

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
2400 S. Des Plaines Avenue  
North Riverside, Illinois  
**Regular Meeting, February 20, 2018**  
**7:30 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. Treasurer
- B. Accountant
- C. Finance Committee Report (Brad Lanken, chairman)
- D. Approval of financial statements (action)
- E. Approval of Warrant List #18-02 (action)
- F. Authorization to transfer \$80,000 from the money market to the checking account (action)

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  - 1. Review and Approval of a AMS Electrical Quote for parking lot and emergency lights (discussion and action)
  - 2. Approval of Quinlan Security Systems' CCTV Upgrade quote (action)
  - 2. Service and Inspection Log (Information)
  - 3. Repair Log (Information)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
- D. Policy
  - 1. Approval of Emergency Closing Policy (action)
  - 2. Approval of Library Closing Updated List (action)

**5. President**

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North Riverside Public Library Board of Trustees  
Regular Meeting  
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**6. Other Action Items**

- A. Approval of the minutes
  - 1. January 16, 2018 Regular Board Meeting (action)
  - 2. January 29, 2018 Special Board Meeting (action)
  - 3. January 29, 2018 Special Board Meeting Closed Minutes (action)
- B. Approval of stipend for library consultant (action)

**7. 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

**8. 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)

**9. Return to open session**

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

**11. 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 March 19<sup>th</sup>, 2018**

NORTH RIVERSIDE PUBLIC LIBRARY  
Warrant List Number 18-02  
For approval February 20, 2018

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
7600-05	Health insurance	1,606.70
7700-01	Educ. Training-trustees	80.00
8090-01	Books on cds-adult	60.00
8091-01	Books on cds-youth	27.31
8097-01	Cds-music-youth	51.86
8105-01	Fiction/nonfiction	933.10
8106-01	Fiction/nonfiction-juvenile	3,681.69
8115-01	Large print books	174.13
8120-01	Newspapers	38.00
8140-01	Adult periodicals	2,794.77
8141-01	Children's periodicals	952.01
8152-01	Children's summer reading	30.54
8155-01	Adult programs	269.49
8158-01	Strategic initiatives	4,146.19
8162-01	Children's dvds-movies	85.80
8171-01	Information technology	857.86
8172-01	Computer equipment	7.99
8195-01	E-mail	47.32
8202-01	Office supplies	1,210.51
8301-07	Telephone	877.01
8304-07	Water & garbage	141.42
8306-07	Building supplies & maintenance	499.07
8308-07	Service contracts	4,836.89
8320-07	Buildings and grounds	3,530.61
8330-01	Casual labor	435.00
8365-01	Library promotion	897.86
8370-01	Postage	34.00
8375-01	Public relations	92.31
8399-01	Ill loss/damage	15.50
8400-01	Accounting	3,050.00
8402-01	Audit	1,680.00
8406-01	Collection service	17.90
8435-01	Personnel background checks	199.00
8460-05	Insurance	<u>1,506.00</u>
Total Warrant List		\$34,867.84

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## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 01/16/18 TO: 02/20/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
7600-05	LIM	HEALTH INSURANCE 2/7/18	02/14/18	AP- 0004	02/14/18	N	1,606.70	011717
ACCOUNT 7600-05 TOTAL:							1,606.70	
7700-01	BMO	EDUC TRAINING TRUSTEES 1-31-18	02/14/18	AP- 0004	02/14/18	N	80.00	011701
ACCOUNT 7700-01 TOTAL:							80.00	
8090-01	PENR	BOOKS ON CDS-ADULT 1085725495	02/14/18	AP- 0004	02/14/18	N	26.25	011724
	PENR	1086217937	02/14/18	AP- 0004	02/14/18	N	33.75	011724
VENDOR PENR TOTAL:							60.00	
ACCOUNT 8090-01 TOTAL:							60.00	
8091-01	AMA	BOOKS ON CDS- YOUTH JAN. 2018	02/14/18	AP- 0004	02/14/18	N	27.31	011695
ACCOUNT 8091-01 TOTAL:							27.31	
8097-01	AMA	CDS-MUSIC- YOUTH JAN. 2018	02/14/18	AP- 0004	02/14/18	N	51.86	011695
ACCOUNT 8097-01 TOTAL:							51.86	
8105-01	BAK	FICTION/NON FICTION JAN. 2018	02/14/18	AP- 0004	02/14/18	N	933.10	011700
ACCOUNT 8105-01 TOTAL:							933.10	
8106-01	AMA	FICTION/NON FICTION -JUVENILE JAN. 2018	02/14/18	AP- 0004	02/14/18	N	104.52	011695
	BAK	JAN.-2018	02/14/18	AP- 0004	02/14/18	N	2,873.47	011700
	OLL	245184	02/14/18	AP- 0004	02/14/18	N	353.10	011722
	OLL	245213	02/14/18	AP- 0004	02/14/18	N	198.50	011722
VENDOR OLL TOTAL:							551.60	
	SCHOL	16436377	02/14/18	AP- 0004	02/14/18	N	152.10	011728
ACCOUNT 8106-01 TOTAL:							3,681.69	
8115-01	GAL	LARGE PRINT BOOKS 62452015	02/14/18	AP- 0004	02/14/18	N	124.10	011711
	GAL	63162601	02/14/18	AP- 0004	02/14/18	N	50.03	011711
VENDOR GAL TOTAL:							174.13	
ACCOUNT 8115-01 TOTAL:							174.13	
8120-01	SUBL	NEWSPAPERS 1/03/18	02/14/18	AP- 0004	02/14/18	N	38.00	011730



