

**North Riverside Public Library District
2400 S. Des Plaines Avenue
North Riverside, Illinois**

**Agenda - Board of Trustees Meeting of June 12, 2017
7:30 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
4. **Open Forum**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.
5. **Financial reports**
 - A. Treasurer
 - B. Accountant
 - C. Approval of financial statements (Action)
 - D. Approval of Warrant List #17-06 (Action)
 - E. Authorization to transfer \$70,000.00 (Action)

Detailed information on all consent agenda items is included in this meeting packet. If you have any questions about consent agenda items or any agenda item as you prepare for the meeting, please contact the Library Director, Lorene Kennard at (708) 447-0869 or kennardl@northriversidelibrary.org.

6. **Committee Reports**
 - A. Building and Grounds (Ken Rouleau, chairman)
 1. Service and Inspection Log (Information)
 2. Repair Log (Information)
 - B. Finance (Brad Lanken, chairman)
 1. Resolution Authorizing Investment of Kadlec Funds into an Annuity (Action)
 2. Approve PTAB Settlement Proposal (Action)
 3. Approve FY18 budget (Action)
 - C. Strategic Planning (Greg Gordon, chairman)
 - D. Personnel (PJ Folz, chairman)
 - E. Policy (Elizabeth Tomasek, chairman)

7. President

1. Fourth of July parade participation
2. Foundation Gala
3. Employee Appreciation Dinner
4. Approve Prevailing Wage Ordinance (Action)
5. Discuss possibility of moving the meeting date from the second Monday of the month to the third Monday of the month. (Action)

9. Other Action Items

- A. Approval of the minutes
 1. May 8, 2017 Finance Committee Meeting
 2. May 8, 2017 Policy Committee Meeting
 3. May 8, 2017 Board of Trustees Meeting

10. Information items

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
- G. Grants, Advocay, RAILS & SWAN

11. **Closed session** (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

12. **Return to open session**

13. **Possible action item** (pertaining to closed session discussion)

14. **Adjournment**

Note: Agenda items may be added that pertain to discussion or information. No items may be added to the final agenda that require Board action.

Next meeting is currently scheduled for July 10, 2017

Finance Committee
North Riverside Public Library
June 12, 2017 6:30 PM

AGENDA

- Review and Approve Minutes of Previous Meeting (Action)
- Review Financials
 - Review 2016-2017 Financials
 - Review fund balances
- Review tax appeals
- Review and approve warrant list (Action)
- Review and approve transfer amount (Action)
- Old Business
 - Resolution Authorizing Investment of Kadlec Funds into an Annuity (Action)
- New Business
 - Review and Approve FY18 budget
 - Review and Approve PTAB Settlement Proposal (Action)

	How often serviced/inspected	Last service visit/inspection	Scheduled
Computers	Monthly	November 17, 2016	
Exterminator	Monthly	April 14, 2017	
Elevator	Quarterly	February 1, 2017	
HVAC equipment	Quarterly	April 28, 2017	
HVAC monitoring	Quarterly	January 5, 2017	
Secret Garden statue	Quarterly	October 30, 2016	
Window Washing	Semi-annual	October 30, 2016	May 29, 2017
Roof	Semi-annual	November 15, 2016	
Fire drill	Semi-annual	March 18, 2016	
Security cameras	Annually	April 19, 2017	May 12, 2017
Smoke detectors and fire alarm	Annually	December 22, 2015	Week of May 8, 2017
Irrigation system	Annually	July 12, 2016	
Roof drain screens	Annually	June 3, 2016	
Roof tile inspection	Annually	June 3, 2016	
Parking lot	Annually	August 6, 2016	
Lawn sprinkler RPZ	Annually	May 23, 2016	May 12, 2017
Carpet cleaning (main floor & staff lounge)	Annually (Spring)	June 4, 2016	
Carpet cleaning (lower level)	Annually (Spring)	June 4, 2016	
Stripping and rewaxing Marmoleum	Annually (Spring)	June 19, 2016	May 29, 2017
Fire extinguishers	Annually	June 8, 2016	June 1, 2017
RPZ	Annually	July 15, 2016	
Fire sprinklers	Annually	July 12, 2016	
Power wash condenser coils	Annually	August 6, 2015	
Building exterior	Annually	September 22, 2015	
Window caulking inspection	Annually	September 22, 2015	
Fire Department inspection	Annually	June 13, 2016	
Elevator pressure test	Annually	June 17, 2016	June 9, 2017
Staff CPR/AED Training	Every other year	March 18, 2016	
Dry clean Meeting Room flags	Every other year	October 31, 2014	
Sump pumps	Every other year	October 12, 2016	
Boiler inspection	Every other year	September 9, 2015	April 28, 2017
Wrought iron fence	Every three years	September 22, 2015	
South drain sewer	Every three years	October 3, 2014	
Building signage	Every five years		

2016-17 Repairs	Estimate	Actual	Funds remaining		
Beginning budget			\$14,000.00		
<u>July</u>					
Backflow Repair		\$649.00			
AC Condenser Repair		\$675.75			
		<i>remaining</i>	\$12,675.25		
<u>August</u>					
<i>none</i>					
		<i>remaining</i>	\$12,675.25		
<u>September</u>					
<i>none</i>					
		<i>remaining</i>	\$12,675.25		
<u>October</u>					
Atlas Door Repair		\$5,445.00			
Flowtechnics-Sump Pump		\$389.30			
		<i>remaining</i>	\$6,840.95		
<u>November</u>					
Water Fountain		\$120.00			
		<i>remaining</i>	\$6,720.95		
<u>December</u>					
Lower level break room sink					
<u>January</u>					
<u>February</u>					
Front doors - half payment up front		\$7,422.50			
<u>March</u>					
Front doors - balance of payment		\$7,422.50			
<u>April</u>					
Frequency Drive on HVAC - West T	estimate	\$8,500.00			
Actuator and coil in north stairway					
<u>May</u>					
Control - related to VFD replacement		\$237.00			
Actuator in N. Stairwell and union connection at		\$2,672.75			
<u>June</u>					

Cameras stopped working in YS office

557.5

A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES
OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
AUTHORIZING THE INVESTMENT OF FUNDS
INTO A FIXED INDEXED ANNUITY

JUNE 12, 2017

Whereas, the North Riverside Public Library District (the "Library") desires to invest funds received through a legal distribution from the Estate of Mary Kadlec;

Whereas, the Library also desires to invest said funds in a fixed index annuity;

Now, therefore, the Library Board of Trustees of the North Riverside Public Library District (the "Board") hereby authorizes the investing officer of the Library to invest in a fixed index annuity in an amount not to exceed \$50,000.00

The Board also authorizes the investing officer to invest in said annuity as a 50/50 Market-Standard and Poors Index Fund for the first year of the annuity.

