

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
2400 S. Des Plaines Avenue  
North Riverside, Illinois  
**Regular Meeting, November 18, 2019**  
**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

**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. Financial reports**

- A. Finance Committee Report (Allen Pineda, chairman)
- B. Approval of Financial Statements (action)
- C. Approval of Check Detail Report #19-10 in the amount of \$44,437.86 (action)
- D. Authorization to transfer \$15,000 from Building Fund to Capital Fund (action)
- E. Authorization to transfer \$60,000 from the money market to the checking account (action)
- F. Budget Amendment (action)

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  - 1. HVAC (information)
  - 2. Capital Improvements (information)
- B. Strategic Planning (P. J. Folz, chairman)
  - 1. 2020 Strategic Plan (information)
- C. Personnel (Greg Gordon, chairman)
- D. Policy (Kathy Bonnar, chairman)
  - 1. Policy Manual Update (action)

**5. President**

**6. Director's Report**

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**7. Other Action Items**

- A. Approval of the minutes
  - a. October 21, 2019 Board Meeting (action)
- B. North Riverside Historical Society Archives (action)
- C. Truth in Taxation (action)
- D. Levy Ordinance (action)

**8. Information items**

- A. Committee Meetings
- B. Memorial Books & Donations Report
- C. Correspondence
- D. Board action log
- E. Trustee continuing education
- F. Grants & Advocacy
- G. RAILS & SWAN

**9. Closed session** (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

**10. Return to open session**

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

**12. Adjournment**

*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 December 16<sup>th</sup>, 2019 at 6:00 p.m.**

4. A. 1. Meeting with MPC to discuss project.

4. B. 1. Survey link is live and we are providing paper surveys at the library. The post card reminding residents of the survey and announcing town hall discussion dates/times is ordered and will be mailed at the end of September. Town Halls have been scheduled as follows:

- Tue. October 29<sup>th</sup> – Komarek Auditorium – 6pm
- Thur. November 7<sup>th</sup> – Library Main Floor Meeting Room – 3pm
- Wed. January 15<sup>th</sup> – Village Recreation – 6pm
- Sat. February 8<sup>th</sup> – Library Main Floor Meeting Room – 11am
- Mon. March 23<sup>rd</sup> – Mater Christi Basement – 6pm

One on one interviews with community stake holders will begin soon.

4. C. Our recent Shelver was let go. Interviews were conducted again and we hired our volunteer, Marquise. Empress and Sarah will be taking the two open positions for the grant along with keeping one circulation shift each per week. We are in the process of interviewing for the open circulation position. Jo and Marla will be taking additional circulation shifts to make up for the second open circulation position.

4. D. 1. The fully updated policy manual is available on the Board Dropbox in the Policy folder. In addition the previous not updated manual is also there for comparison. We still plan to add a policy for Makerspaces.

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6. Please review the attached statistics.

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7. C. Book Sale Room: Please see attached details for the perpetual book sale room in the Kay Subaitis room in the hall to the main floor meeting room. The room will have 5 tall wooden bookcases taken from around the library (one in my office, 4 currently in the basement), 2 comfy chairs, a glass door, and an electric fireplace is being investigated. The room requires flooring, a drop ceiling and a cabinet over the existing electrical boxes. The estimated cost is \$8,000 and we are asking the Friends of the Library group to donate their remaining funds (approximately \$4,000) to the project with the library funding the rest.

7. D. Small Group Meeting Room: Currently the storage room at the bottom to the stairs, this room would have a window into the hallway with locking cabinets underneath to old this NR Historical Society's archives, a glass door, 3 finished walls and exposed brick on the 4<sup>th</sup>, a mounted TV which can be used to have presentations, watch movies, etc. and a table with chairs. The room is estimated to hold 6-8 adults comfortably and will serve as a small group meeting room which we are currently lacking. The room requires flooring, finishing 1.5 walls with drywall, a drop ceiling and lighting.

7. E. Glass Wall: We have a quote from Office Space in Oak Park for a Volo wall. The wall could be at the transition between the Marmolum and the carpet in the archways to the teen area. The glass is ¼ inch thick and would include 2 doors, one in each archway. The project is estimated at \$17,2400 which includes labor and installation.

7. F. New Shelving: Browsing bins for the picture books in the youth area would replace the spine out shelving we currently have. We have a quote from Library Furniture International for \$16,449 for all the new shelving. See pictures from other libraries.

7. G. North Riverside Historical Society archives: After consulting with other libraries, we have to make a decision if we want to ask that the documents that could be housed here: 1. be donated to the library or 2. will stay as Historical Society property. In both cases we are encouraged to have a contract drawn up for the Historical Society and the Library Board to sign detailing what will/will not be done with the items and who is responsible for their care and conservation.