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G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8120-01	NEWSPAPERS							
ACCOUNT 8120-01 TOTAL:							38.00	
8140-01	ADULT PERIODICALS							
EBS	1555032	02/14/18	AP- 0004	02/14/18	N		2,794.77	011709
ACCOUNT 8140-01 TOTAL:							2,794.77	
8141-01	CHILDREN'S PERIODICALS							
BMO	1-31-18	02/14/18	AP- 0004	02/14/18	N		19.95	011701
EBS	1555032	02/14/18	AP- 0004	02/14/18	N		932.06	011709
ACCOUNT 8141-01 TOTAL:							952.01	
8152-01	CHILDREN'S SUMMER READING							
AMA	JAN. 2018	02/14/18	AP- 0004	02/14/18	N		30.54	011695
ACCOUNT 8152-01 TOTAL:							30.54	
8155-01	ADULT PROGRAMS							
JLYN	PROG 3/14	02/14/18	AP- 0004	02/14/18	N		250.00	011715
MCOO	1/10/18	02/14/18	AP- 0004	02/14/18	N		19.49	011718
ACCOUNT 8155-01 TOTAL:							269.49	
8158-01	STRATEGIC INITIATIVES							
TLS	309818	02/14/18	AP- 0004	02/14/18	N		4,146.19	011736
ACCOUNT 8158-01 TOTAL:							4,146.19	
8162-01	CHILDREN'S DVDS-MOVIES							
AMA	JAN. 2018	02/14/18	AP- 0004	02/14/18	N		85.80	011695
ACCOUNT 8162-01 TOTAL:							85.80	
8171-01	INFORMATION TECHNOLOGY							
BMO	1-31-18	02/14/18	AP- 0004	02/14/18	N		31.86	011701
TECM	1/16/18	02/14/18	AP- 0004	02/14/18	N		76.00	011734
VER	15197	02/14/18	AP- 0004	02/14/18	N		750.00	011740
ACCOUNT 8171-01 TOTAL:							857.86	
8172-01	COMPUTER EQUIPMENT							
AMA	JAN. 2018	02/14/18	AP- 0004	02/14/18	N		7.99	011695
ACCOUNT 8172-01 TOTAL:							7.99	
8195-01	E-MAIL							
BMO	1-31-18	02/14/18	AP- 0004	02/14/18	N		47.32	011701
ACCOUNT 8195-01 TOTAL:							47.32	

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G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8202-01	OFFICE SUPPLIES							
	AMA	JAN. 2018	02/14/18	AP- 0004	02/14/18	N	180.04	011695
	DEM	10/4/17	01/17/18	AP- 0002	01/17/18	N	161.08	011692
	DEM	6305451	02/14/18	AP- 0004	02/14/18	N	188.10	011708
	DEM	6305812	02/14/18	AP- 0004	02/14/18	N	100.90	011708
	VENDOR DEM TOTAL:						450.08	
	NUM	159656	02/14/18	AP- 0004	02/14/18	N	178.00	011721
	QUIL	4543805	02/14/18	AP- 0004	02/14/18	N	103.42	011726
	QUIL	4563173	02/14/18	AP- 0004	02/14/18	N	16.49	011726
	QUIL	4578661	02/14/18	AP- 0004	02/14/18	N	96.91	011726
	VENDOR QUIL TOTAL:						216.82	
	SEAS	131356	02/14/18	AP- 0004	02/14/18	N	92.17	011729
	SUP	30390	02/14/18	AP- 0004	02/14/18	N	18.00	011731
	SUP	30913	02/14/18	AP- 0004	02/14/18	N	75.40	011731
	VENDOR SUP TOTAL:						93.40	
	ACCOUNT 8202-01 TOTAL:						1,210.51	
8301-07	TELEPHONE							
	ATT	1-10-18	02/14/18	AP- 0004	02/14/18	N	170.94	011697
	ATT2	1-16-18	02/14/18	AP- 0004	02/14/18	N	230.66	011699
	CALO	2/15/18	02/14/18	AP- 0004	02/14/18	N	436.37	011704
	TBS	012218-16	02/14/18	AP- 0004	02/14/18	N	39.04	011733
	ACCOUNT 8301-07 TOTAL:						877.01	
8304-07	WATER & GARBAGE							
	VILNR	READ 12/20	02/14/18	AP- 0004	02/14/18	N	141.42	011741
	ACCOUNT 8304-07 TOTAL:						141.42	
8306-07	BUILDING SUPPLIES & MAINT							
	BMUS	2-2-18	02/14/18	AP- 0004	02/14/18	N	45.13	011702
	HIN	1-31-18	02/14/18	AP- 0004	02/14/18	N	89.38	011712
	HOM	1/28/18	02/14/18	AP- 0004	02/14/18	N	77.96	011713
	QUIL	4563174	02/14/18	AP- 0004	02/14/18	N	37.28	011726
	SEAS	131497	02/14/18	AP- 0004	02/14/18	N	81.47	011729
	SEAS	131518	02/14/18	AP- 0004	02/14/18	N	107.95	011729
	SEAS	131721	02/14/18	AP- 0004	02/14/18	N	59.90	011729
	VENDOR SEAS TOTAL:						249.32	
	ACCOUNT 8306-07 TOTAL:						499.07	
8308-07	SERVICE CONTRACTS							
	ATT1	2/2/18	02/14/18	AP- 0004	02/14/18	N	63.10	011698
	COV	1010611151	02/14/18	AP- 0004	02/14/18	N	1,227.56	011707
	LEAF	1/26/18	02/14/18	AP- 0004	02/14/18	N	668.00	011716
	MIDCO	322351	02/14/18	AP- 0004	02/14/18	N	541.48	011719
	MIDCO	322352	02/14/18	AP- 0004	02/14/18	N	275.00	011719
	MIDCO	322549	02/14/18	AP- 0004	02/14/18	N	312.00	011719
	VENDOR MIDCO TOTAL:						1,128.48	
	NIT	357417	02/14/18	AP- 0004	02/14/18	N	315.90	011720

