

Agenda
Committee of the Whole
Board of Trustees
North Riverside Public Library
2400 S. Des Plaines Avenue
North Riverside, Illinois
March 12, 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 February 12, 2018 Committee of Whole Meeting Open Session
4. **Personnel Committee (Greg)**
 - A. Senior Services Librarian Job Description
 - B. Adult Services Librarian Job Description
 - C. Administrative Assistant/Promotions Job Description
5. **Building and Grounds Committee (Ken)**
 - A. Update on Fire Inspection Report
 - B. Discussion of main floor carpeting
 - C. Review bid for APC for circulation desk
 - D. Update on quote for Emergency Lights and Exit Signs
 - E. Discussion and bid review for phone system menu
6. **Policy Committee (Priscilla)**
 - A. Other
7. **Other New Business**
 - A. Library Cards
 - B. Other
8. **Adjournment**

The Library Board meeting is scheduled for Tuesday, March 20, 2018.

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

President Corgiat called the Committee of the Whole meeting to order at 6:35 p.m.

Present: Annette Corgiat, Greg Gordon, Al Pineda, Ken Rouleau

Absent: P.J. Folz, Brad Lanken, Priscilla Skenandore

Also Present: Director Natalie Bazan and Interim Director Marilyn Boria

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 January 8 and January 13 Committee of the Whole meetings Open and Closed Sessions. All Board members agreed that the Minutes should be accepted as presented.

Personnel Committee

Trustee Gordon and all of the Trustees present welcomed Natalie Bazan on her first day of work at the Library. Director Bazan replied that she was pleased to be here.

Building and Grounds

- A. Interim Director Boria reviewed the Fire Inspection report from January which indicated a number of problem areas. She noted that two of the issues had been resolved - annual inspection of the fire alarm system and the sprinkler system. A basement cleanout planned for the coming weekend should resolve several other issues by removing materials from near the electrical boxes, the hot water heater and the furnaces. The main problems that still remain involve replacing/repairing emergency lights and exit signs. Because of the need to complete this work in a timely manner, Boria suggested getting a proposal from an electrician for this work and the Board agreed.
- B. Boria explained that the camera security system does not cover the north half of the public service area on the main floor. Because there have been problems in this area, staff suggest that 2 camera be added to the teen area and near the new reference desks. In addition, it is recommended that the computer which currently runs the camera software be upgraded to a DVR to provide better backup. The Board had several questions about the two proposals which were received so staff will investigate.
- C. A 9 ½ x 9 ½ inch piece of stained glass from the upper left hand corner of the main stained glass window fell onto the floor over the past weekend. The piece remained intact but had many cracks around the edges. Colorsmith Stained Glass Studio in Riverside repaired the piece and replaced it for \$180. In examining the stops around the glass, they noted that it had never been nailed into place so now it would be secure.
- D. After discussions with Utica National Insurance, the Library received a check for \$1,316.22 which was standard holdback for the January 2017 flood in the ceiling above

the meeting room on the main floor. This claim is still open and the Library may receive additional payments when all of the work has been completed.

Policy Committee

- A. After the Library closing the past Friday due to a weather emergency, Interim Director Boria checked Library policy and found that staff would not be paid for this day. She and Director Bazan suggested that the Board consider revising this policy since this was not the fault of the staff who had planned to come to work that day. The Board agreed with this assessment and asked that the policy be rewritten and presented at the Board meeting.
- B. Staff reviewed the Library Closings list with the Board and suggested several changes to provide better public service. The Board agreed to consider opening the Library on four school holidays including Martin Luther King Day, President's Day, Good Friday, and Columbus Day. They also agreed to close the Library on the Sunday before Memorial Day. Staff will present a revised list for approval at the Board meeting.

Other New Business

There being no other new business the meeting was adjourned at 7:25 p.m.

