

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda

Committee of the Whole

Board of Trustees

North Riverside Library is inviting you to a scheduled Zoom meeting.

Topic: Committee of the Whole Meeting

Time: Feb 1, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95233953638?pwd=MnFXN1NFRDYxVG5Pd0RJOUFrRGZZUT09>

Meeting ID: 952 3395 3638

Passcode: 934240

One tap mobile

+13126266799,,95233953638#,,,,*934240# US (Chicago)

+13017158592,,95233953638#,,,,*934240# US (Washington D.C)

February 1st, 2021

6:00 PM

1. Open of Meeting

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda and requested changes to agenda

2. Open Forum

Audience Members wishing to address the Board: please complete the open forum sheet provided and give it to the Board Secretary.

3. Minutes

- A. Accept Minutes of January 6, 2020 Committee of Whole Meeting Open Session. *Note: No meetings have been held since January 6, 2020.

4. Policy Committee

- A. Revised Board Bylaws Draft

5. Other New Business

- A. Director's Succession Plan

6. Adjournment

The Library Board meeting is scheduled for Monday, February 15, 2021 at 6:00pm.

*North Riverside Public Library
Board of Trustees
Minutes of the January 6th, 2020 Meeting
Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:32 p.m.

Present: P.J. Folz, Al Pineda, Ken Rouleau, Annette Corgiat, Greg Gordon, Kathy Bonnar

Absent: Brad Lanken

Also Present: Director Natalie Starosta, John Mathias

A quorum was established with six Trustees present. The agenda was accepted with the following amendments: the date of the minutes was changed to August 12, 2019 and 9.c Senior Group was added. The minutes of the August 12, 2019 Committee of the Whole meeting were accepted as presented by unanimous vote.

Finance Committee

A. Nothing to report.

Building and Grounds

- A. HVAC controls are being switched over to the new system. Replacement of conduit that has issues is in process.
- B. Director Starosta let everyone know that we should have design boards for the new booksale and small group meeting rooms next week. Lighting project is still a work in progress.

Personnel Committee

A. Nothing to report.

Policy Committee

A. Nothing to report.

Strategic Plan

- A. Trustee Folz and Director Starosta held a town hall forum with the board members. They were asked the same questions that the public has been asked at each town hall event. Their responses are being added to the responses gathered.

Other New Business

- A. Director Starosta updated the board on the progress with the donor wall which has been ordered from W&E Baum and should arrive in April 2020. Decisions must be made on the price of each color leaf and the rocks. President Corgiat will be emailing notes on how to introduce the donor wall to the public.
- B. The Popup library in the North Riverside Mall has continued to get great traffic. Staff are restocking it 2-3 times each week.

- C. Discussion was had about the discontinued Senior Drop In event. Letters were received by board members with no signature or contact information. Director Starosta has received and approved a meeting room request from that group to continue their program on Friday mornings through March after which time they will be asked to come a different day.

There being no other new business the meeting was adjourned at 7:15 p.m.

Minutes Prepared by Director Starosta



BYLAWS

1. Establishment and Authority [75 ILCS 16/30-35]

- 1.1 The North Riverside Public Library District was established in April, 1983. The District operates according to the provisions of Chapter 75, Act 16, of the Illinois Compiled Statutes, 1992 (The Illinois Public Library District Act of 1991).
- 1.2 These rules are supplementary to the provisions of the statutes of the State of Illinois, which hold precedence as they relate to the procedures of boards of library districts.
- 1.3 The office of the Board shall be located at the North Riverside Public Library, 2400 S. Des Plaines Ave. North Riverside, Illinois 60546.

2. Purpose [75 ILCS 16/1-10]

- 2.1 The purpose of the North Riverside Public Library District is to provide a local institution of general education for its taxpayers. To this end, the Board of Trustees and its Staff shall carry out the spirit and intent of the Illinois Public Library District Act by establishing, supporting and maintaining a library within the District and by providing library services.

3. Board of Trustees [75 ILCS 16/30-10, 16/30-25]

- 3.1 The Board of Library Trustees of the Public Library District, North Riverside, Illinois is composed of seven members. Trustees are elected biennially for six-year staggered terms.
- 3.2 The term of each member of the Board of Trustees shall commence on the third Monday of the first month following election and continues until a successor is duly elected and qualified.
- 3.3 A vacancy on the Board of Trustees shall be filled by the remaining Trustees until the next regularly scheduled election of Trustees, at which time a Trustee will be elected to fill the remainder of the unexpired term, in conformance with the Illinois Public Library District Act.
- 3.4 The Board of Trustees may declare a vacancy in the office of Trustee when an elected or appointed Trustee:
 - a. declines, fails or is unable to serve,
 - b. becomes a nonresident of the District,
 - c. is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act of 1991, or
 - d. fails to pay the library taxes levied by this District.