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ALL INVOICES

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G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8308-07	SERVICE CONTRACTS							
	ROS	1520512	02/14/18	AP- 0004	02/14/18	N	208.85	011727
	TER	1/18/18	02/14/18	AP- 0004	02/14/18	N	81.00	011735
	TRIL	2/1/18	02/14/18	AP- 0004	02/14/18	N	880.00	011738
	WEST	S180126467	02/14/18	AP- 0004	02/14/18	N	264.00	011742
ACCOUNT 8308-07 TOTAL:							4,836.89	
8320-07	BUILDINGS & GROUNDS							
	AMS	1/4/18	02/14/18	AP- 0004	02/14/18	N	1,650.00	011696
	COLO	2/12/18	02/14/18	AP- 0004	02/14/18	N	180.00	011705
	CONE	1/3/18	02/14/18	AP- 0004	02/14/18	N	577.50	011706
	WEST	S12060097	02/14/18	AP- 0004	02/14/18	N	1,123.11	011742
ACCOUNT 8320-07 TOTAL:							3,530.61	
8330-01	CASUAL LABOR							
	BROU	1/23/18	02/14/18	AP- 0004	02/14/18	N	360.00	011703
	JCAN	2/20/18	02/14/18	AP- 0004	02/14/18	N	75.00	011714
ACCOUNT 8330-01 TOTAL:							435.00	
8365-01	LIBRARY PROMOTION							
	ADIA	202	02/14/18	AP- 0004	02/14/18	N	500.00	011694
	OLI	1/26/18	01/16/18	AP- 0001	01/16/18	N	397.86	011691
ACCOUNT 8365-01 TOTAL:							897.86	
8370-01	POSTAGE							
	BMO	1-31-18	02/14/18	AP- 0004	02/14/18	N	34.00	011701
ACCOUNT 8370-01 TOTAL:							34.00	
8375-01	PUBLIC RELATIONS							
	BMO	1-31-18	02/14/18	AP- 0004	02/14/18	N	92.31	011701
ACCOUNT 8375-01 TOTAL:							92.31	
8399-01	ILL LOSS/DAMAGE							
	SWA	5978	02/14/18	AP- 0004	02/14/18	N	15.50	011732
ACCOUNT 8399-01 TOTAL:							15.50	
8400-01	ACCOUNTING							
	EDA	15008	02/14/18	AP- 0004	02/14/18	N	1,050.00	011710
	EDA	15020	02/14/18	AP- 0004	02/14/18	N	2,000.00	011710
VENDOR EDA TOTAL:							3,050.00	
ACCOUNT 8400-01 TOTAL:							3,050.00	
8402-01	LEGAL FEES							
	PERS	58761	02/14/18	AP- 0004	02/14/18	N	1,680.00	011725
ACCOUNT 8402-01 TOTAL:							1,680.00	

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ALL INVOICES

ACTIVITY FROM: 01/16/18 TO: 02/20/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8406-01								
		COLLECTION SERVICE						
	UNIM	457011	02/14/18	AP- 0004	02/14/18	N	17.90	011739
							ACCOUNT 8406-01 TOTAL:	17.90
8435-01								
		PERSONNEL BACKGROUND CHECKS						
	PAY	10137928	02/14/18	AP- 0004	02/14/18	N	199.00	011723
							ACCOUNT 8435-01 TOTAL:	199.00
<del>8460-05</del> 8450-05								
	TRA	2/23/18	02/14/18	AP- 0004	02/14/18	N	870.00	011737
							ACCOUNT 8450-05 TOTAL:	870.00
8460-05								
		INSURANCE						
	UTI	012618	01/29/18	AP- 0003	01/29/18	N	636.00	011693
							ACCOUNT 8460-05 TOTAL:	636.00
							REPORT TOTALS:	34,867.84



## CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 01/16/18

TO: 02/20/18

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011691	01/16/18	OLI	OLIVE GARDEN	397.86
011692	01/17/18	DEM	DEMCO, INC.	161.08
011693	01/29/18	UTI	UTICA NATL. INSURANCE GROUP	636.00
011694	02/20/18	ADIA	ANGELICA DIAZ	500.00
011695	02/20/18	AMA	AMAZON	488.06
011696	02/20/18	AMS	AMS ELECTRIC INC	1,650.00
011697	02/20/18	ATT	A T & T	170.94
011698	02/20/18	ATT1	A T & T	63.10
011699	02/20/18	ATT2	A T & T	230.66
011700	02/20/18	BAK	BAKER & TAYLOR, INC.	3,806.57
011701	02/20/18	BMO	BMO HARRIS	305.44
011702	02/20/18	BMUS	BRITNEY MUSIAL	45.13
011703	02/20/18	BROU	BRYANT ROULEAU	360.00
011704	02/20/18	CALO	CALL ONE	436.37
011705	02/20/18	COLO	COLORSMITH STAINED GLASS	180.00
011706	02/20/18	CONE	CONTROL ENGINEERING CORP.	577.50
011707	02/20/18	COV	COVERALL NORTH AMERICA, INC.	1,227.56
011708	02/20/18	DEM	DEMCO, INC.	289.00
011709	02/20/18	EBS	EBSCO	3,726.83
011710	02/20/18	EDA	ERNEST DI MONTE & ASSOCIATES	3,050.00
011711	02/20/18	GAL	GALE/CENGAGE LEARNING	174.13
011712	02/20/18	HIN	HINCKLEY SPRING WATER COMPANY	89.38
011713	02/20/18	HOM	HOME DEPOTCREDIT SERVICES	77.96
011714	02/20/18	JCAN	JILL CANNIZZO	75.00
011715	02/20/18	JLYN	JOHN LYNN	250.00
011716	02/20/18	LEAF	LEAF	668.00
011717	02/20/18	LIM	LIMRICC PURCHASE OF HEALTH I	1,606.70
011718	02/20/18	MCOO	MARY COOPER	19.49
011719	02/20/18	MIDCO	MIDCO INC.	1,128.48
011720	02/20/18	NIT	NITECH INDUSTRIES, INC.	315.90
011721	02/20/18	NUM	NUMBERS AUTOMATION, INC.	178.00
011722	02/20/18	OLL	OLLIS BOOK CORPORATION	551.60
011723	02/20/18	PAY	PAYCHEX HR SERVICES	199.00
011724	02/20/18	PENR	PENGUIN RANDOM HOUSE LLC	60.00
011725	02/20/18	PERS	PEREGRINE, STIME, NEWMAN	1,680.00
011726	02/20/18	QUIL	QUILL CORPORATION	254.10
011727	02/20/18	ROS	ROSCOE COMPANY	208.85
011728	02/20/18	SCHOL	SCHOLASTIC LIBRARY PUBLISHING	152.10
011729	02/20/18	SEAS	SEAWAY SUPPLY CO.	341.49
011730	02/20/18	SUBL	SUBURBAN LIFE MEDIA	38.00
011731	02/20/18	SUP	SUPERIOR AWARDS	93.40
011732	02/20/18	SWA	SWAN	15.50
011733	02/20/18	TBS	TBS	39.04
011734	02/20/18	TECM	TECH. MGMT. REVOLVING FUND	76.00
011735	02/20/18	TER	TERMINIX	81.00
011736	02/20/18	TLS	THE LIBRARY STORE, INC.	4,146.19
011737	02/20/18	TRA	THE TRAVELERS	870.00
011738	02/20/18	TRIL	TRIMLINE LANDSCAPING, INC.	880.00
011739	02/20/18	UNIM	UNIQUE MGMT. SERVICES, INC.	17.90
011740	02/20/18	VER	VERSATILE COMPUTER SERVICES	750.00

