

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, September 16, 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 #19-9 in the amount of \$52,411.68 (action)
- D. Authorization to transfer \$60,000 from the money market to the checking account (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)
 - 2. Strategic Plan Mini Grants (information)
- C. Personnel (Greg Gordon, chairman)
- D. Policy (Kathy Bonnar, chairman)
 - 1. Policy Manual Update (information)

5. President

6. Director's Report

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7. Other Action Items

- A. Approval of the minutes
 - a. August 19, 2019 Board Meeting (action)
- B. B&A Ordinance (action)
- C. Annual Treasurer's Report (action)
- D. Update of Internal Controls Documentation (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 October 21st, 2019 at 6:00 p.m.

4. A. 1. Meeting with MPC on Wednesday 18th at 7am to discuss timelines for replacement.

4. A. 2. In anticipation of the \$500,000 loan and the \$50,000 grant from the State both for capital improvements below is a list of proposed capital improvements to be discussed and decided on:

- HVAC replacement - \$465,200 – Bids reviewed and accepted MPC
- LED Lighting upgrade – Cost tbd – Lyons & Pinner working with rebate group may be able to do the project for free with the application of lighting and HVAC rebates
- Book Sale Room – Estimated \$8,000 – Waiting to hear from Friends if they will cover half the costs
- Small Group meeting room (currently storage room at the bottom of the stairs) – Estimated \$20,000
- Glass Wall with 2 doors for the Teen Area - \$17,240 – Bid received
- Browsing Bins to make Picture books more accessible – \$16,449 – Bid received
- Parking Lot and Concrete Apron replacement – Cost tbd – meeting with 1st company Friday Sept. 13.
- Removal of failing wall paper and paint – Estimated \$3,000 for supplies and labor from Bryant
- Total of \$529,889 not including the Parking lot/concrete work and any possible cost of lighting

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

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

4. B. 2. Two out of 7 staff written Strategic Initiatives Mini-Grants were approved. One is for a system to allow for decorations by staff and patrons in the lower level and the second was for the boxes to begin a subscription type monthly book service. The ‘Loot Boxes’ will be on display and available for sign up at our open house.

4. C. The open Adult Services position was filled from within. Former Shelves Admaryz and our substitute Marla filled the final hours in Adult Services with the new department being: Lizzy,

Mary, Admaryz and Marla. A new shelver was hired – Joey. And the open position in Youth Services caused by Nikki’s departure was filled by Gloria.

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 and update our internal controls.

6. Please review the attached statistics.

After reviewing bids for our future newsletter printing, we have found that Grasso Graphics in Alsip, IL was by far the cheapest and they also print Riverside, Broadview, Oak Lawn, Palos Heights and many more library newsletters. We will be changing to a 16 page newsletter for Winter, Spring and Fall and a 20 page newsletter for Summer for a total of \$7,446 per year compared to our current \$9,430 for 3 12 page newsletters and 1 16 page newsletter.

We just signed up with Burbio.com which is a service allowing anyone to ‘subscribe’ to a newsfeed of local events from schools, governments, recreations department, churches, libraries and any non-profit (for profit organizations have to pay to be a part of this). This will allow our patrons and us to be able to better coordinate events.

We are currently investigating NewsGaurd which offers a library partnership to help fight the spread of fake news.