

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
2400 S. Des Plaines Avenue  
North Riverside, Illinois  
**Regular Meeting, May 21, 2018**  
**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
  
2. **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.
  
3. **Financial reports**
  - A. Treasurer
  - B. Accountant
  - C. Finance Committee Report (Brad Lancken, chairman)
  - D. Approval of financial statements (action)
  - E. Approval of Warrant List #18-05 (action)
  - F. Authorization to transfer \$60,000 from the money market to the checking account (action)
  
4. **Committee Reports**
  - A. Building and Grounds (Ken Rouleau, chairman)
    1. Air Handling System Full Inspection Quote (action)
    2. Service and Inspection Log (Information)
    3. Repair Log (Information)
  - B. Strategic Planning (P. J. Folz, chairman)
  - C. Personnel (Greg Gordon, chairman)
    1. Technology Manager Job Description (action)
  - D. Policy (Priscilla Skenandore, chairman)
  
5. **President**
  
6. **Other Action Items**
  - A. Approval of the minutes
    1. April 23, 2018 Special Board Meeting (action)
  - B. Approval of Prevailing Wage Ordinance (action)
  - C. Approval of Non-resident Card Ordinance (action)
  - D. Approval of Authorization of Intervention in Proceedings before the Tax Appeals Board Resolution (action)
  - E. Approval of FY 18/19 Meeting Schedule (action)
  - F. Approval of IMRF Participation Ordinance (action)

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**7. Information items**

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

8. **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)

**9. Return to open session**

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

**11. 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 regular Board Meeting is scheduled for June 18<sup>th</sup>, 2018**

**ORDINANCE 18-05-01**  
**2018 ANNUAL ORDINANCE AUTHORIZING**  
**PUBLIC LIBRARY NON-RESIDENT CARDS**

**WHEREAS**, the North Riverside Public Library is a tax-supported public library; and

**WHEREAS**, people residing within the jurisdictional boundaries of the North Riverside Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS** PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal address”; and

**WHEREAS** the Office of the Illinois Secretary of State has issued regulations defining “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS** the Board of Trustees of the North Riverside Public Library District has determined for its 2018-19 fiscal year, commencing July 1, 2018, and ending June 30, 2019, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District whose closest library is the North Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the North Riverside Public Library District, may purchase a non-resident fee card for the price calculated according to the Tax Bill Method (23 Ad. Code 3050.60(b)).

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District but owning (as an individual, a partner, the principal stockholder or other joint owner) taxable property within the jurisdictional boundaries of the North Riverside Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the North Riverside Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of the

Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance; and (c) the fee formula as set forth herein.

**Section 4:** The North Riverside Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The North Riverside Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determined the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the North Riverside Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the North Riverside Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the North Riverside Public Library.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the President and Board of Library Trustees of the North Riverside Public Library District.

\_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of April 23, 2018**

**1. Open of Meeting**

A. The meeting was called to order by Trustee Corgiat at 7:04 p.m. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Absent: Brad Lanken, Al Pineda, Priscilla Skenandore

Also Present: Natalie Bazan, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo

B. A quorum was established.

C. There were no visitors at the meeting

D. Trustee Rouleau made a motion to approve the agenda as presented with the transfer amount of \$60,000. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

**2. Open Forum**

No visitors

**3. Financial Reports**

A. Treasurer Lanken is absent, no report.

B. Jean DiMonte presented the financial reports for the month ending March 31, 2018.

C. Finance Committee Report -  
Treasurer's Report

There was not a treasurer's report as Treasurer Lanken is absent

D. Trustee Gordon made a motion to approve the financial statements as presented. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

E. Trustee Gordon made a motion to approve Warrant List #18-04 in the amount of \$28,470.32 Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

F. Trustee Gordon made a motion transfer \$60,000.00. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

G. Trustee Gordon made a motion to close the special reserve fund account. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

#### **4. Committee Reports**

##### **A. Buildings and Grounds (Ken Rouleau, chairman)**

###### **1. Review of main floor carpeting quotes**

The Board looked at the carpet samples and agreed on something. It has to be ordered now to get the price quoted. The company has space to store it. DeSitter has come down a little bit in price. They have a few other jobs in August already so they may work at the Library in September. Natalie is working with them.