## CHECK HISTORY REPORT

North Riverside Public Library

SORTED BY CHECK NUMBER

ACTIVITY FROM: 01/16/18

TO: 02/20/18

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011741	02/20/18	VILNR	VILLAGE OF N. RIVERSIDE	141.42
011742	02/20/18	WEST	WEST TOWN MECHANICAL	1,387.11
BANK A TOTAL:				34,867.84
REPORT TOTAL:				34,867.84

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
TREASURER'S REPORT  
FEBRUARY 20, 2018

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @1/31/18	\$ 51,015.98
LESS: outstanding checks	<u>(13,597.15)</u>
Balance on hand on 1/31/18	<u>\$ 37,418.83</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at Jan. 1, 2018	\$ 511,980.95
ADD: Interest	15.21
Real estate tax deposits	9,932.77
Less: Transfers to operating account	<u>80,000.00</u>
Balance on hand on Jan. 31, 2018	<u>\$ 441,928.93</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at Jan. 1, 2018	\$ 28.77
Less: Bank charge	<u>( 3.95)</u>
Balance on hand at Jan.31, 2018	<u>\$ 24.82</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at Jan. 1, 2018	\$ 89,861.37
ADD: Interest - Nov. Dec. & Jan.	<u>271.03</u>
Balance on hand at Jan. 31, 2018	<u>\$ 90,132.40</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at Jan. 1, 2018	\$ 7,717.33
ADD: Interest – Dec. & Jan.	<u>1.30</u>
Balance on hand at Jan. 31, 2018	<u>\$ 7,718.63</u>

## CAMERA SYSTEM UPGRADE

Administrative staff recommend that the Board consider a proposal from Quinlan Security System to upgrade the Library's current camera system. This upgrade would replace the personal computer now running the system with a 16 channel DVR, providing more reliable service.

It also includes replacing an outside camera that is no longer operational and adding 2 new cameras to cover the teen and reference areas on the main floor. This section of the library currently has no cameras.

Two quotes were received for this work. Quinlan Security proposes a fee of \$3,697.60. Versatile proposes to perform the same work for \$5,973.03 (see attached) Staff recommend the lower bid which is from our current security system provider.

There are funds for this expenditure in the Buildings and Grounds Line Item.

Versatile Computer Services Inc

146 Indiana Street  
IL 60466

# Quote

Date	Quote #
12/11/2017	nrs121117

Name / Address
NORTH RIVERSIDE LIBRARY ATTN:Marilyn Boria 2400 S. Desplaines Avenue North Riverside, IL 60546

Terms
Due on receipt

Description	Qty	Cost	Total
16 Ch 4 TB HD Digital Watchdog	1	913.47	913.47
Coaxial Siamese Cable	1	138.37	138.37
BNC balun	6	17.825	106.95
Vandal Proof IR Dome Camera	3	111.41333	334.24
Labor for Setup and Installation	32	140.00	4,480.00
Versatile Responsible for network Setup			
We look forward to working with you.		<b>Total</b>	\$5,973.03

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
708-748-1577	708-748-1571	tiffanig@versatilecsi.com	www.versatilecsi.com





9830 West 190th Street, Suite B

Mokena, Illinois 60448

Phone: 708-478-0707

Fax: 708-478-0333

Quinlan Alarm Systems Inc License 127-000623

November 7, 2017

Dan Graham  
North Riverside Public Library  
2400 Des Plaines Ave  
North Riverside , IL 60546

Re: CCTV Upgrade

Dear Dan,

Quinlan Security Systems is pleased to have the opportunity to submit our proposals for your review. The information provided herein is our response to your RFP for the DVR to be upgraded along with one Camera replacement, and two new cameras.

We are in compliance with your requirements and have an established track record of installing, maintaining, and servicing similar systems, as well as meeting strict time schedules and budget requirements.

Please contact me if you have any questions/concerns regarding our proposal or any of the supporting documentation.