BYLAWS

Before declaring a vacancy in the office of Trustee, the Trustee in question shall be notified in writing of the reason(s) why the Board of Trustees is considering declaring a vacancy in his/her office. The written notice shall be mailed at least fifteen (15) days before the date of a proposed meeting when the reason(s) for declaring a vacancy shall be considered by the Board of Trustees. The Trustee in question may be represented by an attorney and shall be given an opportunity to be heard, produce witnesses and cross-examine witnesses at the meeting at which the vacancy of his/her office is to be considered by the Board of Trustees. Upon the affirmative vote of a majority of the Board of Trustees, a vacancy may be declared in the office of the Trustee for any one or more of the four (4) reasons set forth above. In the event a vacancy is declared in the office of Trustee, said vacancy shall be filled pursuant to the provisions of section 16/30-25 of Chapter 75 of the Illinois Compiled Statutes.

- 3.5 In order to provide, support and maintain public library service within the District, the Board of Trustees shall have the exclusive powers and duties of governance of the District, providing for both physical and financial needs of the District and shall appoint a competent Librarian and necessary Staff, all in compliance with the provisions of the Illinois Public Library District Act and such other laws which may apply.

4. Officers [75 ILCS 16/30-40, 16/30-45; 5 ILCS 120/2.06]

- 4.1 The officers of the Board of Trustees shall be President, Vice-President, Treasurer and Secretary. They shall be elected at an organizational meeting following the regular Trustee election and certification and shall serve for one year or until their successors are elected. A vacancy in an office shall be filled by the Board for the unexpired term.
- 4.2 The President shall preside over all meetings. In the President's absence, the Vice-President shall preside. In the absence of both the President and the Vice-President, a temporary chairman shall be elected by the Board of Trustees. The President shall perform all other duties as prescribed by law. The President shall, with the approval of the Board of Trustees, appoint committees. The President shall be ex officio member of all committees. The President shall not have nor exercise veto powers.
- 4.3 The Treasurer shall keep and maintain all District accounts and financial records during his/her term of office according to the Illinois Public Library District Act. These records shall be subject to audit by two other Trustees appointed by the President as prescribed by the Illinois Public Library District Act. The Treasurer shall perform all other duties as prescribed by law. The Treasurer shall give bond to the District to discharge faithfully the duties of his/her office and to account to the District for all District funds coming into his/her hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The cost of such bond shall be borne by the District.



BYLAWS

- 4.4 The Secretary shall keep and maintain appropriate minutes and records during his/her term of office according to the provisions of the Illinois Public Library District Act. These records shall be subject to audit by two other Trustees appointed by the President as prescribed by law. The Secretary shall perform all other duties prescribed by law.

5. Meetings [75 ILCS 16/30-50; 5 ILCS 120/2, 2.01, 2.02, 2.03, 7]

- 5.1 At least five regular meetings of the Board shall be called each fiscal year.
- 5.2 Within thirty (30) days after the beginning of each fiscal year, the Secretary of the Board shall give public notice of the schedule of regular meetings of the Board for the ensuring fiscal year, stating the regular meeting dates, times and places of such meetings, by posting a copy of the notice at the Library.
- 5.3 The date, place and time of a particular regular meeting may be changed by the affirmative vote of a majority of the Trustees present and voting at the regular meeting prior to the meeting affected.
- 5.4 A special meeting of the Board may be called by any four (4) Trustees. No special meeting shall be held unless notice of the time and place thereof shall be given to all Trustees and posted for the public at least forty-eight (48) hours in advance of said special meeting, except in cases of bona fide emergency.
- 5.5 Public notice of any rescheduled regular meeting shall be given at least ten (10) days before such meeting by published legal notice and by posting public notice at the Library. In addition, notice of rescheduled or special meetings shall be given to any local news medium which has filed an annual request with the Secretary of the Board in compliance with Illinois statutes. Such public notice does not apply in the case of bona fide emergency or when the announcement of the time and place of a reconvened meeting has been made at the original meeting and there has been no change in the agenda of the meeting.
- 5.6 The Annual Meeting shall be held at a time and place selected by the Board. The purpose of this meeting is to provide for completion and presentation of the Annual and Financial Reports of the District, to review the Bylaw and Policy Manual of the District and to appoint standing committees.
- 5.7 Meetings of the Board and its committees shall be open to the public and shall be conducted in compliance with Illinois statutes.



