

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
2400 S. Des Plaines Avenue  
North Riverside, Illinois  
**Regular Meeting, March 19, 2018**  
**7:30 PM**

**1. Open of Meeting**

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

**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. Treasurer
- B. Accountant
- C. Finance Committee Report (Brad Lanen, chairman)
- D. Approval of financial statements (action)
- E. Approval of Warrant List #18-03 (action)
- F. Authorization to transfer \$80,000 from the money market to the checking account (action)
- G. Approval of ICMA Plan Contact Change (action)

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  - 1. Review of Main Floor Carpeting quotes (discussion and action)
  - 2. Review and discussion of phone system menu (discussion and action)
  - 3. Service and Inspection Log (Information)
  - 4. Repair Log (Information)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
  - 1. Senior Services Librarian job description (action)
  - 2. Adult Services Librarian job description (action)
  - 3. Administrative Assistant/Promotions job description (action)
  - 4. ICMA Plan for all Employees (discussion and action)
- D. Policy (Priscilla Skenandore, chairman)

**5. President**

Agenda  
North Riverside Public Library Board of Trustees  
Regular Meeting  
March 19, 2018  
Page 2

**6. Other Action Items**

A. Approval of the minutes

1. February 20, 2018 Regular Board Meeting (action)

**7. Information items**

A. Committee Meetings

B. Calendar

C. Memorial Books Report

D. Correspondence

E. Board action log

F. Trustee continuing education

G. Grants

H. Advocacy

I. RAILS & SWAN

**8. 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)

**9. Return to open session**

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

**11. 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 April 16<sup>th</sup>, 2018**