Sincerely,

Brad Walbrun  
Account Executive  
[brad@askquinlan.com](mailto:brad@askquinlan.com)



9830 West 190th Street, Suite B  
Mokena, Illinois 60448  
Phone: 708-478-0707  
Fax: 708-478-0333

Quinlan Alarm Systems Inc License 127-000623

**North Riverside Public Library**  
**2400 Des Plaines Ave**  
**North Riverside , IL 60546**

**November 7, 2017**

**CCTV UPGRADE**

**Proposal Acceptance Summary**

Our prices for the installation are outlined in the proposal are as follows:

NOTE: Once the proposal is returned a Contract will be sent for your signature. A deposit of 50% is required (no credit cards accepted for half down) on signing of Contract. Prices are valid for 30 days from the date on this proposal.

Check Off

**CCTV UPGRADE**

**\$3,697.60**

[QUANTITY] [DESCRIPTION]

2	2.1MP Digital Watchdog IR Vandal Dome Fixed
1	2.1MP Digital Watchdog IR Bullet
1	16 Channel 4TB Digital Watchdog AHD/TVI DVR
300	Cable 18/2
300	Cable Cat5

Quinlan to upgrade DVR, replace one Camera and install two new Cameras.

**Additional Service and Maintenance @ \$45.00 per month (billed quarterly)**

**\$135.00**

Client to provide...110VAC, Network Connection

*I have read and understand the proposal submitted to me by Quinlan Security Systems. By checking off accepted services above, I accept the amount and scope of the system proposed herein.*

### III) EXTERNAL POLICIES

#### A) GOVERNANCE

##### 2) SCHEDULE

##### a) Hours and Holidays

(reviewed April 9, 2012)

(revised October 13, 2014; February 20, 2018)

~~The regular Library schedule shall be determined by the Library District Board.~~

The hours of the Library are as follows:

MONDAY .....10:00 a.m. - 8 p.m.

TUESDAY.....10:00 a.m. - 8 p.m.

WEDNESDAY.....10:00 a.m. - 8 p.m.

THURSDAY.....10:00 a.m. - 8 p.m.

FRIDAY.....10:00 a.m. - 6 p.m.

SATURDAY.....10:00 a.m. - 4 p.m.

SUNDAY.....12:00 p.m. - 4 p.m. Except

SUNDAY (Sunday before Memorial Day through Labor Day)...CLOSED

To be Effective: ~~January 1~~February 20, 20185

The Library will be closed on the following holidays:

JANUARY 1 New Year's Day

~~JANUARY (Third Monday) Martin Luther King Junior Day~~

~~FEBRUARY (Third Monday) President's Day~~

~~MARCH/APRIL Good Friday~~

MARCH/APRIL Easter Sunday

MAY (Last Monday) Memorial Day

JULY 4 Independence Day

~~OCTOBER (Second Monday) Columbus Day~~

SEPTEMBER (first Monday) Labor Day

NOVEMBER (last Thursday) Thanksgiving Day

NOVEMBER (last Friday) Day after Thanksgiving Day

DECEMBER 24, (Christmas Eve)

DECEMBER 25, (Christmas Day)

DECEMBER 31, (New Year's Eve)

The Library will close at 6:00 p.m. on Thanksgiving Eve.

## 510 Emergency Closings

*Effective Date: 07/04/2002*

*Revised: February 2018*

At times, emergencies such as severe weather, fires, power failures, or other problems earthquakes, can disrupt library operations. In extreme cases, these circumstances may require ~~the~~ closing of the Library. a work facility.

When the decision to close is made ~~AFTER the workday has begun~~, employees will receive official notification from ~~their immediate~~ supervisor. In these situations, time off from scheduled work will be paid. ~~When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.~~

In cases where an emergency closing is not authorized, employees who are unable fail to report for work will not be paid for the time off. However, with supervisory approval, employees may request use of vacation time, if available. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.



**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue

North Riverside, IL 60546

**Minutes of the meeting of January 16, 2018**

**1. Open of Meeting**

A. The meeting was called to order by Trustee Corgiat at 7:30 p.m. Roll call was taken.

Present: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Absent: P. J. Folz

Also Present: Interim Director Marilyn Boria, Jean DiMonte of DiMonte and Assoc, and Jill Cannizzo

B. A quorum was established with five members.

C. President Corgiat welcomed Priscilla Skenandore to the meeting.

D. In the absence of Secretary Folz, Trustee Pineda made a motion to appoint Ken Rouleau as the acting secretary. Trustee Gordon seconded the motion. Roll call vote was taken

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

After reviewing the agenda, Trustee Pineda made a motion to move item 6B (approving an ordinance appointing Priscilla Skenandore to the Board) to 1E. Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

E. Trustee Lanken made a motion to approve an ordinance declaring a vacancy (Tomasek) and appointing Priscilla Skenandore to the Library Board. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

F. Trustee Gordon administered the oath of office to Priscilla Skenandore and everyone welcomed her to the Board.

**2. Open Forum**

No visitors

**3. Financial Reports**

A. Treasurer Lanken reported the account balances and presented the treasurers report.

B. Jean DiMonte presented the financial reports for the month ending December 31, 2017.

C. Finance Committee Report



D. Trustee Lanken made a motion to approve the financial statements as presented. Trustee Rouleau seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

E. Trustee Lanken made a motion to approve Warrant List #18-01 in the amount of \$41,201.60. Trustee Pineda seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

F. Trustee Lanken made a motion transfer \$80,000 from the money market account to the checking account. Trustee Rouleau seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

G. Trustee Lanken made a motion to Adoption of a resolution authorizing a fund transfer of \$150,771 from the general fund to the building fund. Trustee Pineda seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

#### **4. Committee Reports**

##### **A. Buildings and Grounds**

1. Trustee Rouleau made a motion to approve a proposal to contract with AMS Electric to replace the ceiling lights in the main stairwell at a cost of \$1,650. Trustee Pineda seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

2. Trustee Rouleau made a motion to approve the attached service contracts from MidCo for the phone system. Trustee Lanken seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

3. Service and inspection log  
Marilyn found them and will work on getting them updated.

#### 4. Repair Log

There were problems with the boilers. Bryant called and they got them taken care of. There was some discussion about the air conditioners. Ken will look into it further for a future meeting and report to the Board then. The phone line in the elevator wasn't working and it has been fixed.

