

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
September 20, 2016**

Held Tuesday, September 20, 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; Vice President, Susan Kucera (8:01 pm); Secretary, Jen Pacourek; Treasurer (7:45 pm), Michael Flight; Ken Circo; and Patrick White.

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

Absent: Edward Lyons

Called to order at 7:34 pm by President Wiaduck.

Review of Minutes

Michael Flight moved, and seconded by Ken Circo, that the Board approve the Minutes of the August 9, 2016 meeting.

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Michael Flight moved, and Ken Circo seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 19776 through 19791, 19798 through 19817, in the total amount of \$62,187.83, which includes payroll through August 31, 2016,

Roll Call Vote:

Ayes: Circo, Flight, White, Wiaduck

Nays: None

Abstained: None

The motion passed.

Jen Pacourek arrived at 7:45 pm.

Review of Financial Statements

Michael Flight moved, and Susan Kucera seconded, that the Board approve the financial statements for August 31, 2016, subject to audit.

Roll Call Vote:

Ayes: Circo, Flight, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance - Preliminary 2017 Operating Budget, 2016 Tax Levy

Jackie Aumann presented a preliminary draft of the 2017 Operating Budget and the 2016 Tax Levy and reviewed her explanation of the process to create the budget. The status of the current budget was also reviewed. The Board was asked to go over the draft and make recommendations or changes. Final approval will take place at the November meeting.

Susan Kucera arrived at 8:01 pm.

Building & Grounds- HVAC Update Report

The Library Director advised that the Public Notice of Bid ad ran in this past Wednesday's local newspapers at a cost of \$308. Patrick White noticed an error in the ad and suggested the attorney who gave final approval should pay for a second corrected publication. Bid Packets are awaiting pickup by potential bidders. A walk through will take place on Friday, September 23 with interested contractors and Bid Packets should be picked up at that time.

Michael Flight recommended the Board accept the August 17, 2016 proposal from Z3 Solutions Construction/Consulting to provide construction management services in two parts: preconstruction services phase and the Bidding services phase in a total amount of \$8,500.

Patrick White motioned to accept the proposal and Ken Circo seconded the motion.

Ayes: Circo, Kucera, Pacourek, White

Nays: None

Abstained: Flight

The motion passed.

Policy & Bylaws – Donations Policy and Collection Development Policy

After a request by Michael Flight to review the current Book Donation Policy and Collection Development Policy, the Board reviewed the documents and the Library Director gave a detailed explanation of the review process for accepting donated materials. The Board agreed by consensus that no modifications were necessary but it might be time for the Library Director and staff to review the Collection Development Policy for any necessary updates.

Library Advocacy

The Library Director presented the results from the recent Patron Survey which took place July 22 through August 31, 2016. She advised that these results will be reviewed with staff at the upcoming In-Service Meeting for suggestions, comments, themes for changes, etc. She plans to summarize the results in the upcoming winter newsletter, citing areas that cannot be changed, improvements that will be implemented and appreciation to patrons who participated.

Space Planning/New Shelving

The Library Director advised that a deposit to purchase the new shelving has been sent to the vendor and bids for moving and reshelving the materials are being sought. Color samples are due in and construction of the shelving will take approximately 6-8 weeks.

Space planning meetings are coming to an end and after final plans and costs estimates are submitted, the Board can review and discuss how implementation can be funded and completed.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report.

CSAGSI Update

The Library Director advised that we are still waiting on the updated contract to be signed by CSAGSI.

New Business

Request from Joseph Baar Topinka

Patrick White moved and Michael Flight seconded a motion to table Mr. Topinka's request to name a meeting room in honor of his mother, Judy Baar Topinka and accept personal items for display in said room.

Ayes: Circo, Flight, Kucera, Pacourek

Nays: None

Abstained: None

The motion passed.

New Roof Repairs

The Library Director described a new leak in the atrium and that the cost for repairs has been requested. Fortunately only heavy rains seem to cause the leaking.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Announcements

Joan Wiaduck advised that Edward Lyons has a contract on his house and a closing date of October 25, 2016, which will require his resignation from the Board at that time.

Decisions will need to be made when the resignation is formally received as to appointment of a temporary new Trustee and with the upcoming Board vacancies to be filled by the April 2017 elections.

Adjournment

Upon motion by Michael Flight, seconded by Jen Pacourek and passed unanimously the meeting was adjourned at 9:17 pm.

President

Secretary