

**Agenda**  
**Committee of the Whole**  
**Board of Trustees**  
**North Riverside Public Library**  
**2400 S. Des Plaines Avenue**  
**North Riverside, Illinois**  
**April 9, 2018 6:30 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 March 20, 2018 Committee of Whole Meeting Open Session
4. **Personnel Committee (Greg)**
  - A. Discussion of Director's leave
  - B. Update on positions
5. **Building and Grounds Committee (Ken)**
  - A. Discussion of main floor carpeting
  - B. Review bid for stair treads
  - C. Update on Emergency Lights and Exit Signs
  - D. Discussion and bid review for phone system menu
6. **Policy Committee (Priscilla)**
  - A. Other
7. **Other New Business**
  - A. Discussion and Review of Tablets for Board Members
  - B. Discussion of proposed Technology Upgrades
  - C. Discussion of hot spot lending
  - D. Show Your Library Card Benefits Plan
  - E. Other
8. **Adjournment**

The Library Board meeting is scheduled for Tuesday, April 16, 2018.

*North Riverside Public Library  
Board of Trustees  
Minutes of the March 12, 2018 Meeting  
Of the Committee of the Whole*

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President Corgiat called the Committee of the Whole meeting to order at 6:31 p.m.

Present: Annette Corgiat, Greg Gordon, Brad Lanken, Priscilla Skenandore, Ken Rouleau

Absent: Al Pineda, P.J. Folz

Also Present: Director Natalie Bazan

A quorum was established with four Trustees present. The agenda was accepted as presented. Since there were no visitors at the meeting, the first order of business was acceptance of the minutes of the February 12<sup>th</sup> Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Personnel Committee

- A. Trustee Gordon and Director Bazan presented Senior Services job description. Discussion between board members about the final wording that a Spanish speaker was preferred and discussion about how this would fit into our current staffing structure. Bazan said that her plan was to move the existing adult librarian into this position as this fit her current work.
- B. Adult Services job description was discussed. Bazan is to look into ways to add a phrase that says we would like a Spanish speaker that skill is not required to apply. President Corgiat inquired about the salary, hours and how the position worked with our current budget. Trustee Lanken and Bazan affirmed that the position is currently budgeted for. Trustee Gordon noted that the position would be a replacement for one which has been vacant since July 2017 after a retirement and was full time.
- C. Administrative assistant/promotions job description also included a discussion of budget and salary as well as the hours allotted for the position. Bazan noted that this position would be part time at an average of 18 hours a week. All three job descriptions will be on the Library Board meeting on Monday March 19<sup>th</sup>.

Building and Grounds

- A. Trustee Rouleau noted that they the library had been re-inspected. The library has now passed in all categories except our emergency lighting battery tests and exit sign battery tests. Bryant will be addressing these issues and replacing batteries or units as needed.
- B. Director Bazan presented two quotes for carpeting the main floor which were broken down into the meeting room, young adult area and the adult area/circulation desk. She is waiting on the additional three companies to reply and a quote for the shelf moving company. Board liked the idea of carpet tiles rather than broadloom carpet because if its replace-ibility as well as the fact that cost was not that much higher.

- C. Board reviewed bid provided by Versatile for a new APC unit for the circulation desk to replace one that was non-functional about 4 months ago. Unit will be purchased.
- D. Quote was not provided in time for the meeting.
- E. Director Bazan presented a quote to update our phone system, adding a menu for patrons to be directed to different departments rather than all calls going to the circulation desk. She suggested that the first option be the circulation desk to keep patrons from waiting on the phone to hear all the options and that the options be generic tied to the position rather than a name in case of staffing changes. President Corgiat asked for statistics to be kept for a week noting how many calls we receive and where they are directed to be presented at the board meeting.

#### Policy Committee

- A. Trustee Skenandore informed the board that she and Director Bazan would begin meeting to review the current policies and begin revisions on Wednesday. Her plan is to work through all the current policies and revise where needed followed by creating an annual review schedule for the policies for the future.

#### Other New Business

- A. Director Bazan noted that we are estimated to have about 5-6 months of library cards left and asked the board if we had ever had children's cards as well as adult cards. Bazan is gathering pricing on cards from manufacturers used by libraries in the area. Trustee Skenandore suggested that we have a contest for the artwork for the children's cards to involve the community more actively in the library.
- B. Bazan reported that she will begin scheduling biannual staff in-service days which will include trainings from the Fire Department as well as work with our resources to make sure all of our staff is aware of and able to use our resources.

There being no other new business the meeting was adjourned at 7:35 p.m.