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

Nothing tonight

Acting Secretary Rouleau reported that the Board had received a thank you note from the family of Ken Little for floral arrangement and a thank you from Christine Vassos for Target gift card for Christmas.

#### C. Personnel (Greg Gordon, chair)

1. Trustee Gordon made a motion to approve a cost study in the amount of \$1,319.00 to determine the feasibility of joining the Illinois Municipal Retirement Fund. Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

#### D. Policy

1. Trustee Rouleau made a motion to approve increasing the loan period for all 2-week items to 3 weeks. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

2. Trustee Gordon made a motion to increase the grace period for specified library materials from one to three days. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

#### 5. President

President Corgiat reported that three candidates had been interviewed for the Director's position. One candidate is being called back for a second interview on January 29<sup>th</sup> at 3:00 p.m. Interim Director is arranging a background check through Paychecks. Alice Calabrese-Berry is calling the references.

#### 6. Other Action Items

##### A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the December 18, 2017 Board meeting and December 18, 2017 Closed Session meeting as presented.

Trustee Pineda seconded the motion. All ayes, motion carried.

B. Trustee Lanken made a motion to designate the Library Director or designee of the Director as the Freedom of Information Act and Open Meetings Act officer of the

North Riverside Public Library District. Trustee Pineda seconded the motion. All ayes, motion carried.

**7. Information Items**

- A. Committee meetings - None tonight
- B. Calendar - All up to date
- C. Memorial Books Fund - Nothing tonight
- D. Correspondence - Ken read them earlier in the meeting
- E. Board Action Log - All up to date
- F. Trustee Continuing Education - In February at the Marriot in Oak Brook there is and ILA legislative day. Marilyn will send the Board members the information tomorrow.
- G. Grants - Nothing tonight
- H. Advocacy - Nothing tonight
- I. RAILS & SWAN - Nothing tonight.

**8. Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 8:18 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

Respectfully Submitted  
Jill M. Cannizzo



*North Riverside Public Library  
Board of Trustees  
Minutes of the January 29, 2018 Special Meeting  
3:00 p.m.*

---

President Corgiat called the Special Meeting of the Board of Trustees to order 3:00 p.m.

Present: Annette Corgiat, Greg Gordon, Al Pineda, Ken Rouleau, and Priscilla Skenandore

Absent: P. J. Folz, Brad Lanken

Also Present: Interim Director Marilyn Boria, Consultant Alice Calabrese-Berry, and Natalie Bazan

A quorum was established with five Trustees present. The agenda was accepted as presented.

Since there were no visitors at the meeting, Greg Gordon welcomed Natalie Bazan and asked her to begin her presentation. Natalie spent the next 15 minutes discussing the importance of the River Valley Public Library to the community. She had a PowerPoint presentation as well as handouts explaining the wealth of information, educational opportunities and entertainment available at the Library. She then answered questions from the Board and asked questions about the North Riverside Public Library. At 3:55 p.m., Natalie left the meeting.

At that time, Trustee Corgiat moved to convene in Closed Session to discuss the appointment, employment, compensation, etc., of a specific employee as outlined in the Open Meetings Act 5 ILCS 120/2 (c)(1). Trustee Gordon seconded the motion. A roll call vote was taken:

AYES: Corgiat, Gordon, Pineda, Rouleau, and Skenandore

NAYES: None

ABSENT: Folz, Lanken

Motion carried and the Board convened in Closed Session.

At 4:30 p.m., the Board reconvened in Open Session.

Trustee Gordon moved that, as discussed in Closed Session, the Board offer Natalie Bazan the position of Director of the North Riverside Public Library beginning on February 20, 2018, at a salary of \$66,500. Trustee Rouleau seconded the motion. A roll call vote was taken:

AYES: Corgiat, Gordon, Pineda, Rouleau, and Skenandore

NAYES: None

ABSENT: Folz, Lanken

Motion carried.

There being no other business Trustee Rouleau moved, seconded by Trustee Gordon, that the meeting be adjourned at 4:40 p.m. Motion carried.

Minutes Prepared by Interim Director Boria

# ADULT PROGRAM STATISTICS FOR JANUARY, 2018

<u>DATE</u>	<u>PROGRAM</u>	<u>PATRONS</u>
1/3	Movie: <i>Girls! Girls! Girls!</i>	7
1/9	Book Club: <u>The Boys in the Boat</u>	2 < age 60 7
1/13	Getting Started in Genealogy	13
1/24	CUB Utility Bill Clinic	8
1/5	Senior Drop-In	9
1/12	Senior Drop-In	4
1/19	Senior Drop-In	9
1/26	Senior Drop-In	13

Submitted by Mary Cooper, Adult Services Librarian, MLS



## **Natalie Bazan**

---

**From:** Marilyn Boria  
**Sent:** Friday, February 16, 2018 1:56 PM  
**To:** Natalie Bazan  
**Subject:** FW: YS January 2018 statistics

YPS Program statistics for January

---

**From:** Susan Locander  
**Sent:** Monday, February 05, 2018 4:47 PM  
**To:** Marilyn Boria  
**Cc:** Susan Locander  
**Subject:** YS January 2018 statistics

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### **January 2018 Youth Services statistics**

