North Riverside Public Library

Board of Trustees

*Minutes of the December 11, 2017 Meeting*

*Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:32 p.m.

Present: Greg Gordon, PJ Folz, Ken Rouleau, Brad Lanken

Absent: Al Pineda

Also Present: Marilyn Boria, Interim Director

A quorum was established with five Trustees present. The agenda was accepted as presented. Since there were no visitors at the meeting, the first order of business was acceptance of the Minutes of the November 13, 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 Building and Grounds Committee. First, Trustees agreed to the purchase of an additional office chair for staff. Then, Ken Rouleau reported on the one proposal received for replacing the lights in the main stairwell. Boria indicated that at least one other proposal would be coming in early January so Trustees agreed to delay this matter for one month. Rouleau then reviewed a report from Olsson Roofing following an annual inspection that indicated the roof was in good condition. Finally, Rouleau reported that he and Bryant had replaced the lights on the Library's front marquee but were unable to correct other problems with the parking lot lights. It was agreed that Boria should contact an electrician to investigate these problems.

Under Policy Committee, Boria explained that the Per Capita Grant application required a review of the Board bylaws to meet the minimum specifications in Chapter 3 of the Trustee Facts File. The Board bylaws require an annual review which was late this year due to the turnover in the director's position. In addition, there were several areas of the bylaws which needed to be updated. Trustees then considered a draft policy on Prohibiting Sexual Harassment, Discrimination and Retaliation which is required by recent legislative action. Although the Library has a policy covering this topic, it does not meet all of the requirements of the new legislation. The Board agreed that the draft policy should be presented at the December meeting for approval.

Under Other New Business, Trustee Greg Gordon reviewed the principles outlined in the online presentation by Dr. Steve Albrecht entitled Trends in Safety and Security for Libraries. There was a general discussion about ways to improve safety in the building and to train staff in effective ways to deal with challenging situations.

As a next order of business, Boria presented a brief overview of the Illinois State Library's Literacy Program and discussed how the Library might benefit from using these resources. Since almost 1/3 of the population of North Riverside is Hispanic, this is an area for the new director to pursue.

Trustees then reviewed a proposal from Cook & Kocher to renew the Library's commercial property, liability and crime coverage, workers' compensation coverage, and catastrophic coverages. The overall premium increased by about 25% due to several recent claims. There was general agreement with this proposal.

Finally, Trustees reviewed pension payments for full-time staff. The total payout for December will be $4,382.

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

Minutes Prepared by Interim Director Boria