Minutes Prepared by Interim Director Boria

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved:

POSITION: Senior Services Librarian and Programmer

DEPT: ADULT SERVICES

JOB PURPOSE: To provide library services to the elderly, senior and adult population and to coordinate all adult programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to adults with a focus on seniors. This includes provision of reference and readers' advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults of all ages. Also maintains statistics and provides reports on programs and services; works with director and adult services librarian to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in senior and adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for senior adult services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on senior citizens. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish preferred.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved:

POSITION: Adult Services Librarian and Programmer

DEPT: ADULT SERVICES

JOB PURPOSE: To provide library services to the adult population and to coordinate all adult programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to Adults. This includes provision of reference and readers' advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults of all ages. Also maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for adult services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on adults. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish is preferred.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved:

POSITION: Administrative Assistant/Promotional Services – Part Time

DEPT: ADMINISTRATION

JOB PURPOSE: To coordinate library supply purchasing and building maintenance as needed, create library promotional materials and manage volunteers.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise volunteers in all departments.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of promotional materials working with the adult, youth and children's departments as well as the Friends and Foundation. Promotional materials include: creating and coordinating our quarterly newsletter, various library handouts, posters and special promotions in print; creating and curating digital content on our website, creating e-newsletter and coordinating scheduling on our social media sites; other duties as assigned. (60%)

Develop and administer a volunteer program for adult services. Maintain records of volunteer service, interview volunteers for positions and coordinate volunteer assignments. Maintain statistics on volunteer service to the library. Other duties as assigned. (40%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others. Intermediate to advanced Microsoft Office and Adobe Suite skills.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Bilingual in Spanish preferred.

Main Floor Carpeting

Due to the age of the carpeting, it is difficult to patch the areas that are beginning to run, rugs are currently being used to hide the stains and runs near the circulation desk.

We have contacted 5 companies to solicit bids on the adult fiction area, young adult/reference area and the main floor meeting room. Bids based on average costs for both broadloom carpet and carpet tiles are being submitted.

To get more accurate bids, carpet style/pattern needs to be discussed.

APC for Circulation Desk

Not only will this act as a temporary battery back up in case of power outages but also as a surge protector for our circulation desk equipment.

Phone System Menu

Proposal from Midco our phone system company to add a menu of options for callers. We can link them to our current extensions. This addition is something we can tie to generic titles (like director, circulation, youth services, etc) rather than to individual people. Below are the pros and cons for adding this type of system.

Pros: Faster routing of calls; calls go directly to the intended department/recipient rather than patrons being routed between people/areas; free up time at the circulation desk for staff to work on other tasks such as learning more about our databases or taking webinars in an effort to continue their education on what is happening in libraries; patrons would still be able to dial 0 for the operator/circulation desk

Cons: We would have an upfront cost; patrons would have a menu rather than immediate person answering the phone; patrons may pick the wrong extension and need to be rerouted

Library Cards

We have approximately 300 library cards left for staff to issue which will last us an estimated 5-6 months. Library cards take about 1-2 months to produce. Many libraries have separate cards for children (anyone under 18) and adults. Often children's cards will feature either a mascot or drawing from a patron that won a contest. Often times adult cards will feature either the library logo and/or a picture of the building. Staff is currently soliciting samples and pricing from library card vendors.

Print

Export To PDF



North Riverside Fire Department

Bureau of Fire Prevention

2331 S. Desplaines Ave.

North Riverside, IL 60546

Phone: (708)447-1981 | Fax: (708)447-3030

Occupant Name: North Riverside Library

Occupant Number: 297

Structure Name:

InspectionType: Reinspection

Inspection Date: 2/26/2018

Inspected By: Jason Williams

jwilliams@northriverside-il.org

Address: 2400 South Desplaines Avenue

Insp. Result	Location	Code Set	Code
Fail	Floor 1	North Riverside Custom EXIT SIGNS	ES.10 - Exit Signs proper illumination
		Comment: ACTION REQUIRED: Exit signs shall be internally or externally illuminated.	
Fail	Floor 1	North Riverside Custom EMERGENCY LIGHTS	EL.10 - Emergency Lighting Battery Operation Test Documentation
		Comment: ACTION REQUIRED: Emergency lighting shall maintain illumination for 1 1/2 hours in event of power failure. Service emergency lighting for battery operation.	
Fail - Cleared	Floor 1	North Riverside Custom SPRINKLER SYSTEM	SS.100 - Annual test and documentation.
		OK Cleared on 2/26/2018	
		Comment: ACTION REQUIRED: Please provide a copy of the annual fire alarm service test completed by a licensed contractor	
Fail - Cleared	Floor 1	North Riverside Custom FIRE ALARM SYSTEM	FA.30 - Annual test and documentation.
		OK Cleared on 2/26/2018	
		Comment: ACTION REQUIRED: Please provide a copy of the annual fire alarm service test completed by a licensed fire alarm contractor.	
Fail - Cleared	Floor 1	North Riverside Custom ELECTRICAL	E.40 - Electrical - General
		OK Cleared on 2/26/2018	
Fail - Cleared	Floor 1	North Riverside Custom ELECTRICAL	E.60 - Electrical Panel Clearance
		OK Cleared on 2/26/2018	
Fail - Cleared	Floor 1	North Riverside Custom MISCELLANEOUS	M.100 - Other Violations
		OK Cleared on 2/26/2018	

An inspection of your facility revealed the violations above.