#### **PROGRAMS OFFERED**

11 for children under age 5

10 for elementary age children

3 for teens & tweens

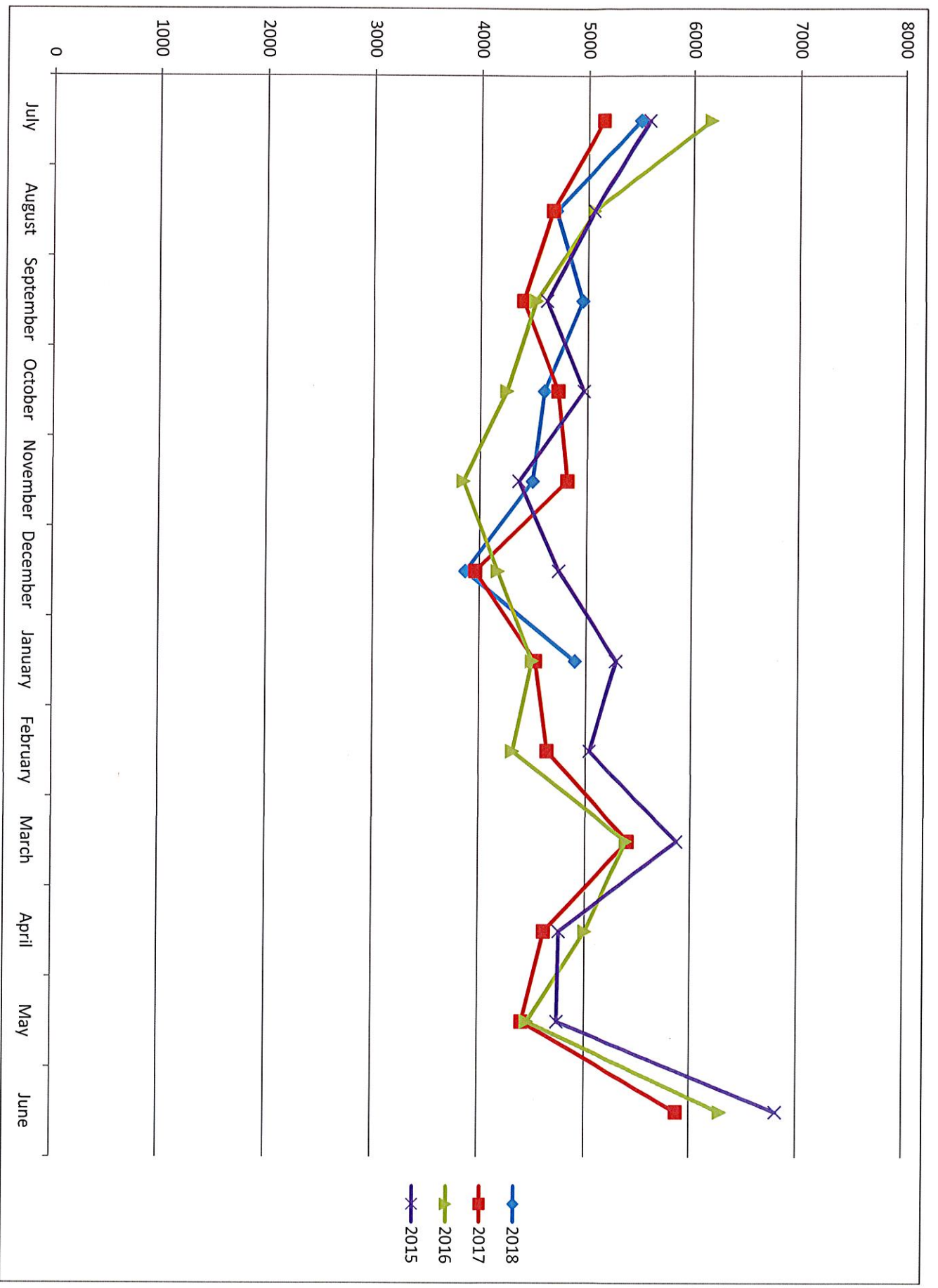
