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

1. 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.
2. 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.
3. 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.
4. 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

1. 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.
2. 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