

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
January 14th, 2019
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 November 12, 2018 Committee of Whole Meeting Open Session (December's meeting was canceled due to lack of quorum).
4. **Finance Committee (Brad)**
 - A. Annual Treasurer's Report
5. **Personnel Committee (Greg)**
6. **Building and Grounds Committee (Ken)**
7. **Policy Committee (Priscilla)**
 - A. Review of new personnel policies
8. **Other New Business**
 - A. Show Your Library Card Benefits
 - B. Craft Supply Exchange/Library of Things
 - C. Other
9. **Adjournment**

The Library Board meeting is scheduled for Monday, January 21, 2019 at 6:30pm.

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

Vice President Gordon called the Committee of the Whole meeting to order at 6:41 p.m.

Present: Greg Gordon, Ken Rouleau, Al Pineda, Priscilla Skenandore. Arriving at 6:55 were P.J. Folz and Annette Corgiat

Absent: Brad Lanken

Also Present: Director Natalie Starosta

A quorum was established with four then six Trustees present. The agenda was accepted as written. The first order of business was acceptance of the minutes of the October 8th Committee of the Whole meeting with one amendment to show Vice President Gordon opened the meeting. All Board members agreed that the Minutes should be accepted as presented.

Finance Committee

- A. Director Starosta provided an update on the upcoming audit recommendations.

Personnel Committee

- A. Trustee Gordon presented Director Starosta's review.

Building and Grounds

- A. Trustee Rouleau and Director Starosta discussed installing new bottle filling water fountains up and downstairs. All Board Members agreed that this would be a good idea for the library. Director Starosta will schedule installation.
- B. Trustee Rouleau discussed recent vandalism in the main floor men's bathroom. Staff will keep a close eye on bathrooms for further vandalism and Director Starosta will investigate adding a camera to monitor that hallway.

Other New Business

- A. Director Starosta discussed the upcoming plans for the Craft Supply Exchange nook under the stairs leading to the lower level which is scheduled for opening at the Holiday Open House December 8th.
- B. Director Starosta asked that trustees contact businesses for the Show Your Library Card program by the January meeting to allow staff time to make promotional materials and for the March-May newsletter.
- C. Director Starosta talked about the Community Art Wall, now in its second month with a second featured artist. In the future, the library plans to host 'gallery' openings each month to celebrate the new art exhibits.
- D. Director Starosta informed the Board Members of the upcoming Holiday Open House.
- E. Trustee Pineda described an upcoming program he would be putting on with Britney Musial for the teens "What to do when the police pull you over?".

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

Minutes Prepared by Director Starosta

Annual Treasurer's Report

North Riverside Public Library District

For the Fiscal Year Ending on June 30, 2018

Revenue Summary:

General Fund: Property Taxes \$881,752; Operating Grants \$4,999; Fines, Fees and Donations \$17,666; Gifts and Memorials \$27; Investment Income \$286; Net Increase in Fair Value of Investments \$30,798; **Building Fund:** Property Taxes \$44,853; Investment Income \$1,183; Transfer from General Fund \$150,000; **Liability Insurance Fund:** Property Taxes \$6,618; **Audit Fund:** Property Taxes \$6,481; **Unemployment Insurance Fund:** Property Taxes \$1,396; **Pension Fund:** Property Taxes \$10,758; **Social Security Fund:** Property Taxes \$32,986

Wages Paid:

Under \$10,000: Avila, A.; Boden, E.; Calia, P.; Collins, R.; Diaz, A.; Gustella, J.; Harris, E.; Martinez, V.; McGuire, K.; McMahon, J.; Tonetti, L.; Vassos, C.; Williamson, C.; Zmola, J.; **\$10,000-\$19,999:** Bonilla, S.; Bremer, E.; Kennard, L.; O'Brien, C.; Silhavy, J.; Silvestri, B.; Swade, L.; Valliancourt, N.; Webster, E.; **\$20,000-\$39,999:** Cooper, M.; Musial, B.; Quinn, K.; Starosta, N.; **\$40,000-\$59,999:** Boria, M.; Bradley, M.; Locander, S.

Library Operating Expenses \$2,500 and Over:

Amazon; AT&T; Atomic Mechanical Services; Baker & Taylor; BMO Harris Bank; Call One; Comcast; Coverall; Demco; Diamond Graphics; Dynergy; Ernest Di Monte & Associates, LLC; Franczek Radelet; Hinkley Springs; Home Depot; ICMA RC; LEAF; LIMRiCC; Midwest Tape; Mr. David's Flooring International LLC.; Nicor Gas; Ollis Book Corporation; O'Neill & Gaspardo, LLC; Overdrive; Peregrine, Stime, Newman, Ritzman & Bruchner, Ltd.; Quill.com; Quinlan Security Systems; RAILS; Roscoe Company; Scholastic; Seaway Supply Co.; SWAN; TBS; The Library Store, Inc; Trimline Landscaping Inc.; Utica National Insurance Group; Versatile Computer Services Inc.; West Town Mechanical; Yescas Cleaning Corp.; All Disbursements Less than \$2,500: \$125,623

The above report is subscribed and sworn to by Brad Lanken, North Riverside Public Library District Treasurer this 27th day of December, 2018