North Riverside Public Library

Board of Trustees

*Minutes of the October 10, 2017 Meeting*

*Of the Committee of the Whole*

Vice President Gordon called the Committee of the Whole meeting to order at 6:30 p.m.

Present: Greg Gordon, PJ Folz, Al Pineda, Ken Rouleau, Elizabeth Tomasek

Absent: Annette Corgiat, Brad Lanken

Also Present: Marilyn Boria, Interim Director

Since there were no visitors at the meeting, the first order of business was acceptance of the Minutes of the September 11, 2017 Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

As a next order of business, the Board considered items from the Personnel Committee. Vice President Gordon asked Director Boria to review the proposed timeline (included in the Board packet) for hiring a new library director. All Board members concurred with this proposal. Then there was a discussion about the Holiday Dinner. Boria suggested that staff be polled about whether to hold the dinner as planned or to consider an alternative event at the Library during work time. The Board agreed to this suggestion with the understanding that supervisors would conduct the polling in each department. As a last item under the Personnel Committee, Boria noted that planning was just getting underway for the Holiday Open House and a full report would be made at the Board meeting.

Building and Grounds Committee Chair Ken Rouleau reported that the staff would like to re-carpet the Storytime Room with carpet tiles instead of broadloom because of the ease of repairing any problems. Boria reported that although carpet tiles were more expensive, they would provide much better looking flooring because of the ability to swap out damaged tiles quickly and easily. The main problem with tiles in the lower level is that the floor would have to be treated for moisture mitigation before the tiles could be installed. The cost of moisture mitigation is $2,635 while the cost of the selected tiles (including removal and installation along with 8 square yards of attic stock) is $7,235. The total cost of the project would be $9,870. All Board members were in agreement that this would be a very good solution to the problem, but did not want to make a recommendation to proceed without input from the Treasurer. So, this item will be postponed until November.

Rouleau then asked Boria to discuss a proposal to provide new services desk for the adult reference librarian and the Teen/tween librarian. Boria noted that the current desk for the reference librarian looks more like a fortress than a service desk and there is no place for the teen/tween librarian to sit when working with her clientele. So, the staff reviewed options and is recommending purchasing two desks for this area that will provide a work surface for staff as well as a small ledge for the public. The cost for both of these desks would be $4,528.03. Again, Board members were in agreement that this would be a very good solution to the problem but did not want to make a recommendation to proceed without input from the Treasurer. So, this item also was postponed until November.

As Chair of the Policy Committee, Elizabeth Tomasek presented the proposed Money Handling Policy which had been discussed last month, revised, and was now ready for approval. All Board members agreed with this policy. Tomasek then proposed a change in the Health Insurance Policy that is necessitated because offering the HMO plan through LIMRiCC would require opening up health insurance to all employees working 30 or more hours per week. The Board agreed that it would be good to drop this plan from the Library's offerings. Boria then reviewed recent legislation affecting libraries which included increasing the threshold for contracts requiring competitive bids from $20,000 to $25,000 and a change to the prevailing wage act allowing libraries to indicate a notice of determination of prevailing wages on their websites rather than through publishing notices in the newspaper. Finally, Tomasek reviewed a need to change the dates of the January and February Board meetings because they fall on dates the Library is closed. All committee members agreed to recommend that the meetings be held the next day.

Under the Finance Committee, Boria reported that health insurance rates for 2018 would remain unchanged which was good news. She then asked Trustees to review the draft Resolution to Determine Estimate of Funds Needed which was included in the packet. All Trustees were in agreement to keep the levy below 5%.

In anticipation of applying for a 2018 Illinois State Library Per Capita Grant, Boria distributed copies of the Trustee Facts File (4th edition) and asked Trustees to review chapters 1-5 for discussion at the October Board meeting.

There being no other new business the meeting was adjourned at 7:40 p.m.

Minutes Prepared by Interim Director Boria