

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
October 10, 2017**

Held Tuesday, October 10, 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; Michael Hagins; Jen Pacourek and Patrick White.

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

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

Review of Minutes

Patrick White moved, and Jen Pacourek seconded, that the Board approve the Minutes of the September 12, 2017 regular meeting.

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

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 20335 through 20341, 20367 through 20382, 20385 through 20398, 20403 through 20414, 20418, 20419 in the total amount of \$87,016.85, including voided check numbers 20333, 20356, 20357, 20358, 20399 through 20403, 20415 through 20417, and 20420 which includes payroll through September 30, 2017.

Roll Call Vote:

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

Nays: None

Abstained: Flight

The motion passed.

Review of Financial Statements

Michael Flight moved, and Ken Circo seconded, that the Board approve the financial statements for September 30, 2017, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance – Preliminary 2018 Operating Budget, 2017 Tax Levy Review

Jackie Aumann presented the first draft of the 2018 Operating Budget and 2017 tax levy. After discussion, Patrick White moved and Michael Flight seconded a motion to

approve the 2017 Tax Levy as presented in the amount of \$1,100,500.00, which will be given to the Village of Riverside.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Building & Grounds – Opening Doors Projects

The Library Director advised that Len Builders plans to begin construction in November. The Board extended thanks to Ken Circo for completing the permit drawings pro bono.

Building & Grounds – Roof Leaks

The Library Director advised that a ceiling vent in the Adult Collection area was leaking during a recent rain. Renaissance will be contacted to check flashing.

Technology

Michael Hagins advised that he and the committee are working on the technology plan for the upcoming year.

Special Projects – Lower Level Renovations

Jen Pacourek advised that the description of the renovation project and timelines are being added to the website. Ken Circo will be presenting the first reveal at the Bingo fundraiser on October 21st by unveiling the display boards and handing out bookmarks directing patrons to our website for more information on the project.

Courtney Greve Hack shared *The Excitement is Building* logo and the information sheet after corrections from the Board. Michael Flight was commended for personally securing local artist Chris Sammons for the design of the logo.

The Library Director presented the poster renderings.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

Unfinished Business

Lien Waivers

The Library Director presented the lien waivers as requested last month.

New Business

2018 Per Capita Grant Requirements

The Board received the information required for the 2018 grant requirements.

New Business

Confidentiality Agreement

The Board reviewed the Confidentiality Agreement and concluded that only key staff members will be required to sign, not Trustees.

New Business

Opening Meetings Act & Board Meeting Length

The Board discussed changing the time of their meetings to allow ample time to adjourn before the 9pm closing time of the Library. It was agreed by consensus to take effect in 2018.

New Business

Library Director's Annual Evaluation

Jackie Aumann, Finance/Personnel Services Coordinator, handed out information packets for the Library Director's annual evaluation due back by November 14, 2017.

Correspondence & FYIs

The Board reviewed recent correspondence. No action was necessary.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek and passed unanimously. The meeting was adjourned at 8:46 pm.

President

Secretary