Minutes Prepared by Director Bazan

Standard Proposal

***JOHNSON FLOOR COMPANY, INC.***

9690 W. 55<sup>th</sup> Street • Countryside, IL 60525 • 708-354-5510 • Fax 708-354-9205

Ms. Natalie Bazan  
Director  
North Riverside Public Library  
2400 S. Des Plaines Avenue  
North Riverside, IL 60546

Date: March 21, 2018  
Project: Stair Tread  
Replacement

We agree to supply labor and materials to install new Johnsonite rubber stair treads to replace existing damaged ones. The price below is subject to the following clarifications and exclusions.

1. We exclude overtime work
2. We exclude any extra floor preparation not having to do with the damaged stair treads
3. Removal of existing treads is included in the price
4. Floor preparation for the areas to receive new treads is included in the price

For new Johnsonite rubber stair treads.....**\$1,813.00**

If this proposal is acceptable, please send us your purchase order for the same. Thank you.

Phil Johnson

**NOTE:** Payment in full is expected upon satisfactory completion of the work described above unless prior written arrangements have been made.

**FOR TERMS AND CONDITIONS, PLEASE SEE REVERSE SIDE**

### Stair Treads:

The quote to replace the broken stair treads includes labor for 3 damaged treads as well as material for 5 treads (so there will be 2 spare treads) for any future issues. These treads are the marbleized sandstone color however they will be a different tread pattern.

Tablet pricing – all pricing was done on March 20<sup>th</sup>

Make/Model	Cost	Retailer
Ipad – our current ones	\$300, clean them up and new cases	n/a
Microsoft Surface Pro	\$800-\$1,600/person = \$5,600-\$11,200 for the board +case, pen, keyboard	Best buy
Chromebook	\$488-\$850/person = \$3416-\$5950 for the board + cases	Best Buy /Amazon
Ipad 12.9 inch	\$800-\$1,280/person = \$5600-\$8960	Best Buy /Amazon
Kindle Fire	\$50-\$150/person = \$350-\$1,050 + cases	Amazon
Nook	\$130-\$300/person = \$910-\$2,100 + cases	Barnes and Noble

Hello All,

I'm here to pick to collective brain. My new library board (as of this past Monday!) has been interested in getting tablets of one sort or another (generally focusing on surface or ipads) to use for the board packets in an effort to save money. I have only been here a week but do not see how that would save us money. Save trees ... yes. Does anyone have tablets that they issue to board members? How does that work (do you have tech support for them, are they only wifi enabled, do you replace them every few years, etc.)? Any info would be wonderful!

Thank you all,

Natalie Bazan

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Natalie,

My only questions are: Why do they need them? Who is going to pay for them? Will they be housed at the library and used only for board meetings? If housed at the library, are there other ways they can be incorporated into your everyday library use by staff or patrons?

Several years ago, I attended Moving Forward South conference. They had a young lady from Northern Illinois University who roved the campus and the various libraries on campus. She carried her tablet with her and was able to assist students and professors searching for items in the online card catalog.

There's a module or an add-on program in Sierra that would allow you to create, download and display a report for weeding purposes, for example. You would go into the stacks with a cart and pull the items then either withdraw them or mark them for withdrawal. There are probably many other ways you could use this module.

We can't afford tablets for our board and would really have to justify the expense. Besides, my library is small and we truly wouldn't be able to use the tablets effectively.

Sarah

Sarah D Alexander, Director  
Colona District Public Library  
911 1st Street  
Colona, IL 61241

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Natalie,

My board gets their board packet via dropbox and they use their own devices at home to access the documents. They either print the docs they want to refer to at the meeting or bring their own devices to the meetings to access the packet during the meeting. I also provide the library laptops at the meeting for those who don't have a hand held device that they bring to the meeting. I can't justify spending tax payer money on devices for board members to keep in their possession (assuming that is what they want to do) for one, maybe two meetings a month. They are not paid staff who do library work 35 hours or more a week.

Kathy Parker

Library Director

Glenwood-Lynwood Public Library District

19901 Stony Island Avenue

Lynwood, IL 60411

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Hi Natalie, Yes, we do use them for our board and we do find it helpful in several ways. We started off providing Nooks then moved to Chromebooks to our library board. We use Google Enterprise for our email, staff Intranet and Google Drive, so it made sense. We didn't spend any 'extra' money because the Nooks were processed out of our Nooks lent to the public - same for the Chromebooks. At present, we use iPads, just because they are easier to use and hold a charge longer than the Chromebooks. Updating the iPads has been the only issue. But, regarding FOIA laws, etc., the iPads work great. When a new board member comes on board, we can wipe certain things from the iPad but essentially 'transfer' an email address over so that new trustee also has the history of his/her position as well as new stuff going forward. No need to copy extra paper, etc. There is a learning curve however. Also, we've not had a trustee damage or lose, theft, etc. so we've not had to replace a device but training is an issue. Jim S. McHenry Library

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feel like that would be a hard expense to justify to my taxpayers, many of whom can't afford their own iPad. My newest board member prefers that I email him the documents and then he accesses them at the meeting off of his own personal iPad. The rest of my board prefers the paper copies, which costs me about \$10 a month to mail and probably pennies to print. I'm all for emailing over printing and mailing but would find it hard to believe that most of your board doesn't already have a tablet or laptop that they could utilize for the hour or two a month that board meetings require or as was mentioned, if you have laptops at your library that could be used for the meetings.

