget line for Capital Expenditures and a breakdown of Electronic resources.

#### **Buildings & Grounds**

The Board reviewed the proposal for roof repairs from Renaissance Roofing and asked the Director to get more bids in light of the proposal exceeding \$20,000.00. The Library Director will seek other roofers to respond as soon as possible so the repairs can be made before winter.

#### **Policy & Bylaws – Whistleblower Protection Policy**

Lia Brillhart moved, and Joan Wiaduck seconded a motion to approve *the Whistleblower Protection Policy* as presented.

Ayes: Brillhart, Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed

#### **Technology**

The Library Director will schedule a Technology Committee meeting for early December so Edward Lyons can review what the plans for 2015 are, as well as become aware of the status of the Library's technology needs and plans.

### **Staff Reports**

The Board reviewed the staff reports.

### **Director's Report**

The Board reviewed the Library Director's report.

### **Unfinished Business - CSAGSI**

With the attempt to continue discussing the possible agreement with the Czech & Slovak American Genealogy Society of Illinois to host their genealogy collection at the Riverside Public Library as a special collection; the Library Director will set up a meeting with them and Joan Wiaduck & Susan Kucera. Discussions will include compensation for library staff to catalog the collection, time line for moving in, etc. Patrick White moved and Lia Brillhart seconded a motion, that subject to an agreement, the Library agrees to take the collection based on the details of the agreement.

Ayes: Brillhart, Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed

### **New Business – 2015 Holiday Closings**

Lia Brillhart moved, and Joan Wiaduck seconded a motion to approve the 2015 Holiday Closings as presented. The closings are as follows: January 1, 2015 (Thursday) B New Year's Day\*; April 5, 2015 (Sunday) B Easter; May 10, 2015 (Sunday) B Mother=s Day; May

25, 2015 (Monday) B Memorial Day\*; July 3, 2015 (Friday) - Concert in the Park closes down parking when it falls on weekday\*; July 4, 2015 (Saturday) B Independence Day\*; September 7, 2015 (Monday) B Labor Day\*; November 25, 2015 (Wednesday) Close at 5 p.m. - low patron usage; November 26, 2015 (Thursday) B Thanksgiving\*; December 24, 2015 (Thursday) B Christmas Eve\*; December 25, 2015 (Friday) B Christmas Day\*; December 26, 2015 (Saturday) - low patron usage; December 31, 2015 (Thursday) B New Year's Eve close at 5 p.m. \* 8 paid holiday for full-time staff. Depending on the day of the week the holiday falls on, alternate time off may need to be arranged in order to receive the holiday benefits. All other closings, staff must use personal or vacation time to get paid.

Ayes: Brillhart, Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed

Upon further review of the closings list, Michael Flight moved and Joan Wiaduck seconded a motion to change the closing time of 7:00 p.m. on the Wednesday before Thanksgiving to 5:00 p.m. to match New Year's Eve closing time. The motion included changing both Wednesdays, November 26, 2014 and November 25, 2015.

Ayes: Brillhart, Flight, Kucera, Lyons, White, Wiaduck

Nays: None

Abstained: None

The motion passed

### ***New Business – Special Event Request***

Michael Flight moved, and Lia Brillhart seconded a motion to approve the Special Event Request from John Wiaduck on Saturday, October 10, 2015, including closing the Library at 3:00 p.m.

Ayes: Brillhart, Flight, Kucera, Lyons, White,

Nays: None

Abstained: Wiaduck

The motion passed

### **Correspondence**

The Board reviewed recent correspondence.

### **Announcements**

President Jacquelyn Paine announced that the upcoming election in April 2015 will have five trustees up for reelection and asked if all were planning to run again. Lia Brillhart and Jacquelyn Paine have decided not to run again, but Michael Flight, Edward Lyons and Patrick White will seek another term. That will leave a potential of two spots open.

### **Recess to Executive Session**

Upon motion by Patrick White, seconded by Susan Kucera and passed unanimously the Board went to Executive Session for the semi-annual review of the Executive Session Minutes at 9:06 p.m.

Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, Kucera, White, Wiaduck

Abstained: None

The motion passed.



**Return to Regular Session**

The Board returned to Regular Session at 9:09 p.m.

Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, Kucera, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Patrick White moved, and Susan Kucera seconded a motion to approve and release the Executive Session Minutes of February 11, 2014, as agreed in Executive Session.

Ayes: Brillhart, Flight, Lyons, Kucera, White, Wiaduck

Abstained: None

The motion passed.

**Strategic Long Range Plan/Space Planning**

Joan Wiaduck advised that she met with Karen Layng of REEF and they are anxious to give the Library a donation of approximately \$55,000 toward a specified improvement in the CYS Department. The Board discussed the Phase 2 Proposal/Contract from Studio GC, Inc. and the need to have it reviewed for content and clarification. Patrick White moved, and Michael Flight seconded a motion to have the contract reviewed by an attorney, at a cost not to exceed \$1000.

**Recess to Executive Session**

Upon motion by, seconded by and passed unanimously the Board went to Executive Session for the semi-annual review of the Executive Session Minutes at 8:35 p.m.

Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, Kucera, White

Abstained: None

The motion passed.

**Return to Regular Session**

The Board returned to Regular Session at 8:37 p.m.

Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, Kucera, White

Nays: None

Abstained: None

The motion passed.

Patrick White moved, and Susan Kucera seconded a motion to approve and release the Executive Session Minutes of September 10, 2013, and January 14, 2014, as agreed in Executive Session.

Ayes: Brillhart, Flight, Lyons, Kucera, White

Abstained: None

The motion passed.

The Library Director will contact William Suriano and Karen Layng to see if one of them can review the proposal as soon as possible.

**Recess to Executive Session**

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Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, Kucera, White

Abstained: None

The motion passed.

**Return to Regular Session**

The Board returned to Regular Session at 8:37 p.m.

Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, Kucera, White

Nays: None

Abstained: None

The motion passed.

Patrick White moved, and Susan Kucera seconded a motion to approve and release the Executive Session Minutes of September 10, 2013, and January 14, 2014, as agreed in Executive Session.

Ayes: Brillhart, Lyons, Kucera

Nays: None

Abstained: Flight, White

The motion passed.

**Adjournment**

Upon motion by Edward Lyons, seconded by Lia Brillhart, and passed unanimously the meeting was adjourned at 9:50 p.m.

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President

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Secretary