

**Minutes of the Regular Board Meeting
Of the
Riverside Public Library Board of Trustees
September 12, 2017**

Held Tuesday, September 12, 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 (7:38 pm); 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 Vice President Ken Circo.

Ken Circo welcomed staff member Christine Legan who is training to replace Dorothy Sikora.

Review of Minutes

Michael Flight moved, and Jen Pacourek seconded, that the Board approve the Minutes of the August 8, 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 20292 through 20298, 20323 through 20332, 20334, 20342 through 20355 and 20359 through 20366 in the total amount of \$78,490.05, including voided check numbers 20356, 20357 and 20358 which includes payroll through August 31, 2017.

Roll Call Vote:

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

Nays: None

Abstained: Flight

The motion passed.

Joan Wiaduck arrived at 7:38 pm.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for August 31, 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

Jackie Aumann advised the Board that the budget process for 2018 has begun and a draft of the proposed operating and appropriations budget will be presented next month.

Building & Grounds – Opening Doors Projects

Ken Circo advised that he has completed the drawings for Len Builders to coordinate their information so the project can be approved for permit. October completion is still projected for completion.

Building & Grounds – Roof Repairs Update

The Library Director advised that the roof repairs are completed and paid for. Michael Flight suggested she contact Renaissance Roofers for lien waivers for all contractors and suppliers involved as well as warrantees in Riverside Public Library's name as applicable.

Policy & Bylaws

Patrick White presented his concerns that a policy for STEAM and STEM be designated as a goal for the lower level special project renovation and the Board agreed that technology will evolve with the space changes and included in the mission, but does not require a policy.

Technology

Michael Hagins advised that he reviewed the website and gave a comprehensive report stating the new website is cleaner, easier to use and a good platform for the Library. Additional corrections, updates and improvements continue to be implemented. Michael Hagins also reported he had attended the September 11, 2017 Technology Committee meeting where website tweaks and budget planning were discussed.

Special Projects – Lower Level Renovations

Jen Pacourek reviewed her notes from their most recent committee meeting, where fundraising ideas, campaigns and other plans were discussed. It is hoped that the October 21st Friends of the Library Bingo could be used to introduce this next phase of the renovation project for the lower level. Ken Circo agreed to give a brief presentation during an intermission and a handout directing guests to the website for more information is distributed. Key elements of the project, including a few renderings, drawings, the project's history and mission, and a short video will need to be included on the website before that date.

Courtney Greve Hack presented a packet of information which could be used on the website and in handouts and presentations and asked Board members to review and get back to her with corrections and clarifications.

The Library Director will work with Ken Circo to have 24x36 renderings printed.

Staff Reports

The Board reviewed the staff reports.

Director’s Report

The Board reviewed the Library Director’s report. The Library Director advised that the previously approved special after hours event for the Riverside Junior Woman’s Charity originally set for June 2017 has been rescheduled for October 12, 2017. A \$1000 Sisters in Crime Grant was awarded to the Riverside Public Library and will include a mystery author program. Person of the Year tickets were distributed to the Board members who plan to attend.

New Business

2018 Holiday Closings

Michael Flight moved and Patrick White seconded a motion to approve the 2018 Holiday Closings as presented: January 1, 2018 (Monday) – New Year’s Day*; April 1, 2018 (Sunday) – Easter; May 13, 2018 (Sunday) – Mother’s Day; May 28, 2018 (Monday) – Memorial Day*; July 3, 2018 (Tuesday) - Concert in the Park closes down parking when it falls on weekday*; July 4, 2018 (Wednesday) – Independence Day*; September 3, 2018 (Monday) – Labor Day*; November 21, 2018 (Wednesday) Close at 5 p.m. - low patron usage; November 23, 2018 (Thursday) – Thanksgiving*; December 24, 2018 (Monday) – Christmas Eve*; December 25, 2018 (Tuesday) – Christmas Day*; December 26, 2018 (Wednesday) - low patron usage; December 31, 2018 (Monday) – 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: Circo, Flight, Greve Hack, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

New Business

Staff In-Service

Patrick White moved and Ken Circo seconded a motion to approve the half day closing of the Library for a Staff In-Service meeting on Wednesday, January 10, 2018.

Correspondence

The Board reviewed recent correspondence. No action was necessary.

Adjournment

Upon motion by Michael Flight, seconded by Patrick White and passed unanimously the meeting was adjourned at 8:54 pm.

President

Secretary