North Riverside Public Library

Board of Trustees

*Minutes of the April 9, 2018 Meeting*

*Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:55 p.m.

Present: Greg Gordon, Priscilla Skenandore, Ken Rouleau, P.J. Folz

Absent: Annette Corgiat, Al Pineda, Brad Lanken

Also Present: Director Natalie Bazan, James Starosta

A quorum was established with four Trustees present. The agenda was accepted as presented. Jim Starosta was present as visitors at the meeting and answered questions about technology, the first order of business was acceptance of the minutes of the March 12th Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Personnel Committee

1. Trustee Gordon started a discussion about Director Bazan’s planned leave (May 20th – June 4th) following her wedding. There was a discussion about the current vacation time policy and the fact that most employers have a separate clause for directors, full time and part time staff. Trustee Gordon asked that it be added to the Board agenda on the 16th.
2. Trustee Gordon and Director Bazan presented that there were 16 applicants for the Adult Librarian and Programmer position and the director, assistant director and new senior services librarian will be interviewing starting next week Wednesday through the 27th with a decision and offer letter issued in May. In addition Director Bazan noted that there were 6 applicants for the Administrative Assistant/Promotions position and the director and assistant director would be interviewing three of the applicants starting on Friday.

Building and Grounds

1. Trustee Rouleau presented the pricing for carpeting and the board reviewed carpet samples. There was a discussion on the different styles of carpet and the possibility of having two different color/styles to be used to set off different areas of the library such as rooms. Director Bazan will contact the flooring sales representative to ask about pricing changes for two different colors and about pricing concerns because if tariffs being put into effect. Director Bazan will invite the flooring sales representative to the next Committee of the Whole meeting in May.
2. Trustee Rouleau presented the pricing to replace broken stair treads and provide the library with a few extra treads for future repairs. Director Bazan will contact the company to schedule the work.
3. Trustee Rouleau told the board that installation of the new batteries for the emergency lights and exit signs will be done this week after the final batteries arrive.
4. Director Bazan presented the statistics collected by circulation staff members on our telephone routing and will be creating the phone menu system shortly.
5. Trustee Rouleau and Director Bazan discussed the updates needed to the HVAC system. West Town will be creating a priority list of repairs/replacements at their next quarterly review of the system. Atomatic will be doing a review/inspection of the cooling system to provide an accurate quote on repairing it.

Policy Committee

1. Trustee Skenandore informed that board that she and Director Bazan would begin meeting to review the current policies and begin revisions beginning with the 100’s and 200’s. 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. Visitor James Starosta from World Wide Technology discussed the pros and cons of various tablets for the library board members as well as the needs of trustees for the tablets and the cost benefit analysis of tablet usage. The library is spending on average $2500 per year on printing for board member packets (calculated at 5 cents per page, 100 pages per month per board member). Mr. Starosta explained that technology should be on a 3 to 5 year replacement schedule. Trustee Gordon proposed the idea that board members who have their own devices and are comfortable with them, use those and remaining board members use repurposed tablets the library already owns while the library purchase new technology for our patrons to use. Trustee Folz expressed concern that personal devices might be the subject of a FOIA request. Director Bazan presented a recent ruling sent from our legal council expressing that personal devices are only FOIA-able if they are being used to conduct business not just read the agenda and supporting documentation. Trustee Gordon asked this be made an action item on the Board agenda.
2. Director Bazan discussed the quotes for adding a projection and sound system to the youth program room along with speakers and a DVD play/control panel in the kitchen out of the way of children this is a project that will be proposed to the Foundation and Friends group. In addition she discussed the idea of turning our study rooms into digital commons spaces with a monitor and computer where people can collaborate on projects in small groups, video conference with others and much more.
3. Director Bazan presented lending hot spots at the library. She discussed how this is done at other libraries in the area and the costs associated with lending devices. Visitor James Starosta answered board questions about hot spots. Trustee Folz suggested that we explore a partnership with the recreation department.
4. Director Bazan discussed the handout about a “Show Your Library Card Benefits Plan” and explained how the plan would work. Trustee Skenandore said this was very beneficial to the community, businesses and the library and had been done by other groups she has been a part of. Trustee Gordon was concerned about the time period that Director Bazan was proposing (specials for the months of September- Library Card Sign-up Month and March – is reading month) and suggested two months together. Director Bazan noted that some libraries in the area have ongoing programs of this sort but she was planning one month specials to start with until businesses become engaged. Trustee Skenandore pointed out that this would be a great start to a reoccurring monthly gift from businesses to the library. Discussion and work ongoing.
5. Director Bazan informed Trustees that the Illinois Department of Innovation and Technology will no longer be supporting the T1 dedicated, secure line which services our connection between SWAN and the library but are moving the a 10Mb minimum fiber service which will require the library to upgrade and purchase a new router. Trustee Gordon asked this be made an action item on the Board agenda.
6. Director Bazan reviewed the Cook County Ethics Statement. All trustees except Trustee Skenandore and Trustee Lanken have completed the statement. Trustee Skenandore will be completing it this week.
7. Director Bazan passed around a copy of the new newsletter template which can easily be edited by staff members from any terminal in the library. Trustee Folz is asking a professional designer for a quote on making a template for the library. Discussion and work ongoing.

There being no other new business the meeting was adjourned at 8:47 p.m.

Minutes Prepared by Director Bazan