

**Minutes of the Regular Board Meeting  
Of the  
Riverside Public Library Board of Trustees  
TUESDAY, SEPTEMBER 16, 2014**

**Held Tuesday**, September 16, 2014 in the Public Meeting Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 p.m.

**In Attendance:** Vice President, Susan Kucera (7:48 p.m.); Treasurer, Michael Flight; Lia Brillhart; Edward Lyons; and Patrick White

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

**Absent:** President, Jacquelyn Paine and Secretary, Joan Wiaduck

Called to order at 7:37 p.m. by Treasurer Michael Flight

**Review of Minutes**

Edward Lyons moved, and Patrick White seconded, that the Board approve the Minutes of the August 12, 2014 meeting.

Ayes: Flight, Lyons, Wiaduck

Nays: None

Abstained: Brillhart

The motion passed.

**Review of Current Bills**

Lia Brillhart moved, and Edward Lyons seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 18522 through 18566, in the total amount of \$92,662.56, which includes payroll through August 31, 2014.

Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Patrick White moved, and Lia Brillhart seconded, that the Board approve the financial statements for August 31, 2014, subject to audit.

Roll Call Vote:

Ayes: Brillhart, Flight, Lyons, White

Nays: None

Abstained: None

The motion passed.

Susan Kucera arrived at 7:48 p.m.

## **Committee Reports**

### **Finance**

The Board was advised that the first draft of the 2015 Budget will be submitted at the October meeting.

### **Buildings & Grounds**

The Library Director advised that a representative from Renaissance Roofing is scheduled to come out and see if he can find a solution to the leak over my office as well as dripping from the skylights.

The Library Director advised she has begun to get estimates and suggestions for a new HVAC system from contractors.

The Board reviewed and agreed by consensus, the email from Lupfer Landscaping offering his services along with those of Roy Diblik to do some more detail work on our garden; not to exceed \$750.

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

The approval of the Whistleblower Policy was tabled to next month in order for some minor corrections and inclusion of the instruction sheet which did not make it into the packet.

### **Strategic Long Range Plan/Space Planning**

Michael Flight and the Library Director explained some of the details of Phase II proposal from Studio GC, after their conference call with Rick McCarthy to get a better understanding of the Phase II proposal; after the schematic design to breakout areas of work. Michael Flight suggested asking Karen Layng to review the document and inviting her to a special meeting where the Board needs to decide what they want.

Patrick White moved and Edward Lyons seconded a motion to have a Special Meeting to discuss and decide where they want to take this project and to include Karen Layng. Thursday, October 9, 2014 at 7:30 p.m. was selected as the date of the meeting.

Ayes: Brillhart, Flight, Kucera, Lyons, White

Nays: None

Abstained: None

The motion passed.

### **Staff Reports**

The Board reviewed the staff reports. CYS Staff was to be complimented for their efforts with this year's Summer Reading Program.

### **Director's Report**

The Board reviewed the Library Director's report.

### **Unfinished Business - CSAGSI**

After reviewing the report and attached documents provided by the Library Director with regards to the information she collected about special collections at other libraries, and her visit to the Czech & Slovak American Genealogy Society of Illinois (CSAGSI); the Board suggested she take it to the next level and meet with their members to discuss details and answer questions.

**Unfinished Business – Per Capita 2015 Requirements**

The Board analyzed the Library's current budget and found the revenue and expenditures to be sufficient to provide what is needed to better serve the community.

**New Business**

The Library Director requested a change in her work schedule to include an evening and one day of the weekend in order to not work Fridays. The Board agreed by consensus and asked her to submit what her schedule will look like in the future.

**Correspondence**

The Board reviewed recent correspondence.

**Adjournment**

Upon motion by Edward Lyons, seconded by Lia Brillhart, and passed unanimously the meeting was adjourned at 9:25 p.m.

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President

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Secretary