North Riverside Public Library

Board of Trustees

*Minutes of the March 12, 2018 Meeting*

*Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:31 p.m.

Present: Annette Corgiat, Greg Gordon, Brad Lanken, Priscilla Skenandore, Ken Rouleau

Absent: Al Pineda, P.J. Folz

Also Present: Director Natalie Bazan

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 February 12th Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Personnel Committee

1. Trustee Gordon and Director Bazan presented Senior Services job description. Discussion between board members about the final wording that a Spanish speaker was preferred and discussion about how this would fit into our current staffing structure. Bazan said that her plan was to move the existing adult librarian into this position as this fit her current work.
2. Adult Services job description was discussed. Bazan is to look into ways to add a phrase that says we would like a Spanish speaker that skill is not required to apply. President Corgiat inquired about the salary, hours and how the position worked with our current budget. Trustee Lanken and Bazan affirmed that the position is currently budgeted for. Trustee Gordon noted that the position would be a replacement for one which has been vacant since July 2017 after a retirement and was full time.
3. Administrative assistant/promotions job description also included a discussion of budget and salary as well as the hours allotted for the position. Bazan noted that this position would be part time at an average of 18 hours a week. All three job descriptions will be on the Library Board meeting on Monday March 19th.

Building and Grounds

1. Trustee Rouleau noted that they the library had been re-inspected. The library has now passed in all categories except our emergency lighting battery tests and exit sign battery tests. Bryant will be addressing these issues and replacing batteries or units as needed.
2. Director Bazan presented two quotes for carpeting the main floor which were broken down into the meeting room, young adult area and the adult area/circulation desk. She is waiting on the additional three companies to reply and a quote for the shelf moving company. Board liked the idea of carpet tiles rather than broadloom carpet because if its replace-ibility as well as the fact that cost was not that much higher.
3. Board reviewed bid provided by Versatile for a new APC unit for the circulation desk to replace one the was non-functional about 4 months ago. Unit will be purchased.
4. Quote was not provided in time for the meeting.
5. Director Bazan presented a quote to updated our phone system, adding a menu for patrons to be directed to different departments rather than all calls going to the circulation desk. She suggested that the first option be the circulation desk to keep patrons from waiting on the phone to hear all the options and that the options be generic tied to the position rather than a name in case of staffing changes. President Corgiat asked for statistics to be kept for a week noting how many calls we receive and where they are directed to be presented at the board meeting.

Policy Committee

1. Trustee Skenandore informed that board that she and Director Bazan would begin meeting to review the current policies and begin revisions on Wednesday. Her plan is to work through all the current policies and revise where needed followed by creating an annual review schedule for the policies for the future.

Other New Business

1. Director Bazan noted that we are estimated to have about 5-6 months of library cards left and asked the board if we had ever had children’s cards as well as adult cards. Bazan is gathering pricing on cards from manufacturers used by libraries in the area. Trustee Skenandore suggested that we have a contest for the artwork for the children’s cards to involve the community more actively in the library.
2. Bazan reported that she will begin scheduling biannual staff in-service days which will include trainings from the Fire Department as well as work with our resources to make sure all of our staff is aware of and able to use our resources.

There being no other new business the meeting was adjourned at 7:35 p.m.

Minutes Prepared by Director Bazan