ORDER TO COMPLY: Since these conditions are contrary to law, you must correct them upon receipt of this notice. A reinspection to determine compliance with this notice will be

conducted on or after 3/27/2018

If you fail to comply with this notice before the reinspection date listed, you will be liable for the reinspection fees for such violations. Current Reinspection fees are \$151.25 and are charged after the first reinspection and each reinspection thereafter until all violations are cleared.

Should you have any questions or concerns about any Fire Prevention or Life Safety issues, please contact the Fire Prevention Bureau.

**Company
Representative:**

Natalie Baszan

1302

2/26/2018 2:22:42 PM

Signature valid only in mobile-eyes documents

Natalie Baszan
2/26/2018

Inspector:

Russ Perez

1302

2/26/2018 2:22:42 PM

Signature valid only in mobile-eyes documents

Russ Perez
2/26/2018

Versatile Computer Services Inc

146 Indiana Street
IL 60466

Quote

Date	Quote #
2/21/2018	nrs022118

Name / Address
NORTH RIVERSIDE LIBRARY ATTN:Natalie Bazan 2400 S. Desplaines Avenue North Riverside, IL 60546

Terms

Description	Qty	Cost	Total
APC Back-UPS Pro 1000 - UPS - AC 120 V - 600 Watt - 1000 VA - USB - 8 output connector(s)	1	144.22	144.22
		Total	\$144.22

Signature _____

Phone #	Fax #	E-mail	Web Site
708-748-1577	708-748-1571	tiffanig@versatilecsi.com	www.versatilecsi.com



221 Shore Court
Burr Ridge, IL 60527-5831
630-887-1800

Proposal To:
North Riverside Public Library
2400 South DesPlaines Av
North Riverside IL 60546
FAX: (000)000-0000

Service Location:
North Riverside Public Library
2400 South DesPlaines Av
North Riverside IL 60546
193465
STORE: 193465

Quote Number:
33122
PO#:

Work Order Id:
234621
Date:
03/05/2018
Submitted By:
kcox

Please sign and FAX back to 630-887-1804 or email to service@midcosystems.com.
LABOR TO BE BILLED AT RATES LISTED BELOW. MINIMUM BILLING OF \$50.00 ON ALL ORDERS.

We Thank You for your Business!

Option # 1
UN#Mitel MiVoice Office Embedded VM Mitel Inc

03/05/18 - KC - Natalie Bazan, 708-447-0869 ext 225,
bazann@northriversidelibrary.org

Tech is to assist customer with setting-up the auto-attendant. Customer estimates that approximately 10 one-key-dial options would need to be programmed. MidCo has estimated approximately 2 hours of labor; you will only be billed for actual labor used. Labor is to be invoiced at the T&M rates below. If additional labor or equipment is needed, a second quote will be provided.

2.00	Remote Network/Software Labor	380.00
Initial: _____	Total	380.00

Standard Labor Rates:

\$156.00 Site Visit charge per Technician/Trainer.

\$99.00/Hr per Trainer billed in 1/4 Hr increments, On-Site or Remote.

\$156.00/Hr per Technician billed in 1/4 Hr increments, Standard Labor, On-Site or Remote.

\$190.00/Hr per Technician billed in 1/4 Hr increments, System Data Networking Labor, On-Site or Remote.

The final price is predicated on the necessary amount of terminals, ports, and/or licenses being available in the system. Any additional hardware, software, or licenses required to complete this order will be invoiced at an additional cost(s). Quoted price excludes all applicable taxes. Applicable taxes for the work performed will be added to the invoice total. Quoted price excludes all permit fees. Permit fees, if required for work performed, will be added to the invoice total.

The Purchaser acknowledges that he has read this Agreement, understands it and agrees to be bound by its terms and conditions. This Agreement shall be voidable at Seller's option, unless accepted and delivered on or before fifteen (15) days from date received.

Accepted By: _____

PO#: _____

Date: _____