I'd personally be a firm "no" on this request. Good luck!

Beth

Beth Ryan, Library Director  
Johnsburg Public Library  
3000 N. Johnsburg Rd.  
Johnsburg, IL 60051

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It would be very hard to justify that expense to your residents. We email packets to our board, saving paper, but they utilize their own internet computers, laptops etc. Nanette Wargo.  
Director, McConathy Public Library District

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I agree with Nanette. It would be hard to justify the expense to residents. When I started at South Holland, the Board had just started using tablets the Library had purchased. They were kept at the Library and given to them at the meeting. There was a great learning curve. The members who worked with devices, brought their own to view the documents. Those that did not do technology too much had

problems each meeting. After a few months, I discontinued the tablets. We have 5 Board members who request paper packets and two who use their own devices. It is sent to everyone's email also.

Robin

South Holland Public Library

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We switched to emailed packets in summer 2017 and trustees just brought in whatever device they had that worked or printed from work/home. I had been hoping to figure out some sort of tablet solution in the future, but then after the holidays this year we saw Amazon was still offering its Kindle Fire deal for \$29.00 each. We ordered them for the Board and treat them as one-year loans, property of the library district, all that jazz. I also handed them out with the caveat that I expect every trustee to become a downloadable content expert and advocate.

Samantha L. Millsap  
Executive Director  
Roselle Public Library District  
40 South Park Street  
Roselle, IL 60172

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Hello Neighbor! Hope we can meet soon. We do email and print board meeting packets. My board would not even think of spending taxpayer money on equipment that would not be available to patrons. And when we actually brought in some of public laptops for past Trustees they had a hard time following.

Hope this helps!

Janice

Riverside Public Library

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About five years ago, our Board decided they wanted tablets, so everyone got a Samsung Galaxy. However, they still wanted the packets printed up (though they are available online through Boardbook), and they still wanted them delivered to their homes. One of them resigned and refused to return hers. Two of them keep forgetting their passwords and keep having to work with IT when they want to check their library email. So all-in-all I can't say it's been a huge success for us, but I am sure a different group of people would be different.

Susan Dove Lempke

Niles-Maine District Library

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The library purchased Chromebooks (Acer Chromebook R11) for our board when they requested tablets. They were cheaper than iPads while big enough to comfortably read a board packet. They are also touchscreen and fold into tablets. We are a Google environment as well so Chromebooks work well. We have uploaded all board and library documents (policies, employee handbook, etc.) into Google Drive instead of handing out paper copies and we run our email through Google.



The board did pass a policy regarding the Chromebooks that states they are for library business only and must be returned to the library upon leaving the board. They must sign to receive the Chromebook.

My board is particularly worried by FOIA and believe that if they open their trustee email and/or documents on their personal devices that everything on their devices is then open to FOIA. Doesn't matter how many times I tell them it is only trustee related content.

It is much easier to distribute the board packet. The same board members who didn't look at the paper board packet until the meeting still don't open it until the meeting. They are the ones that have to plug in the Chromebook and have their passwords reset every month.

**Dana Wishnick**

Library Director  
Chicago Ridge Public Library

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We wanted to try this out and purchased refurbished iPads for each trustee about 5 years ago. In addition to 'saving trees' the hope was that they would also learn more about our digital services and so be better advocates in the community. One of our trustees had vision issues so it was also an opportunity to set her device up so that the packet and other functions could be read aloud.

Some were excited about the prospect, others were skeptical. The bargain was that no one would be 'forced' to give up their paper packet until they felt ready.

It has not worked out. To date, only 2 trustees have stopped the paper packets. (Both are among those who have the most issues with them). 2 turned them in nearly new (for them) condition. Only 1 trustee genuinely uses it outside library business – she shows us pictures and talks about the ebooks she's reading, etc. But she is the third person who has the most issues with operating issues.

We got a new trustee two years ago and we got him an iPad, which he quickly returned because he wasn't using it for library purposes and he couldn't download apps for non-library purposes. Our newest trustee declined one altogether. I will strongly oppose purchasing iPads for new trustees going forward.