- (1) The funds are initially invested through a depository that is selected by the investing officer.
- (2) The selected depository arranges for the deposit of the funds in a fixed index annuity for the account of the Library.
- (3) The full amount of the principal and any accrued interest of each annuity are covered by insurance of any federal deposit insurance agency.
- (4) The selected depository acts as a custodian for the Library with respect to the annuities issued for its account.

The foregoing was passed by the Trustees of the North Riverside Public Library this 12th day of JUNE, 2017 on the

Motion of Trustee _____
and the

second by Trustee _____
and the

following roll call vote:

AYES:

NAYS:

ABSENT:

APPROVED BY ME THIS 12TH DAY OF JUNE, 2017

Annette Corgiat, President, North Riverside Public Library

ATTEST:

Greg Gordon, Vice-President, North Riverside Public Library

Proposed PTAB Settlement - George Marks/Mark IV Realty (Sports Authority)

Metcalf, Scott R. <srm@franczek.com>

Mon 5/15/2017 2:37 PM

To:Lorene Kennard <kennardl@northriversidelibrary.org>;

***Privileged & Confidential
Attorney-Client Communication***

PTAB Docket Nos. 12-26447, 13-27499, 14-26247
Appellant: George Marks/Mark IV Realty Group, Inc.
Address : 1800 Harlem Avenue, North Riverside

Lorene,

I am writing to recommend a recently negotiated settlement of these appeals that preserves 73% of the revenue at issue. After you and the Board have considered this proposal, please let me know if I have authority to execute the settlement documents.

George Marks/Mark IV Realty Group, Inc.		
	Assessed Value	Market Value
<u>Board of Review</u>		
2012	1,440,122*	5,760,488
2013	1,440,122	5,760,488
2014	1,458,490	5,833,960
<u>Appellant's Claim</u>		
2012	801,219	3,204,876
2013	1,340,622	5,362,488
2014	1,250,000	5,000,000
<u>Settlement</u>		
2012	1,340,622	5,362,488
2013	1,340,622	5,362,488
2014	1,400,000	5,600,000
<u>Requested Refunds</u>		
2012	\$8,855*	
2013	\$1,401	
2014	<u>\$3,063</u>	
Total	\$13,319	
<u>Settlement Refunds</u>		
2012	\$1,379	
2013	\$1,401	
2014	<u>\$859</u>	
Total	\$3,639	
<u>Revenue Preserved</u>		
2012	\$7,476	
2013	\$0	
2014	<u>\$2,204</u>	
Total	\$9,680	

* The difference between this assessment and requested refund amount and what was listed on prior spreadsheets is due to a typographical error on the taxpayer's appeal form. These figures represent the corrected 2012 assessment and refund amounts.

The subject property is a retail shopping center with two buildings totaling 58,366 square feet. The property owner challenged the 2012 assessment by submitting evidence of the sale prices of six comparable properties and an analysis of the income and expenses of the subject property. The Library intervened and in defense of the current assessment submitted evidence of both the sale and listing prices of the subject property along with evidence of the sale prices of seven comparable properties. In 2013, the property owner again challenged the assessment. However, because the requested assessment reduction was less than \$100,000, the Library did not receive notification of the appeal and did not intervene. In 2014, the property owner submitted an appraisal concluding to a market value for the subject property of \$5 million as of January 1, 2014. The Library intervened and submitted the same evidence as in the 2012 appeal. Proviso Township High School District No. 209 and Forest Park School District No. 91 also intervened and submitted an appraisal that supported the 2014 assessment.

The proposed settlement sets the 2012 and 2013 assessments at the amount requested by the taxpayers in its 2013 appeal. It also provides a reduction in the 2014 assessment in recognition of the fact that both parties have submitted appraisal evidence that the PTAB could find persuasive. Overall, the proposed settlement saves a significant portion of the tax revenue at issue and avoids any additional litigation costs. As such, I recommend it for approval.

Please let me know if there are any questions concerning the proposal.

Scott

Scott R. Metcalf

Partner

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LEGAL NOTICE/PUBLIC NOTICE
RESOLUTION NO. 17-06-12
A RESOLUTION ADOPTING THE PREVAILING WAGE RATES
FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON
PUBLIC WORKS OF NORTH RIVERSIDE PUBLIC LIBRARY,
COUNTY OF COOK, STATE OF ILLINOIS

Whereas, the State of Illinois has enacted "An Act Regulating wages of laborers, mechanics and other workers employed in any public works in the State, County, City of any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, codified as amended, being 820 ILCS 130/1 *et seq.* (1993); formerly Ill. Rev. Stat. Ch. 48, par. 39s-1, *et seq.* and

Whereas, the aforesaid Act requires that the Board of Trustees of the North Riverside Public Library investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Public Library employed in performing construction of public works of said Public Library; and

Whereas, Section 4 of the Act provides that the Board may rely upon determinations made by the Illinois Department of Labor as to prevailing wage rates.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY, COUNTY OF COOK, STATE OF ILLINOIS, AS FOLLOWS:

Section 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under jurisdiction of this Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area and as may be determined by the Department of Labor of the State of Illinois as of June 2017, copies of such determinations being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supercede the Department's June determination and apply to any and all public works construction undertaken by the North Riverside Public Library. The definition of any terms appearing in the Resolution which are also used in the aforesaid Act shall be the same in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Public Library to the extent required by the aforesaid Act.

