Minutes

North Riverside Public Library District

Board of Trustees

**Regular Meeting, November 15th, 2021**

**6:00 PM**

1. **Open of Meeting**

A. Call to order - 6:02pm

**Present:** Greg Gordon, Ken Rouleau, John Mathias, Jeanne Ottenweller,

Kyle Johnson

**Absent:** Annette Corgiat and Treasurer Kathy Bonnar

**Also Present:** Director Starosta, Marla Curran

B. Quorum was established

C. **Guests:** Dave Jelonek, representing auditor

D. Approval of agenda

* + Change in agenda: Taking out closed meeting minutes (no closed meeting minutes available tonight)
  + A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the agenda as amended. All ayes, motion **carried.**

2.  **Open Forum**

* [No visitors]

**3. Audit**

* Jelonek did not have any disagreements or significant errors during audit. Everything went smoothly. Books were mainly correct, minus minor reclassifications of item lines (common).
* Library is on track as of June 30, 2021
* Performance of the library for the year and facts are presented in the form of: Basic financial statements (governmental funds, balance sheets, state of deposition) that show 3 main funds: General, Building & Capital Projects (Everything else in minor columns)
  + Total fund balance of General fund = $1.4 million in equity (including annuity) - Exhibits fiscal health and responsibility
  + Not a lot of liability in the funds (positive)
  + $3.6 million full accrual (capital assets, depreciation, debt certificates, net pension liability, etc.)
  + IMRF plan only active for 2.5 years, net pension assets projected in the near future
  + Capital projects leveled
  + Nonmajor funds spent over property taxes in planned spending
  + Depreciation exceeded capital assets in 2020
  + This year is similar in comparison to last year
* Budget to actual:
  1. General fund: Library spent within budget
  + Building fund: Library spent within budget
  + IMRF pension liability vs. Net position: Increase of $1,100 (NRPL has been participating for 2.5 years; will not level out until 10 years in)
    - Library reports June 30, IMRF reports in December so there is a 6month lag.
  + Smaller funds: SS, unemployment, audit, insurance, IMRF. Overages in these funds come from General fund.
  + Slight gain in unemployment insurance (otherwise within budget).
* For a first-year audit with the new company, the process went smoothly thanks to the processes that Director Starosta has in place.
* A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the 2020-2021 Audit as presented. All ayes, motion **carried.**

4. **Consent Agenda** (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone’s request at any meeting)

* A motion was made by Trustee Mathias and seconded by Trustee Rouleau to approve the consent agenda as presented. All ayes, motion **carried.**

1. Secretary:

Minutes of the October 18th, 2021 Regular Board Meeting

Correspondence

1. Treasurer:

October 2021 Financial Statements

Authorization to transfer $60,000 to checking

5. **President’s Report**

* [Not here tonight – Nothing to report]

6. **Director’s Report**

* Final report from the Illinois Historical Society
  + Approved to do concrete and asphalt
  + Can now get $50,000 from the State
* Have a couple of grants pending
* Foundation: Asking for $25,000
  + New/repaired shades for meeting room
  + Renovation of Makerspace Annex downstairs
  + Security film on windows in front so they cannot break (prevent break-in)
* Riverside Township
  + Asking $4,000 for angled shelving for adult stacks for disabled, vision impaired and senior patrons.

7. **Committee Reports**

A. Building & Grounds (informational)

* In the lower level, there are pipes that run under the floor for ground water drainage. On the blueprints, there’s a line right where the moisture is on the new carpet. Looking into this more.
* Concrete walkways outside are done
  + Sprinkler pipe does need to be repaired from damage during concrete installation
* Asphalt installation put off until Spring because of Winter

B. Personnel (informational)

[Nothing to report] (see new business)

C. Policy (informational)

[Nothing to report]

D. Strategic Planning (informational)

* + Still waiting for annexation time
  + Will also be looking into Hines VA Hospital at a future Committee of the Whole meeting

8. **New Business**

1. Annexation motion
   * A motion was made by Trustee Rouleau and seconded by Trustee Ottenweller to approve the annexation document as presented. All ayes, motion **carried.**
2. Cost of Living Increases (action)
   * A motion was made by Trustee Ottenweller and seconded by Trustee Rouleau to approve the proposed Cost of Living increase at 2% at a cost of $11,065. All ayes, motion **carried.**
3. 2022 Meeting and Holiday schedule (action)
   * A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the consent agenda as presented. All ayes, motion **carried.**
4. Pay scale document (discussion/action)
   * A motion was made by Trustee Mathias and seconded by Trustee Rouleau to approve the proposed pay scale document as written. All ayes, motion **carried.**

9. **Old Business**

* [Nothing to Report]

13. **Adjournment**

* A motion was made by Trustee Rouleau and seconded by Trustee Gordon to adjourn the meeting at 6:42 PM. All ayes, motion **carried.**

***Note: Agenda items may be added that pertain to discussion or information.***

***No items may be added to the final agenda that require Board action.***

### Special Board Meeting is scheduled for November 29th, 2021 at 6:00 p.m.

### Next regular Board Meeting is scheduled for January 17th, 2021 at 6:00 p.m.