North Riverside Public Library

Board of Trustees

*Minutes of the November 13, 2017 Meeting*

*Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:35 p.m.

Present: Greg Gordon, PJ Folz, Ken Rouleau,

Absent: Brad Lanken, Al Pineda, Elizabeth Tomasek

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 October 10, 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. Boria reported that, as discussed at the October Committee of the Whole meeting, staff had been polled about whether to hold the holiday dinner as planned or to consider an alternative event at the Library during work time. The staff voted overwhelming in favor of holding an event at the Library. The Committee agreed to a budget of up to $400 for this event in lieu of dinner at a local restaurant.

Musicians for the Holiday Open House, planned for December 9, have been arranged by Kay Subaitis of the Friends of the Library. The program will be held from Noon to 3:00 p.m. and include the Mater Christi Children's Choir and the Riverside-Brookfield High School Madrigal Singers.

The Committee again discussed carpeting for the Storytime Room which had been delayed in October because the Treasurer was not in attendance. To recap, 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 sq. yds 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. Boria agreed to discuss financing for this project with the Library's auditor so that this item could be included on the November Board Meeting agenda.

The Committee again discussed a proposal to provide new service desks for the adult reference librarian and the Teen/tween librarian which had been postponed in October due to the absence of the Treasurer. To recap, 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. Boria agreed to discuss financing for this project with the Library's auditor so that this item could be included on the November Board Meeting agenda.

Boria then reported on a need for 2 office chairs, one for the teen/tween librarian and one to replace a damaged chair in the Children's Department. The Committee agreed with these purchases.

The next order of business was review of the Tax Levy Ordinance which must be approved at the November Board meeting. The Committee discussed and approved changes between the Appropriation and the proposed levy.

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

Minutes Prepared by Interim Director Boria