Section 3: The Secretary of the Public Library shall publicly post or keep available for inspection by any interested party in the main office of the Public Library, this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 4: The Secretary of the Public Library shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of this determination, state the particular rates and the particular class of workmen whose wages will be affected by such rates.

Section 5: The Secretary of the Public Library shall promptly file a certified copy of this resolution with both the Secretary of State, Index Division and the Department of Labor of the State of Illinois.

Section 6: Within thirty (30) days after the filing of a certified copy of this Resolution with the Secretary of State, the Secretary of the Public Library shall cause to be published in a newspaper of general circulation within the area, a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Section 7: This Resolution shall be in full force and effect upon its passage and approval as required by law.

Passed by the Board of Trustees of the North Riverside Public Library this 12th day of June, 2016, on the Motion of Trustee _____ and the second by Trustee _____ and the following roll call vote:

AYES:

NAYS:

ABSENT:

APPROVED BY ME THIS 12TH DAY OF JUNE, 2017

Annette Corgiat, President, North Riverside Public Library

ATTEST:

PJ Folz, Secretary, North Riverside Public Library

FW: Finance Committee Meeting Minutes 05-08-17

Brad Lanken <blanken@c-tecinc.com>

Thu 5/11/2017 3:37 PM

To: Lorene Kennard <kennardl@northriversidelibrary.org>;

Cc: annette corgiat <corgiata@northriversidelibrary.org>; greg gordon <gordong@northriversidelibrary.org>; Elizabeth Tomasek <tomaseke@northriversidelibrary.org>; PJ Folz <folzp@northriversidelibrary.org>; Ken Rouleau <rouleauk@northriversidelibrary.org>; Heidi Rouleau <heidi.a.rouleau@gmail.com>;

SUBJECT: Finance Committee Meeting Minutes

DATE: 05/08/2017

TIME: 6:30 PM – 7:25 PM

TRUSTEES: Brad Lanken, Ken Rouleau, Heidi Rouleau, Annette Corgiat, PJ Folz, Elizabeth Tomasek, Greg Gordon

DIRECTOR: Lorene Kennard

GUESTS:

OPENING MEETING

Brad Lanken called meeting to order @ 6:30

- Action-Review and Approve Previous Meeting Minutes:
Motion/Ken, Second/Elizabeth, Motion Carried/Unanimous

Review Financials:

- P&L
 - § Review accountant feedback for clarification on account ledgers in Dec 2016, Jan 2017, Feb 2017 P/L.
 - § Review revisions on P/L account ledgers in Dec 2016, Jan 2017, Feb 2017
Profit/Loss Statement not provided by Accountant-Tabled
- Balance Sheet:
 - § Review and the following. The director will follow up with bookkeeper for clarification on the following account ledgers and correct the postings:
 - § Clarification on transactions included in Due To/From Special Accounts
 - § Clarification on transactions included in Due To/From Building Fund
 - § Due to/Form Debt Service Fund (overstated 45,100)
 - § Bond Cost – Net (understated 11,416 and account is listed twice)
 - § Capital Project Fund (overstated 15,000)
 - § Building Fund (understated 11,835.95)
Balance Sheet not provided by Accountant-Tabled
- Journal Entries:
 - § Reviewed and determined the following: EFTPS journals do not tie to P&L expenses
JE reports were not provided by Accountant-Tabled

Review Tax Appeals

No Change

Action-Review and Approve Warranty List

§ 17-01 \$32,663.51

Motion/ PJ, Second/Ken, Motion Carried/Unanimous

Action-Review and Approve Transfer Amount

§ \$70,000

Motion/ Elizabeth, Second/PJ, Motion Carried/Unanimous

OLD BUSINESS

- Review Accountant notes from Dec/Jan/Feb financial report imbalances
 - **Determined that imbalances are due to transaction postings are outside of reporting dates. Will email Accountant policy/procedure for posting transactions in the same month as reported in in monthly financials.**
 - **Current Warrant List and Current Journal Entries = Current General Ledger = Current Balance Sheet and Profit/Loss Statements**
- Review Accountant notes from Dec/Jan/Feb financial report imbalances
 - **Current Warrant List and Current Journal Entries = Current General Ledger = Current Balance Sheet and Profit/Loss Statements**

NEW BUSINESS

- Follow up on Board Action to Rename the following fund account names, per Nathan:
 - § Transfer balance from Debt Service Fund to General Fund and make Debt Service Fund "inactive"
 - § Non Spendable-General Fund – Funds that cannot be touched
 - § Restricted-Kadlec – Funds restricted by external source for a specific purpose
 - § Committed-Capital Projects – Assigned for a specific purpose by the Board of Directors through a resolution
 - § Unassigned-Building Fund – Funds not designated for a specific purpose
 - **Tabled**
- Discussion: Protocol for changes in approved fiscal operating budget
 - **Changes must be brought through the finance committee and requires board approval**
- Discussion/Action
 - § New Custodian Position
 - **Changes must be brought through the personnel committee and finance committee and requires board approval**
 - § Allocation to fund new bank account at BMO Harris Bank in North Riverside with \$100 with merchant fee of .0275 (two signers required)
 - **Motion/ Brad, Second/Greg, Motion Carried/Unanimous**

CLOSE MEETING

Motion/ Ken, Second/Elizabeth, Motion Carried/Unanimous

Policy Committee
North Riverside Public Library
May 8, 2017

Minutes

- Open of Meeting – Elizabeth Tomasek called to order at 7:30pm. All trustees present.
- Determination of Quorum – Quorum present
- New Business
 - Approve dupdated meeting room policy. Motion/Ken. Second/ Annette.
 - Approved Travel Expense Authorization Request. Motion/Ken. Second/Brad.
 - Approved Alcohol in the Library policy. Motion/Brad. Second/Ken.
 - Approved updates to circulation policies. Motion/Annette. Second/PJ.
- Adjournment

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue

North Riverside, IL 60546

Minutes of the meeting of May 8, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:51 p.m. Roll call was taken.

