Minutes

North Riverside Public Library District

Board of Trustees

**Regular Meeting, July 19th, 2021**

**6:00 PM**

1. **Open of Meeting**

A. Call to order

* + 6:01pm

B. Determination of quorum

* *Aye*

C. Recognition of visitors to the meeting

D. Approval of agenda

* *Aye*

2.  **Open Forum**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

3. **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)

1. Secretary:

Minutes of the June 21st, 2021 Regular Board Meeting

Correspondence

1. Finance:

June 2021 Financial Statements

Authorization to transfer $60,000 to checking

* *Motion*
  + *Aye*

4. **President’s Report**

* Board Treasurer Al Pineda resigned
  + Opening goes to the public
  + Selected candidate will serve through next election (2023)

5. **Director’s Report**

* RB Landmark draft for Board opening is present
  + Any changes- return to Natalie before next Board meeting

6. **Committee Reports**

A. Building & Grounds (informational)

* Pricing in for carpet downstairs
* Most pricing in for concrete and asphalt
* North Riverside digital sign policy has changed
  + No longer allowing digital signage within village
  + Library working on getting a variance to obtain outdoor digital sign
  + Mockups from potential sign companies do not change the dimensions of current outdoor library signage

B. Personnel (informational)

* New Director’s Performance Evaluation 2021
  + Director will see all comments written on review
  + If the reviewer is unfamiliar within any review category, they may use the rating of “N/A”- *Not Applicable*

C. Policy (informational)

D. Strategic Planning (informational)

* Independence Day Parade was a success
  + Thanks to new staff members who participated
  + Great opportunity for advertising to NR residents and new families
  + Positive reception from the community

7. **New Business**

1. First American Account Signers Resolution (action)
   * Brad is listed as a signer
     + Brad left Board two years ago (replaced with John)
     + Solution: Take Brad off account
     + *Motion*
       - *Second*
         * *Approved*
2. Secretary’s Audit (action)
   * IPLAR requirement
     + Need two trustees to verify that accurate Minutes are on library website
     + *Motion -* President assigns Greg & Ken
       - *Second*
         * *Approved*
3. Audit RFP Review (action)
   * Requesting approval for a new audit company
   * Request for proposal went out for audits for next 3-5 years
   * Have had current audit company for 14 years
   * Best practice is 3-5 year turnover
   * Current audit company costs approx. $10,000
   * Current audit company knows the library too well and the library knows them too well
     + Could lead to image of impropriety
   * GW & Associates (recommended by Director), out of Hillside, IL charges $8,000 (1st year) to $8,500 (5th year) and is used by other surrounding public libraries
   * *Motion to hire GW & Associate for 3 years starting contract*
     + *Second*
       - *Approved*
4. Lower Level Carpeting (action)
   * Sample carpet squares present
   * Base color in sand
   * Pops of color throughout
   * Includes children’s department, elevator and staff lounge
   * Dumpster for carpet quotes $2,000-3,000
   * *Motion to approve carpeting colors, Empire Carpet company- $36,345.51 and Hallett Movers company - $9,050.00*
     + *Second*
       - *Approved*
5. Annual Treasurer’s Report (action)
   * Vendors paid more/less than $25,000
   * Staff paid more than/less than $25,000
   * *Motion to approve the Annual Treasurer’s Report*
     + *Second*
       - *Approved*
6. Annexation (informational)
   * Investigating North Riverside boundaries
   * Businesses and National Guard properties just north of Cermak Ave. on 1st Ave. In North Riverside do not pay taxes to the North Riverside Public Library District
   * Equals a tax increase of $5,760.38 in 2019
   * Will get an ordinance drawn up to annex in these businesses by next board meeting
7. Annual Meeting Schedule Ordinance (action)
   * Ordinance states meetings for the next calendar year
   * *Motion to approve Annual Meeting Schedule for 2021-2022*
     + *Second*
       - *Approved*
8. B&A Ordinance & Notice (informational)
   * Budget & Appropriations Ordinance based on library budget but not working budget numbers
   * State requires library to have maximum amounts in categories that can be spent up to
   * Vote at next meeting

8. **Old Business**

1. Closed Session Minutes Review (action)
   * July 8, 2013 – Proposed Employee Salary Categories and the impact on 2013-14 budget year
     + Director Lifka was asked about specific individuals and their salaries
       - *Recommended to be continued in Closed Session*
         * *Motion*

*Second*

*Approved*

* + 9/9/13 - Recently prepared self-performance by Director Lifka
    - Performance concerns of the Director by trustees
    - Needed Director to be present to discuss concerns
      * *Recommended to be continued in Closed Session*
        + *Motion*

*Second*

*Approved*

* + 2/10/14 - Board members discussed LOR by Director Lifka
    - Board members asked questions to understand better why
      * *Recommended to be continued in Closed Session*
        + *Motion*

*Second*

*Approved*

1. B&M Ordinance(action)
   * Building & Maintenance Ordinance
   * .02% every year dedicated to funds for building & maintenance
   * Reviewed at last meeting
   * *Motion to approve B&M Ordinance*
     + *Second*
       - *Approved*

9. **Closed session**

10. **Return to open session**

11. **Possible action item** (pertaining to closed session discussion)

12. **Adjournment**

* 7:07 pm

***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.***

### Next regular Board Meeting is scheduled for August 16th, 2021 at 6:00 p.m.