I send the packets electronically via e-mail and upload them to our Sharepoint page. Paper packets are (still) distributed to their in-library mailboxes.

With the packets, trustees missed the ability to take notes. They all had the habit of writing directly on their packets and then being able to go back and review their thoughts with the memo/agenda/etc. This would have been alleviated if we had used Samsungs instead of Apples, but we didn't. Another challenge is skipping many pages within the packet (going from page 1 to 20, for example). Again, very easy to do with

paper, but more challenging with a tablet where you are swiping left and right over and over and over.

Then there's the technology itself. My Trustees are all very intelligent people, but every time Apple sends out one of their godforsaken 'updates' pandemonium ensues. It's frustrating for us because we go over the same training over and over and over, but it's equally frustrating for the trustees because they know they've been trained on this and don't want to have to be shown again and don't understand why the 'update' messed up their shortcut/auto-text/apps/etc.

My suggestion would be this –

Do not get the library involved with providing your board with tablets. Instead, work with your trustees to get them access to their information using *their* technology.

If they're comfortable using tablets, they'll already own one and it will be set up how they like it. Give them the necessary links, help them get their library e-mail hooked up and that's it. If they prefer laptops or surfaces, same deal.

But if they prefer paper, let them keep using paper. The amount of carbon dioxide saved between you and them as they describe their latest issue and you explain the workaround is surely worth a few trees.

Alex

Alex Todd  
Executive Director  
Prospect Heights Public Library District

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We email the packet to the Board but I print paper copies for three of them and put them in their library mail slots to pick up.

For the Board meeting, I convert them board packet to a webpage, our IT guy makes them available on the library's laptops and each Trustee has one in front of them at the Board meeting. The laptops are given a monthly update as part of the Board packet process.

When a new Trustee joins the Board, we can email them as many prior Board packets as they wish (or more, if we are in the midst of a project and they need to be briefed on its past).

Roberta Thomas  
Library Director  
Grayslake Area Public Library District

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Natalie,

Beside the expense, make sure all of the Board members are tech savvy and can actually use them. We tried it here and some of the members could not work the tablets. It was not worth it. We are back to paper packets.

Chris

#### Bridge View Library

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We implemented Chrome Books this winter and it is working well. It took a couple meetings for the board members to get the hang of it, but they really seem to like it and we are saving some paper. It is not that expensive, and I can put elements of the packets up as they are ready, giving them more time to begin looking them over.

***Debra Stombres***

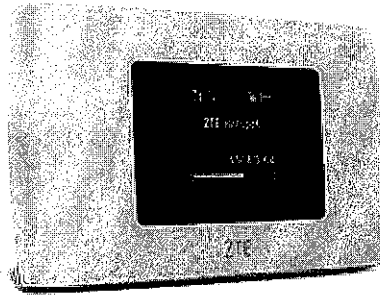
Executive Director

Poplar Creek Public Library District

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### RELATED PRODUCTS

### Show Your Card: Library Card Benefits Plan:

Library board members would approach local businesses asking them to sign up for our Show Your Card program. The idea of the plan is to keep the North Riverside Public Library card first and foremost in our patrons' minds, for them to get the most of their card and to increase library card holder percentages in our community. By increasing library card percentages, we will see increased library usage through circulation, programs, and online resources.

What our Show Your Card program participants get from partnering:

- Free advertisement from us on our website and listed in our newsletters which are mailed to every home in North Riverside (with additional to hand out at the library)
- Increased customer base; new customers visit because of discounts offered
- Discount on advertisements in our quarterly newsletter
- Library provided flyers for your establishment to promote the campaign
- And signage with your business on it at the library

Help us help you!

Several libraries in Illinois are doing this either for library card sign up month (September) or year round. I would propose that we ask businesses either for something free (or free with purchase) when a North Riverside Public Library card is shown or 10% off your order. Most participating businesses either have a percentage off your order or special deal. Below are links to several libraries already doing this:

- Naperville: <https://www.naperville-lib.org/about/show-us-your-library-card-naperville>
- Lisle: <https://www.lislelibrary.org/i-love-my-lisle-library-card-september>
- Gail Borden (Elgin): <http://gailborden.info/deals>
- Wheaton: <https://www.wheatonlibrary.org/sites/default/files/pdf/SmartestCard2017.pdf>

I would ask that library trustees contact local businesses to explain our program and ask them to participate. I will be working to create an application/signup sheet for businesses and poster for the event. Show Your Card program would run initially from September 1<sup>st</sup> – 30<sup>th</sup> (Library Card Sign Up Month) and if all goes well would become a biannual program: March 1<sup>st</sup> – 31<sup>st</sup> (National Reading Month) and September each year with businesses able to opt in for the year or either event.