Present: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Absent: No one

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo, Heidi Rouleau new trustee to be sworn in during this meeting.

A quorum was established.

Trustee K. Rouleau made a motion to approve the agenda as presented. Trustee Tomasek seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

2. Swearing in of Re-Elected Trustee Annette Corgiat and Newly Elected Trustee Heidi Rouleau.

Heidi was sworn in as a Trustee

Annette was sworn in as a Trustee

3. Election of Officers and Appointment of Committee Chairs

Ken Rouleau made a motion to elect Annette Corgiat as president. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

President Corgiat made a motion to elect Greg Gordon to be Vice President. Trustee K. Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

Trustee K. Rouleau made a motion to elect Brad Lanken as Treasurer Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

Trustee Corgiat made a motion to elect PJ Folz as Secretary Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

Trustee Corgiat made a motion to elect Elizabeth Tomasek as Sergeant at Arms Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

The committee structure and chair people will be discussed at the next meeting.

4. Open Forum

Jim Zak was present. He wanted to thank everyone on the Board for all that they do and that they do a very good job.

5. Financial Reports

A. Treasurer Lanken reported the account balances.

Treasurer Lanken asked for a list of vendors for Lorene. She reported that it goes back 30 years and it would be very long. She will look at the last year and pull out any vendors and how much they were paid. And get that to Lorene

He also reported that Nathan is getting a copy of the ledger and he will eliminate what is not being used and update codes for Lorene. He will work on it this week then it will be sent to Jean.

The Board wants any transaction that is posted this month to be in the financials for this month. Everything should be in the same month. Jean is balancing to the bank statements. She has nothing else to balance to. There are always some outstanding checks. Those checks should be reported on the month that they were dated and written. The warrant list should tie to the general ledger and the PNL. Jean said that is fine and she will work with it. Treasurer Lanken will send her an email with more details of exactly what he wants. Brad will work with Nathan on it and then get it to Jean in writing.

Trustee Lanken made a motion to approve the treasurer's report dated May 8, 2017 as presented. Ken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

The approval of financial statements was tabled until Treasurer Lanken has a chance to review.

Treasurer Lanken made a motion to approve Warrant list #17-05 and the transfer of \$70,000.00. Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending April 30, 2017.

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

1. Service and Inspection Log -.All up to date.

Waiting for a bill for the frequency drive. Lorene and Ken met with painters for bids. Gary's Painting and Decorating is doing the job. He wasn't the highest and wasn't the lowest but his proposal had the most detail. They started today and are planning to be done by next Monday. Still working on getting a company to do the control. The problem is that the controls are proprietary so it is hard to find someone. West Town did a report that they say was a part of the maintenance agreement. President Corgiat asked that now that it is May the covers should come off the planters. Ken will ask Bryant to come do that.

2. Repair Log - All up to date

B. Finance (Brad Lanken, chairman)

1. Review and approve new bank account to be used with the new cash register system.

Trustee Lanken made a motion to approve Director Kennard to open the new savings account at BMO Harris bank to be used with the new cash register.

Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

2. Discuss Mary Kadlec's balance of deposit and the possibility of investment of that money to another annuity.

Trustee Lanken made a motion to set up a new annuity for the balance. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

C. Strategic Planning (Greg Gordon, chair)

Strategic initiatives was in the budget this year. Director Kennard has funded some things with this money. Greg gave all Board members a copy of the report of these items. Director Kennard explained all of the items.

D. Personnel (PJ Folz, Chair)

Nothing to report tonight

E. Policy (Elizabeth Tomasek, Chair)

1. Trustee Tomasek made a motion to approve the updated meeting room policy. Trustee Lanken seconded the motion. All ayes, motion carried
2. Trustee Tomasek made a motion to approve the new Travel Expense Authorization Request policy. Trustee H. Rouleau seconded the motion. All ayes, motion carried.
3. Trustee Tomasek made a motion to approve the Alcohol in the Library policy. Trustee K Rouleau seconded the motion. All ayes, motion carried.
4. Trustee Tomasek made a motion to approve the updates to the circulation policy. Trustee K Rouleau seconded the motion. All ayes, motion carried.

We no longer have to record all meetings. Lorene is waiting for a written statement from the lawyer. Tonight's meeting was not recorded.

6. President

1. Fourth of July parade - The Board all agreed that they want to be a part of it again this year. Annette will see if a car can be donated. If there are staff members that would like to ride it in that would be great. Lorene will ask staff.
2. Foundation Gala - October 21st at Riverside Golf Club. They just booked the entertainment. It is going to be a cabaret night. There will also be a silent auction. The Foundation is doing a raffle for the Echo and the Dot. Tickets are available at the circulation desk.
3. Friends of the Library - They made almost \$2200.00 at their book sale despite the horrible weather.
4. Employee Appreciation Dinner - Needs to be in the budget for next year. It will be at Miller's Ale House again. Lorene will look at dates with Angelica and pick one. Board members are also invited.

7. Other Action Items

Trustee K. Rouleau made a motion to approve the April 10, 2017 Finance Committee Meeting with the correction of PJ's last name and the April 10, 2017 Board Meeting,. Trustee Lanken seconded the motion. All in favor, motion carried.

8. Information Items

- a. Committee Meetings - Next Board meeting is on June 12, 2017 at 7:30 p.m.
- b. Calendar - all up to date
- c. Memorial Books Report - PJ bought 2 books and Lenore Guirini is buying 2 books
- d. Correspondence - Mr. Smith followed up with a letter from the last Board meeting. He is asking that when the calendar is made for next year, the Board consider not closing on Good Friday or Easter Sunday. Lorene contacted the lawyer and he said

the Board can do whatever they want. The letter was given to the secretary to be filed.

