

**AGENDA**  
**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
2400 S. Des Plaines Avenue

*North Riverside, Illinois*

**Regular Meeting, August 20, 2018**  
**6:30 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. Finance Committee Report (Brad Lanken, chairman)
- B. Approval of financial statements (action)
- C. Approval of Warrant List #18-06 (action)
- D. Authorization to transfer \$80,000 from the money market to the checking account (action)
- E. Approval of 2018/2019 Budget Amendment (action)

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  - 1. HVAC and Lights Replacement (action)
  - 2. Service and Inspection Log (information)
  - 3. Repair Log (information)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
  - 1. Director's Evaluation Form (information)
- D. Policy (Priscilla Skenandore, chairman)
  - 1. Approval of updated Library Card Policy (action)
  - 2. Approval of Hot Spot Lending Policy (action)

**5. President**

**6. Director's Report**

**7. Other Action Items**

- A. Approval of the minutes
  - 1. July 16, 2018 Board Meeting (action)
    - B. Budget and Appropriations Ordinance Review (action)
    - C. Building and Maintenance Ordinance Review (action)
    - D. Library Cards (action)

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- E. Library Hours (action)
- F. IPLAR Signatures & Audit Secretary Books (action)

**8. 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

9. **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)

**10. Return to open session**

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

**12. 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 September 17<sup>th</sup>, 2018 at 7pm.**

## **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

### **Minutes of the meeting of July 16, 2018**

#### 1. Open of Meeting

A. The meeting was called to order by President Corgiat at 7:00 p.m. Roll call was taken.

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

Absent: Brad Lanken, Priscilla Skenandore

Also Present: Natalie Starosta, Director; Jill Cannizzo arrived at 7:20 p.m.

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 \$80,000. Trustee Pineda seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

#### 2. Open Forum

No visitors

#### 3. Financial Reports

A. Treasurer Lanken was absent, no report

B. Trustee Pineda made a motion to approve the financial statements with correction. Trustee Folz seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

E. There was not a warrant list for this meeting

#### 4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

1. HVAC and lights replacement Natalie will work on getting some quotes and try to get it before the next meeting.

Trustee Rouleau made a motion to authorize Natalie to get bids from engineering firms to assess the building. Trustee Pineda seconded the motion. All ayes, motion carried.

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

3. Repair Log - Ken is working on updating this with Natalie

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

Strategic Initiatives Mini-staff grant proposal

Trustee Pineda made a motion to approve the Strategic Initiatives Mini-staff Grant proposal. Trustee Gordon seconded the motion. All ayes, motion carried.

C. Personnel (Greg Gordon, chairman)

Maintenance Job Description

Trustee Gordon made a motion to approve the job description and make it a part time job and to hire the current person. Trustee Rouleau seconded the motion. All ayes, motion carried

D. nothing tonight

5. President

Nothing tonight. Fourth of July was a success.

6. Other Action Items

A. Trustee Rouleau made a motion to approve the minutes of the June 18<sup>th</sup> Board meeting and June 28<sup>th</sup> special Board meeting. Trustee Folz seconded the motion. All ayes, motion carried.

B. Audit Engagement Letter

Trustee Gordon made a motion to sign the letter stating that Nathan from O'Neil and Gaspardo will do the audit for the next three years. Trustee Pineda seconded the motion. A roll call vote was taken.  
All ayes, motion carried.

C. My Promo Receipt Software Purchase

Natalie would like to put it in the line item on the budget for public information  
Ken made a motion to purchase the software with the public information budget.  
Greg seconded Roll call vote - all ayes

7. Information Items

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

B. Calendar - no changes

C. Memorial Books Fund - One book was donated

D. Correspondence - nothing tonight

E. Board Action Log - all up to date

F. Trustee Continuing Education - Community Engagement on August 10<sup>th</sup> 9:30 a.m. until Noon at Arlington Heights Library. Let Natalie know if you want to go.

G. Grants - WalMart charitable giving was not letting Natalie sign on but she just got on so she will get it started.

H. Advocacy - nothing tonight

I. RAILS & SWAN - nothing tonight

There was some discussion about the graphs and charts that Director prints out for each meeting. She explained them briefly tonight. For future meetings there will be a Director's report added to the agenda after committee reports and before the president's report.

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 7:45 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, August 20, 2018 at 7:00 p.m.

Respectfully Submitted  
Jill M. Cannizzo