

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
March 11th, 2019
6:30 PM

*** Presentation by First American Bank**

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

2. Open Forum

Audience Members wishing to address the Board please complete the open forum sheet provided and give it to the Board Secretary.

3. Minutes

- A. Accept Minutes of February 11, 2019 Committee of Whole Meeting Open Session.

4. Finance Committee (Brad)

- A. Begin review of budget

5. Personnel Committee (Greg)

6. Building and Grounds Committee (Ken)

7. Policy Committee (Priscilla)

- A. Review of new library policies

8. Other New Business

- A. Reminder - Cook County Ethics form must be completed
- B. Geocaching Summer Library Competition
- C. Other

9. Adjournment

The Library Board meeting is scheduled for Monday, March 18, 2019 at 7:00pm.

Hello Directors,

For the last 7 years, Atlas has sponsored the Multi-Library Geocache Competition, bringing together 30 different libraries and their patrons to participate in a summer long Geocache Competition. Every year we reach out to Atlas libraries and invite them to join our ever growing competition.

If your library has participated in our event before, your previous library representatives should have received an email asking if they'd like to join again this year.

Geocache is a global treasure hunt that people of all ages can activity participate in. Our competition has patrons going from library to library, to find their hidden prize (known as a cache) based on a series of clues. Each library patron who finds your cache, will fill out a ticket which enters them into a drawing. We pull a winner from each participating library, and they will be awarded a gift card.

The competition has grown in both library and patron participation over the years and is a great way to welcome patrons from other areas into your library! The program runs during the summer (exact dates are TBA but we generally go the first week of June to the first week of August).

We require all participating libraries to:

- Create their own hidden cache and submit its information for the clue card
- Distribute clue cards to patrons.
- Maintain cache throughout the competition.
- Collect drawing slips from those who find cache.
- Keep stats on number of clue cards your library hands out, how many people found your cache and signed your log, and how many drawing tickets you collected.
- Send completed drawing tickets to committee for pulling winners
- If possible, hand out a "giveaway/swag" to successful participants. They really do like stickers, buttons, bookmarks, etc.
- If possible send photos to the committee for website & Facebook updates.

Our committee will:

- Create the score card and email the master document to your library contact
- Create customized drawing tickets for each participating library and email the master document to your library contact
- Maintain a website & Facebook page to help promote the competition.
- Distribute gift cards to the home library of the drawing winners
- Create a map of participating 2019 libraries
- Assist participating libraries with cache ideas and coordinate confirmation

If your library is interested in joining, please fill out our Google form.

<https://goo.gl/forms/CmLf5qZpmBlqNPh92>

Each participating library requires one individual as the main contact person, this person doesn't have to go to any meetings but they will be the person we'll send information to, as well as collect information from.

If you have any questions please don't hesitate to reach out!

North Riverside Public Library
Board of Trustees
Minutes of the February 11, 2019 Meeting
Of the Committee of the Whole

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

Present: Annette Corgiat, Ken Rouleau, Al Pineda, Priscilla Skenandore,
 P.J. Folz and Brad Lanken

Absent: Greg Gordon

Also Present: Director Natalie Starosta

A quorum was established with six Trustees present. The agenda was accepted as written. The first order of business was acceptance of the minutes of the January 14th Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Finance Committee

- A. Director Starosta is currently working to create the first draft of the 2019-2020 budget which she will send to Treasurer Lanken shortly.

Personnel Committee

- A. Vice President Gordon was absent.

Building and Grounds

- A. Trustee Rouleau had a complaint about the hard berries dropped by the decorative flowing trees in front of the library. Director Starosta will discuss trimming those trees in the spring with our landscaper.

Policy Committee

- A. Review of the personnel policy manual was tabled for March.

Other New Business

- A. Director Starosta asked that trustees contact businesses for the Show Your Library Card program for September as we didn't have enough business participation for March.
- B. Director Starosta discussed the Craft Supply Exchange area which is in labeled bins next to the new makerspace room. Donations have been coming in and being sorted.
- C. Director Starosta informed the Committee that we will have 2 staff members, Lizzy Boden and Britney Musial, speaking at the Big Talk for Small Libraries upcoming conference online.
- D. Director Starosta has put 3 staff members in for Illinois Library Association awards this year.

There being no other new business the meeting was adjourned at 7:15 p.m.

Minutes Prepared by Director Starosta