Susan Locander - Thank you for sympathy on her mom's passing

Mary Lee - Thank you for the clock and citation on her retirement.

E. Board Action Log- all up to date

f. Trustee Continuing Education - nothing tonight

g. Grants - nothing tonight

h. Advocacy - nothing tonight

i. Rails and SWAN - next SWAN meeting is the first week of June

9. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 8:59 p.m. Trustee Folz seconded the motion. All in favor, motion carried.

Respectfully Submitted

Jill M. Cannizzo

July 2017

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1 Stories & Snacks 10:30a-11:00a
2	3	4 Independence Day Library Closed	5 Movie Matinee 2:00-4:00p	6 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	7 Senior Drop-In 10:00a-12:00p	8 Family Bingo 2:00-3:00p
9	10 Wii Play Games & Watch Movies 6:00-8:00p Building & Grounds 6:30-7:00p Finance Committee 7:00-7:30p Board Meeting 7:30-8:30p	11 Junior Builders 10:30-11:30a Teens: Just Craftin' Around 6:00-8:00p Book Club 7:00-8:00p	12 Big Builders 3:30-4:30p Teens: Fandom Showdown 6:00-8:00p Chicago by Design 6:30-8:00p	13 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	14 Senior Drop-In 10:00a-12:00p	15 Stories & Snacks 10:30a-11:00a Teens: Just Craftin' Around 1:00-3:00p
16	17	18 Junior Builders 10:30-11:30a Wii Play Games & Watch Movies 6:00-8:00p War Games 6:30-8:00p	19 Big Builders 3:30-4:30p Teens: Fandom Showdown 6:00-8:00p True Story of WWII 6:30-8:00p	20 Stories & Play 10:30-11:00a Mr. Freeze Show 2:00-3:00p Read Along w/ Ms. Nikki 3:30-4:30p	21 Senior Drop-In 10:00a-12:00p	22
23	24 Pizza & Game Night 6:00-7:00p	25 Junior Builders 10:30-11:30a Teens: Just Craftin' Around 6:00-8:00p	26 Family Program: Read Design Succeed 6:30-7:30p	27 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	28 Senior Drop-In 10:00a-12:00p Color-A-Thon 10:30-11:30a	29 Library Closed
30	31					