BYLAWS

a. The Board welcomes comments from the public who attend Board meetings. The Board provides a specific period on the agenda during meetings when citizens may comment.

1. All persons wishing to speak must sign up prior to the meeting. A sign-in roster will be provided. The roster will determine the speaking order for people who wish to make public comment. People wishing to address the Board will be asked to provide their name. Anyone refusing to identify himself or herself will be prohibited from speaking.
2. Public comments are limited to 2 (two) minutes per speaker.
3. A spokesperson representing several other parties or organization will also have two (2) minutes to make public comment.
4. If the number of people wishing to speak is large, the President or President pro tem may rule that a separate meeting be scheduled on a particular issue and ask that those wishing to comment do so at that meeting.
5. Public comments will be addressed to the Board, not to other members of the public.
6. The public comment portion of the meeting will be the first order of business at all meetings.
7. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or President pro tem may declare that person out of order and refuse him or her permission to continue to address the Board.
8. A written summary of public comments will be recorded in the minutes of the Board meeting at which the comments occurred.

5.8 A quorum of the Board shall consist of four (4) members and a majority of those present shall determine the vote taken on any question.

5.9 Electronic conferencing for meeting attendance and voting requirements is permissible as long as the meeting is conducted in accordance with the Open Meetings Act [5 ILCS 120/7]:



BYLAWS

- a. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability, ii) employment purposes or the business of the Board, or iii) family or other emergency.
- b. A quorum of members of the Board must be physically present at the location of the meeting. Only additional members – those members not part of the required physically present quorum – may attend by electronic conferencing.
- c. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.
- d. The meeting minutes shall indicate if a Board member was present by electronic conferencing.
- e. A Board member who intends to attend a meeting by electronic conferencing must provide notice to the Board President or Executive Director at least 24 hours prior to the meeting.
- f. The location of the meeting shall be equipped with a suitable transmission system (e.g. speakerphone) in order that all in attendance, including the public audience, will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.

5.10 *Robert's Rules of Order, Newly Revised* or its successor shall prevail on any question not prescribed by statute or by the District's established rules. The rules of order, other than such rules that may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at a meeting.

6. Committees and System Representation [75 ILCS 16/30-45; 5 ILCS 120/2.06]

- 6.1 The following standing committees shall be appointed at the Annual Meeting: Building and Grounds, Finance, and Personnel/Policy. Members of standing committees shall serve for a term of one (1) year.
- 6.2 Ad hoc committees may be appointed from time-to-time as the Board may decide and direct.



BYLAWS

- 6.3 All committee members shall be appointed by the President, with the consent of the Board.
- 6.4 The President shall designate, with the consent of the Board, a member of the Board to serve a three-year term, to be reviewed annually, as the District's representative to the Library system.
- 6.5 All Board committees shall take minutes of their meetings and shall submit them to the Library Board at the next regular meeting.

7. General Provisions [5 ILCS 120/2.02]

- 7.1 An agenda for each regular meeting of the Board of Trustees shall be prepared by the Executive Director in consultation with the Board President preceding such meeting.
- 7.2 The regular order of business at all regular meetings shall be as follows:
 - 1. Roll call and declaration of quorum
 - 2. Public comment
 - 3. Disposition of minutes of previous meeting(s)
 - 4. Financial reports
 - 5. Director and Staff reports
 - 6. Committee reports
 - 7. New business
 - 8. Old business
- 7.3 The District's fiscal year shall begin with July 1 and end with June 30.

8. Director [75 ILCS 16/30-55.35]

- 8.1 The Board shall appoint a competent Librarian, who shall be responsible to the Board of Trustees, to serve as Director.
- 8.2 Among the duties of the Director shall be the following:
 - a. to serve as the chief administrative officer of the Library,
 - b. to implement the decisions and policies of the Board of Trustees
 - c. to direct and supervise all Staff,
 - d. to submit regular reports to the Board and to recommend such policies and procedures as in the opinion of the Executive Director will promote the efficiency of the Library in its service to the public.



NORTH RIVERSIDE
PUBLIC LIBRARY

NORTH RIVERSIDE, IL

BYLAWS

- 8.3 The Director shall hold only such financial authority as may be delegated by Board policy.
- 8.4 The Director shall be accountable to the Board through the President or a person so designated by the President.

9. Amendments

- 9.1 These rules may be amended by an affirmative majority vote of all the members of the Board of Trustees.
- 9.2 A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

10. Severability

- 10.1 If any provision of these Bylaws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these Bylaws.