Trustee Rouleau made a motion for Natalie to go forward with DeSitter and have them order the carpeting and then it could be installed in September. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

2. Service and Inspection Log - Ken is going to work with Natalie on this

3. Repair Log - Ken is going to work with Natalie on this

##### **B. Strategic Planning (P.J. Folz, chairman)**

Nothing

##### **C. Personnel (Greg Gordon, chairman)**

###### **1. Director's Leave**

Trustee Gordon discussed giving Director Bazan a paid 2 week leave of absence moving her vacation forward with a signed letter stating that if she leaves the Library before that time is earned she would pay the Library back. That is up to her for how she wants to do this, using vacation or sick time.

Trustee Gordon made a motion to approve payment moving vacation forward up to 2 weeks if that is what the director wishes to do. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

Natalie is ready to hire the new person and is doing a few more interviews for the additional position and things are moving forward.

##### **D. Policy (Priscilla Skenandore, chairman)**

Priscilla is absent so there is nothing to report tonight. Natalie and Priscilla are talking about policies and are starting at the beginning and moving forward.

## **5. President**

Frank Natalie passed away, Annette suggested the Board do a memorial book for him. All Board members agreed on that idea. Natalie will work on that. It was noted that he was really into music so maybe something in that genre. Mary will also dedicate the next music program in memory of him.

## **6. Other Action Items**

### **A. Approval of minutes**

Trustee Rouleau made a motion to approve the minutes of the March 19, 2018 Board meeting as presented. Trustee Folz seconded the motion. All ayes, motion carried.

### **B. Tablets for Board Members**

It was discussed that the tablets should be refurbished from ones that the Library owns and then get new ones for the Library. Natalie will start working on getting them refurbished and ready for the Board members.

Trustee Gordon made a motion to use the iPad tablets that the Library owns and refurbish them for the Board members. Trustee seconded the motion. All ayes, motion carried.

### **C. Illinois Department of Innovation and technology Broad Band Service Order**

Trustee Rouleau made a motion to approve the Illinois Department of Innovation and technology Broad Band Service Order change the T1 to fiber and purchase the new modem. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau

Nays: None

Motion carried

## **7. Information Items**

A. Committee meetings - None added tonight. All meetings go through the director.

B. Calendar - Mayor's Golf Outing is June 11<sup>th</sup>. The luncheon ticket price is the Library's donation to the outing. Annette, PJ & Natalie will go. Natalie will email the Board members that are not present tonight to see if they want to go. Natalie will buy the tickets. There is nothing additional to add to the calendar for tonight. Natalie will start sending it again.

C. Memorial Books Fund - Mary just got another request in for 2 books but did not give Natalie the details as of this meeting.

D. Correspondence - P.J. read a card from the staff thanking for the Christmas dinner.

E. Board Action Log - Annette sent it to Natalie and she is working on it.

F. Trustee Continuing Education - Ken and Annette went to a meeting on Friday and it was basically all about marketing. There were a lot of good ideas. She had a very good slide presentation and it is available to all libraries so Natalie will look into getting a copy of that. Natalie is working with Joe on doing DVD binge boxes.

G. Grants - Library was granted the Back to Books grant will be coming in May. 2018 Per Capita grant was also granted. Application is in for 2 other grants, Teen Technology grant and Historical grant.

H. Advocacy - Natalie has started attending the village board meetings. May 15<sup>th</sup> is the next Neighborhood Services meeting and Natalie is the speaker.

I. RAILS & SWAN -. Nothing tonight

### **8. Adjournment**

Trustee Folz made a motion to adjourn the meeting at 8:08 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, May 21, 2018.

Respectfully Submitted  
Jill M. Cannizzo