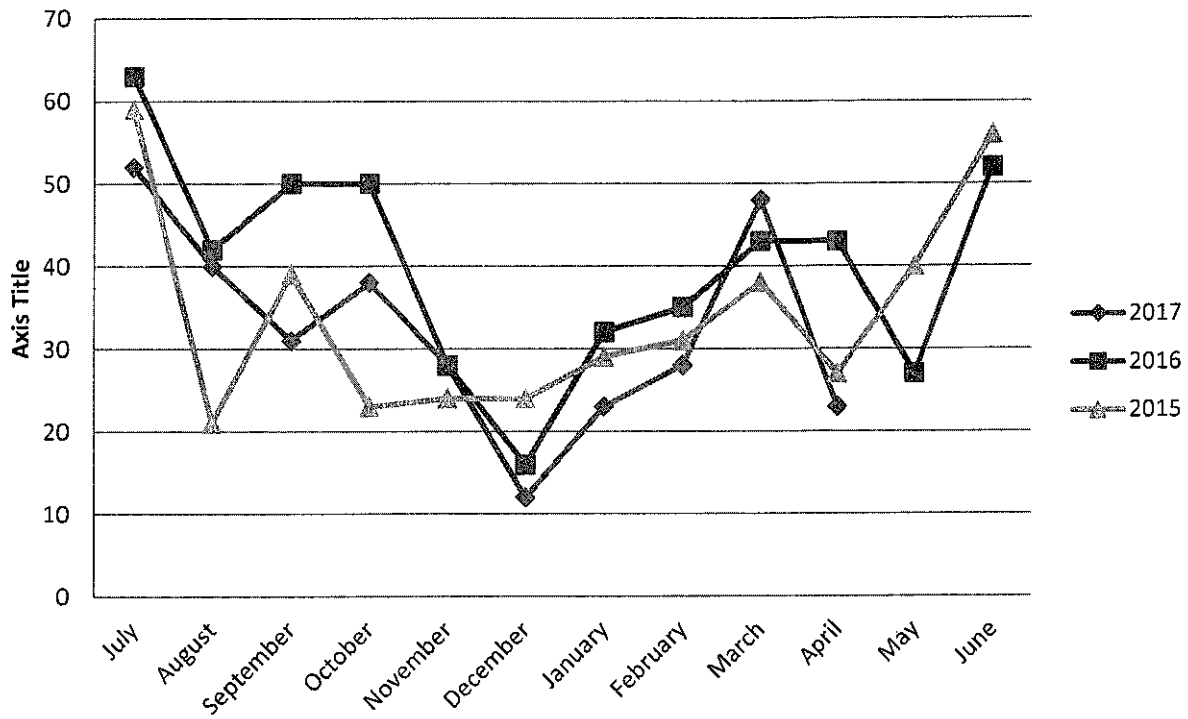
June 2017

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1 Stories & Play 10:30-11:00a	2 Senior Drop-In 10:00a-12:00p	3 Stories & Snacks 10:3a-11:00a Wii Play Games & Watch Movies 1:00-3:00p
4	5	6 Junior Builders 10:30-11:30a	7 Movie Matinee 2:00-4:00p Big Builders 3:30-4:30p	8 Stories & Play 10:30-11:00a	9 Senior Drop-In 10:00a-12:00p	10 Family Color-A- Thon 10:30-11:30a
11	12 Pizza & Game Night 6:00-7:00p Building & Grounds 6:30-7:00p Finance Committee 7:00-7:30p Board Meeting 7:30-8:30p	13 Junior Builders 10:30-11:30a Family Program: See the Show! 6:30-7:30p Book Club 7:00-8:00p	14 Big Builders 3:30-4:30p Teens: Just Craftin' Around 6:00-8:00p A Solar Eclipse is Coming! 6:30-8:00p	15 Stories & Play 10:30-11:00a	16 Senior Drop-In 10:00a-12:00p Design a Structure the Wolf Can't Blow Down 12:00-3:00p	17 Stories & Snacks 10:3a-11:00a Teens :Cooking 101 1:00-3:00p
18 Father's Day	19 Teens: Just Craftin' Around 6:00-8:00p	20 Junior Builders 10:30-11:30a Family Program: The Big Show! 6:30-7:30p	21 Big Builders 3:30-4:30p Teens: Fandom Showdown 6:00-8:00p	22 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	23 Senior Drop-In 10:00a-12:00p	24 Family Bingo 2:00-3:00p Liz Berg Band 2:00-3:00p
25	26 Pizza & Game Night 6:00-7:00p	27 Junior Builders 10:30-11:30a Wii Play Games & Watch Movies 6:00-8:00p Adult Coloring 6:30p-8:00p	28 Brief History of Retro Video Game 6:30-8:00p Family Program: Flying Fox 6:30-7:30p	29 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	30 Senior Drop-In 10:00a-12:00p	

