

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

Held Tuesday, October 11, 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; 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; and Dorothy Sikora, Administrative Assistant.

Absent: Vice President, Susan Kucera

Called to order at 7:33 pm by President Wiaduck.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the Minutes of the September 20, 2016 meeting.

Ayes: Circo, Flight, Pacourek, White

Nays: None

Abstained: Lyons

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 19792 through 19797, 19818 through 19829, 19834 through 19867 in the total amount of \$131,491.10, which includes payroll through September 30, 2016,

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek

Nays: None

Abstained: White

The motion passed.

Review of Financial Statements

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the financial statements for September 30, 2016, subject to audit. It was suggested that a separate line item for the HVAC project be added to monitor costs for the equipment and installation since this is a one-time line item. It would also help in amortizing building equipment.

Roll Call Vote:

Ayes: Circo, Flight, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building & Grounds- HVAC Update Report

The Library Director advised that the Public Notice for the bid opening on Thursday, October 13, 2016 at 4:00 pm in the Public Meeting Room has been posted so all interested Trustees are welcome to attend. The engineering consultants will review the bids and present their report. The Board plans to hold a Special Meeting to award the bid prior to the regular November meeting so the project can move ahead before winter sets in.

Building & Grounds – Atrium Roof Repairs

The Library Director presented the approved proposal to repair the leak in the atrium near the stairs, by the skylights, and advised that the Renaissance Roofing has come in to patch the area until they can come to complete the repairs at no extra cost

Library Advocacy

Jen Pacourek prepared a summary of the recent Patron Survey that the Library Director incorporated into her report when presenting the information to staff. The Library Director will combine the discussion with staff along with Jen Pacourek's report and present it to the Board at the next meeting. Plans to publish the information and possible changes will be included the next Library newsletter.

Space Planning/New Shelving

The final space planning meeting is set for Tuesday, October 25 and will include a representative from Studio GC who is familiar with funding alternatives. The Library Director presented various articles and informational reports for the Board to review regarding funding the project.

The Library Director presented the color sample for the shelving and will contact the vendor to advise the sample has been approved and fabrication of the shelving can begin. It is expected to take approximately 6-8 weeks. An additional moving vendor is being sought.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. The Library Director was directed to start loan documents for the HVAC project funding with the Village of Riverside. She will contact the Village Manger to be sure what procedures will be needed.

Unfinished Business

2017 Preliminary Budget

The Finance/Personnel Services Coordinator re-presented the Preliminary 2017 Operating Budget and 2016 Tax Levy noting changes to certain line items. A special line item for renovation was suggested along with one for the HVAC project.

Trustee Elections April 4, 2017

With the upcoming election in April 2017, the Board discussed possible scenarios for replacing Ed Lyons' position, once the sale of his home is complete and he has submitted his resignation.

New Business

Holiday Closings 2017

Ken Circo moved, and Michael Flight seconded the motion to approve the holiday closings for 2017 as follows: January 1, 2017 (Sunday) – New Year's Day*; April 16, 2017 (Sunday) – Easter , May 14, 2017 (Sunday) – Mother's Day; May 29, 2017 (Monday) – Memorial Day*; July 3, 2017 (Monday) - Concert in the Park closes down parking when it falls on weekday*; July 4, 2017 (Tuesday) – Independence Day*; September 4, 2017 (Monday) – Labor Day*; November 22, 2017 (Wednesday) Close at 5 pm - low patron usage; November 23, 2017 (Thursday) – Thanksgiving*; December 24, 2017 (Sunday) – Christmas Eve*; December 25, 2017 (Monday) – Christmas Day*; December 26, 2017 (Tuesday) - low patron usage; December 31, 2017 (Sunday) – New Year's Eve close at 5 pm. * 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: Circo, Flight, Lyons, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Adjournment

Upon motion by Michael Flight, seconded by Ken Circo and passed unanimously the meeting was adjourned at 8:33 pm.

President

Secretary