North Riverside Public Library District Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the director will inform the Board President of the absence, or a member of the staff will if the Director is unable. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be:

Adult Services Manager

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

The Acting Library Director will be responsible for providing regular updates to the Board President on the work of the Acting Library Director during the leave of absence period and the Board President will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

North Riverside Village Administrative Staff & Village President
RAILS

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is needed

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of an Illinois library district
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the RAILS library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to HR Source or the library's attorney.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept locked in the library safe in the director's office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept on the Library Director's desktop computer.

Signatures of Approval for North Riverside Public Library District

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Library Director: _____ Date: _____

Information and Contact Inventory for North Riverside Public Library District

Knowing where our organization's key information is located is critical so that if an emergency succession should occur, our library would be able to quickly continue work in the most efficient and effective way.

Bylaws: Copies included on Board dropbox in the folder "Reference Materials for Trustees" and on the H drive under the Board folder.

Strategic Plan: Digital copy on website and H drive; physical copy in file cabinet under Strategic Plan

Board Minutes: Current year in the file cabinet under Minutes; previous years in storage room

Financial Information

- Employer Identification Number: 36-3242278
- State Identification Number:

Current & previous audited financial statements: Tall black file cabinet in the 2nd drawer, digitally on website and H drive under Bob – Financial - Audit

Financial statements: Board dropbox for each month, created by Lauterbach & Amen and emailed, saved on H drive in Board folder in each month of Board Meeting packets.

Tax Exemption Certificate: Valid through 2025. Printed in bottom drawer of black filing cabinet, saved in H drive.

Passwords:

Auditor

- Name: O'neil & Gasspardo
- Contact: Nathan Pasbrig
- Phone Number/Email: npasbrig@og-llc.com

Accountant

- Name: Lauterbach & Amen
- Contact: Nicole Kozlowski
- Address: 668 N. River Rd. Naperville, IL 60563
- Phone Number/Email: 630-393-1483 nkozlowski@lauterbachamen.com

Bank

- Name: First American Bank (Riverside Branch)
- Accounts: 05007135001(checking), 5015 (savings)
- Authorized Signers: Annette Corgiat, Ken Rouleau, Greg Gordon, Natalie Starosta

Attorney

- Name: Roger Ritzman (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.) – General legal inquiries, levy, ordinances
- Phone Number/Email: Roger Ritzman ritzman@psnrb.com ; (630) 665-1900
- Name: Scott Metcalf (Franczek P.C.) – Property Tax appeals
- Phone Number/Email: T. 312.786.6104 | F. 312.986.9192 | srm@franczek.com
- Name: Management Association – HR legal issues, can assist with policies and FOIA
-

Fiscal Authority

Those authorized to make transfers and wire transfers and who are the authorized check signers:

Board President

Board Vice President

Member

Director

Human Resources Information

Employee records/personnel information/ I-9's: Current active library employees are located in the top drawer of the black filing cabinet in Director's office; pervious employee files are located in the bottom drawer of the fireproof safe in Director's office

Payroll

- Company Name: Paychex
- Account number: 1205-7865
- Payroll Rep: Kenya Roberts
- Phone Number/Email: klroberts3@paychex.com, or 844-729-9247 x5200609

Insurance Agent

- Company Name: Cook & Kocher
- Representative's Name: Mara Weiss
- Policy #: Various, check binder or check stubs under: Traveler's Insurance, Utica Insurance, Cook & Kocher
- Phone Number/Email: Phone: 847-692-9200 Fax: 847 692-9299
Email: maraw@cookandkocher.com

Some crucial times for our library are:

- **March-June:** Create next fiscal year's budget. Final budget must be approved by the board prior to the start of the fiscal year and posted to the library website and bulleting board once approved.
- **June:** New fiscal year ordinances: board meeting schedule, non-resident card. Ordinances should be posted in the library following board approval. Help with ordinances can be obtained from the attorney. Previous year copies are saved in H Drive under Ordinance/Levy folder for pervious year.
- **July-August:** Tentative budget & appropriation ordinance: the board should approve a tentative B&A a minimum of 30 days prior to the hearing. A notice of the public hearing must be published in the newspaper 30 days prior to the passing of the B&A. Annual financial audit prep: business manager should be in touch with the accountant and the auditor to schedule audit prep and on site audit work.
- **August-September:** Hold a hearing for the B & A; board passes the final B & A Ordinance along with the Treasurer's Certificate of Estimated Revenue. Both pieces should be posted to the website and filed with the County prior to the 4th Tuesday in September. Final B&A gets published in the newspaper.
- **November:** Board approval of the annual tax levy ordinance. Final levy should be posted to the website, filed with the County online, and a paper copy sent to the County as well. Presentation of the annual audit to the board of trustees.