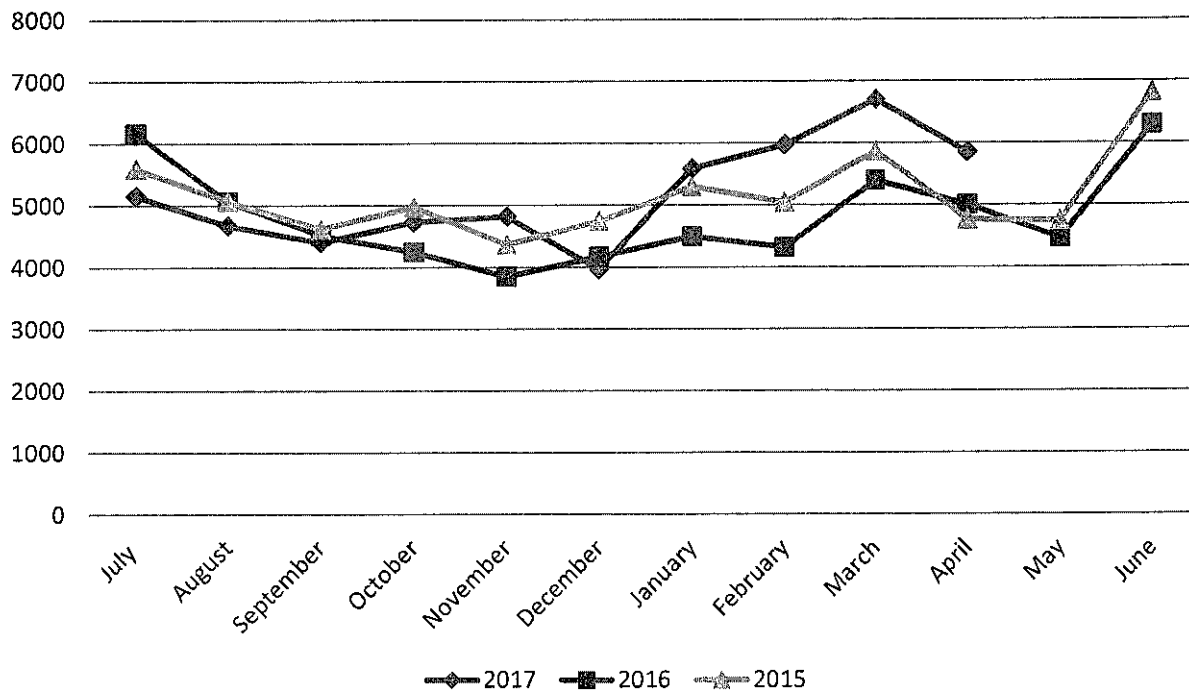
BOARD ACTION LOG

MONTH	ACTION	2011 DATE	2012 DATE	2013 DATE	2014 DATE	2015 DATE	2016 DATE	2017 DATE
JANUARY	Review policies							
	Appoint FOI & OMA Officers	January 10, 2011	January 9, 2012	January 14, 2013	January 13, 2014	January 12, 2015	Monthly January 11, 2016	January 9, 2017
	Approve PTAB intervention resolution (every other year)			March 11, 2013		January 12, 2015		January 9, 2017
FEBRUARY	Review Insurance	February 7, 2011		March 11, 2013	May 12, 2014	January 12, 2015	February 8, 2016	
	Plan employee appreciation dinner	Dinner Not Held	Dinner Not Held	Dinner Not Held	Dinner Not Held	Dinner Not Held	Dinner Not Held	8-18-17 @6:30
MARCH	Adopt Collection Development Policy							
	Create public comment policy	April 11, 2011						
	Election	April 5, 2011	Off year. No election	April 9, 2013	Off year. No election	April 7, 2015	April 14, 2016	April 4, 2017
APRIL	Employee review					June, 2015		
	Volunteer recognition lunch	Lunch Not Held	April 18, 2012	April 24, 2013	Lunch Not Held	Lunch Not Held	Lunch Not Held	
	Conduct director's performance review	October 10, 2011	September 17, 2012			August 9, 2015		
					April 21 & 28 and May 19			
	Hold committee meeting on budget		June 11, 2012	May 16, 23, 30		May 21, 2015	May 23, 2016	June 12, 2017
	Hold committee meeting on salary increases		June 18, 2012	May 20, 2013		May 21, 2015	May 23, 2016	June 12, 2017
MAY	Review health insurance	May 9, 2011	June 11, 2012	May 13, 2013	April 21, 2014	May 18, 2015	May 23, 2016	May 1, 2017
	Approve Non-Resident Card Ordinance	May 9, 2011	May 14, 2012		May 12, 2014	June 8, 2015	May 23, 2016	March 13, 2017
	Plan Fourth of July Celebration	Celebration Not Held	Celebration Not Held		June 9, 2014	August 9, 2015	August 19, 2016	May 1, 2017
	Employee appreciation dinner	Dinner Not Held	Dinner Not Held	Dinner Not Held	Dinner Not Held	June 8, 2015	August 19, 2016	May 1, 2017
	Approve prevailing wage ordinance	June 13, 2011	June 11, 2012	June 10, 2013	June 9, 2014	June 8, 2015	June 13, 2016	June 12, 2017
JUNE	Approve working budget	October 10, 2011	July 9, 2012	July 8, 2013	June 23, 2014	June 8, 2015	June 13, 2016	June 12, 2017
	Post B&A ordinance	July 12, 2011	July 9, 2012	July 8, 2013	July 14, 2014	July 13, 2015	August 8, 2016	
	Approve B&M levy ordinance	July 11, 2011	July 9, 2012	July 8, 2013	July 14, 2014	July 13, 2015	August 8, 2016	
	Fourth of July	July 4, 2011	July 4, 2012	July 4, 2013	July 4, 2014	July 4, 2015	July 4, 2016	
JULY	Plan North Riverside Day	Not held	Not Held	Not Held	Not Held	Not Held	Not Held	
	Sign IPLAR documents	August 15, 2011		August 12, 2013	August 11, 2014	September 14, 2015	August 8, 2016	
AUGUST	Hold public hearing on B&A ordinance	August 15, 2011	August 13, 2012	August 12, 2013	September 8, 2014	September 14, 2015	September 12, 2016	
	Approve B&A ordinance	August 15, 2011	August 13, 2012	August 12, 2013	September 8, 2014	September 14, 2015	September 12, 2016	
	File IPLAR	August 27, 2011		August 29, 2013	August 18, 2014	August 11, 2015	August 8, 2016	
	Plan Fall Festival	September 12, 2011	September 10, 2012		September 8, 2014	September 14, 2015	August 8, 2016	
	Approve holiday closings	August 15, 2011	August 13, 2012	August 12, 2013	October 13, 2014	September 14, 2015	August 8, 2016	
	North Riverside Day	Not held	Not Held	Not Held	Not Held	Not Held	Not Held	
SEPTEMBER	Review ByLaws				September 22, 2014	October 12, 2015	October 10, 2016	
	Sign per capita grant documents	September 12, 2011			No longer required	No longer required	No longer required	
OCTOBER	Plan board-staff holiday dinner			October 14, 2013	October 13, 2014	October 12, 2015	October 10, 2016	
	Plan holiday open house	October 14, 2011	October 8, 2012	October 14, 2013	October 13, 2014	October 12, 2015	October 10, 2016	
	File per capita grant application	October 14, 2011		October 13, 2013	October 13, 2014			
	Review Annual Report				December 8, 2014	December 14, 2015		
	Post levy ordinance	October 10, 2011	October 8, 2012	October 14, 2013	October 13, 2014	October 12, 2015	October 10, 2016	
	Hold public hearing on levy ordinance	November 14, 2011	November 12, 2012	November 18, 2013	November 17, 2014	November 16, 2015	November 14, 2016	
NOVEMBER	Determine staff Christmas gifts			November 11, 2013	December 8, 2014	November 9, 2015	November 14, 2016	
	Approve levy ordinance	November 14, 2011	November 12, 2012	November 18, 2013	December 8, 2014	November 16, 2015	November 14, 2016	
	Holiday open house	December 3, 2011	December 8, 2013	December 7, 2013	December 6, 2014	December 12, 2015	December 10, 2016	
DECEMBER	Board-staff holiday dinner	December 11, 2012	December 2, 2013	December 8, 2013	December 14, 2014	December 6, 2015	December 4, 2016	
	Approve audit		December 10, 2013		December 8, 2014			
	Establish regular monthly meeting schedule	December 12, 2012	December 10, 2013	December 9, 2013	December 8, 2014	December 14, 2015	December 12, 2016	
	Review investment Policy (2012)							

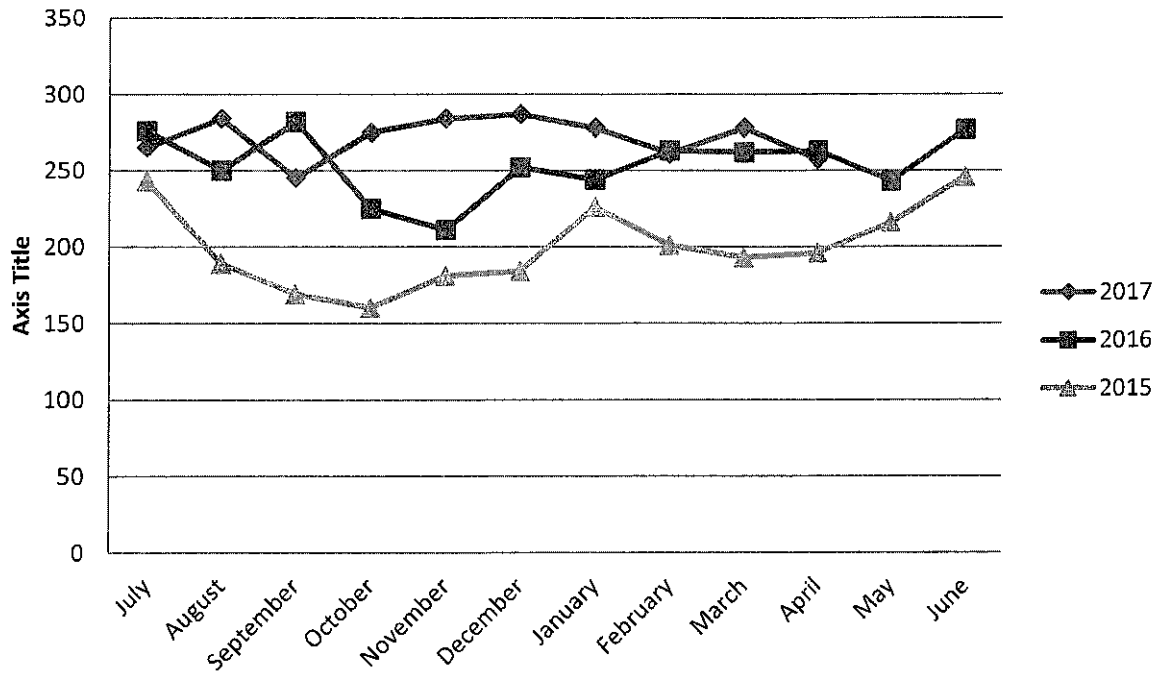
New Cards



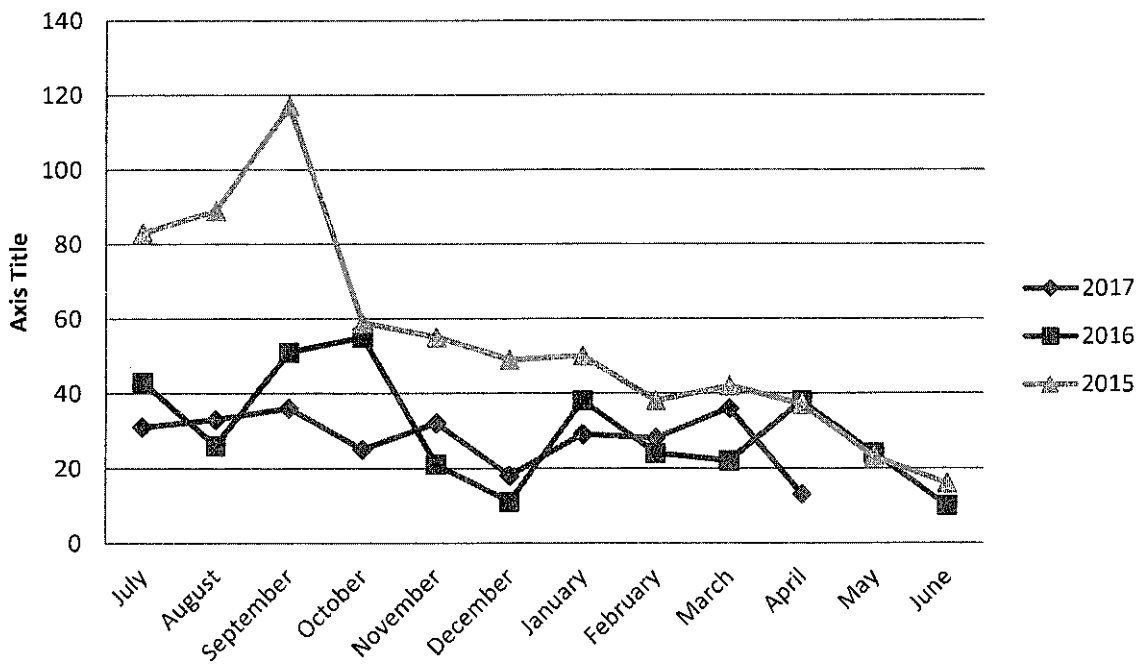
Checkouts



Ebooks



Zinio



Adult Services Librarian

Library

Employer/Library: North Riverside Public Library District

Library Type: Public Library

County: Cook

Position Details

Full Time or Part Time: Full Time

Hours:

The Adult Services Librarian is a 40 hours a week position, with daytime, evening or weekend hours when necessary.

Salary: \$40,000 - \$45,000

Due to a retirement, the North Riverside Public Library is looking for an Adult Services Librarian with experience in collection development, program planning and readers advisory. This position also helps out with technology assistance and social media posting.

Normal office skills such as the ability to work with Microsoft Office products, phone skills, reliable transportation to work, and the ability to lift 25 pounds are also required.

We are looking for someone with a master's degree in library and information science who is interested in e-book technology, current events and pop culture. Is your skill with the quill undeniable? Please consider coming to work with us!

Benefits include vacation time, sick time and personal days. We offer coverage for medical, dental and vision insurance with the library paying 90% of the premium.

The North Riverside Public Library District is an equal opportunity employer. A criminal background check will be performed. Our library is a suburban-urban library serving a population of approximately 6700. North Riverside is 'a small community with a big heart.'

To Apply

Application Deadline: Date below

Deadline Date: Friday, June 9, 2017

Application Contact: Lorene Kennard

Apply To:

North Riverside Public Library District

2400 S. Des Plaines Avenue

North Riverside, IL 60546

Web: (www) www.northriversidelibrary.org (www.northriversidelibrary.org)

See map: [Google Maps](#)

(<http://maps.google.com?q=2400+S.+Des+Plaines+Avenue%2C+North+Riverside%2C+IL%2C+60546%2C+us>)

Illinois

May 2017 Youth Services statistics

PROGRAMS OFFERED

11 for children under age 5

13 for elementary age children, including outreach programs at Hauser and Komarek

4 for tweens & teens, including outreach programs at Hauser and Komarek

PROGRAM ATTENDANCE

122 children under age 5

468 elementary age children

275 tweens & teens

ADULT PROGRAM STATISTICS FOR MAY, 2017

<u>DATE</u>	<u>PROGRAM</u>	<u>PATRONS</u>
5/3	Movie: "Sully"	18
5/9	Book Club: <u>100-Year-Old Man Who Climbed Out the Window...</u>	11
5/10	Body Smart Gardening	18
5/17	MLB Umpire, Pilot and Author Dick Cavanaugh	13
5/5	Senior Drop-In	8
5/19	Senior Drop-In	12
5/26	Senior Drop-In	7

Submitted by Mary Cooper, Adult Services Librarian