#### **PROGRAM ATTENDANCE**

280 children under age 5

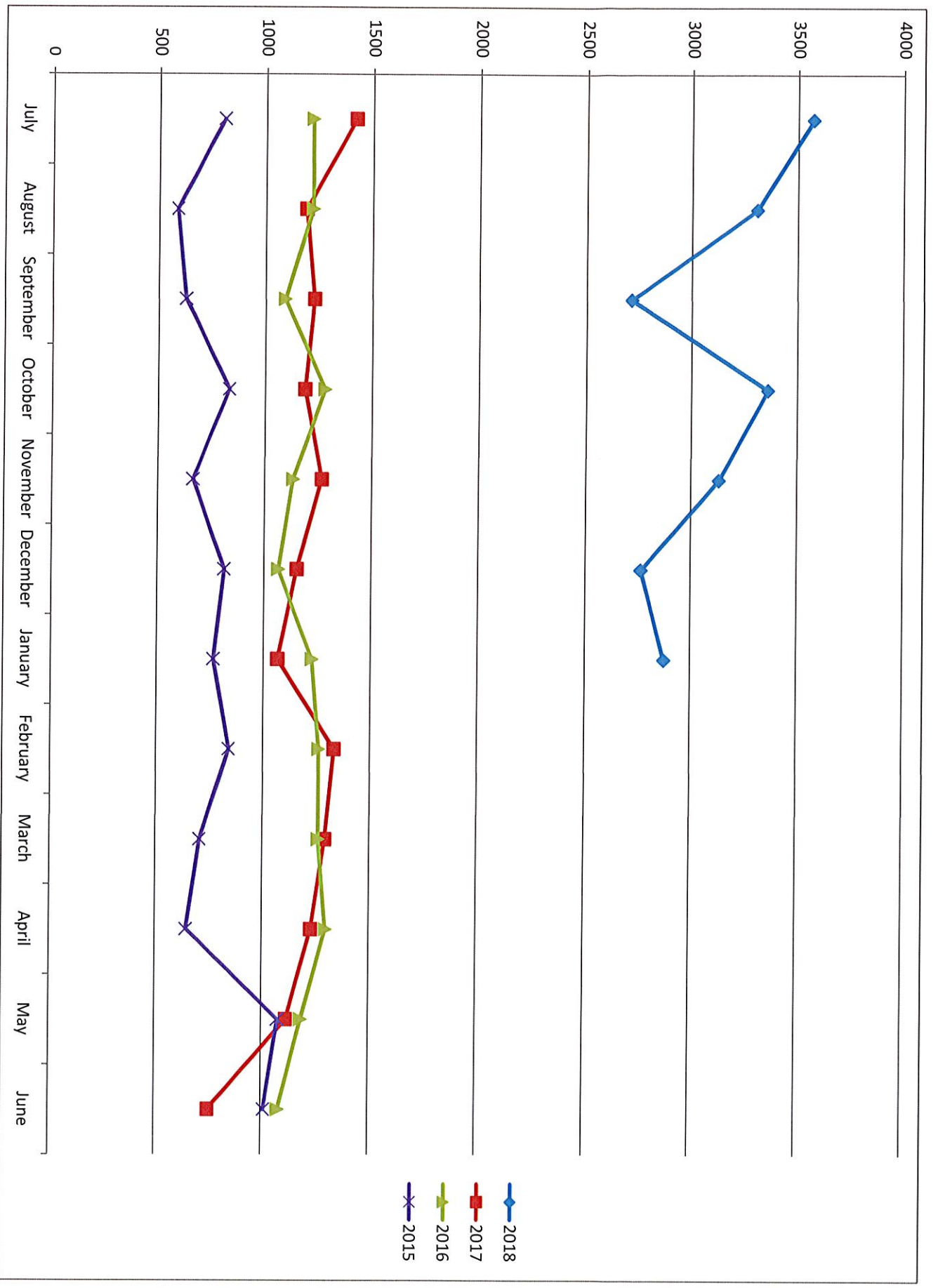
177 elementary age children

32 teens & tweens

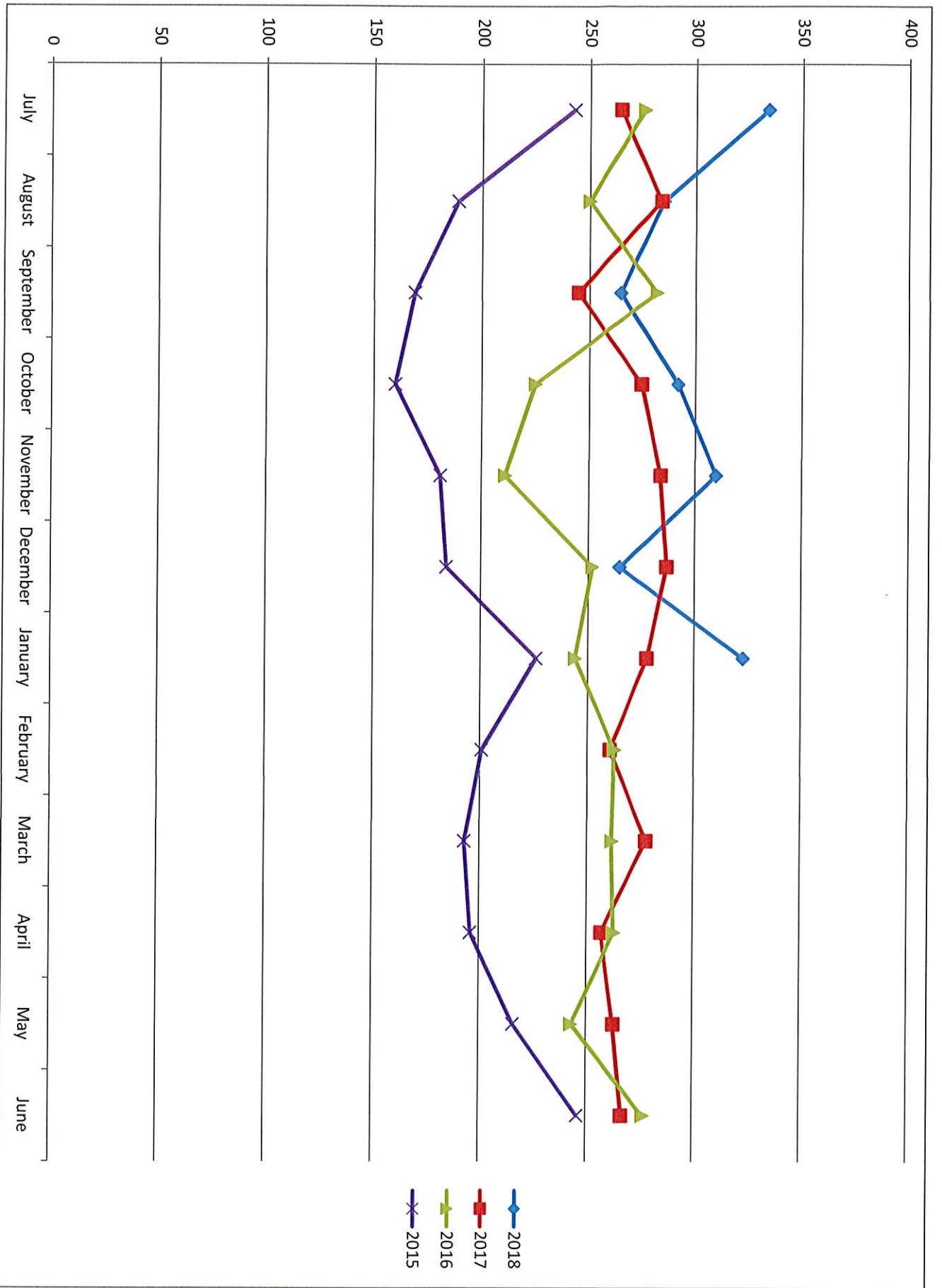
# CHECKOUTS



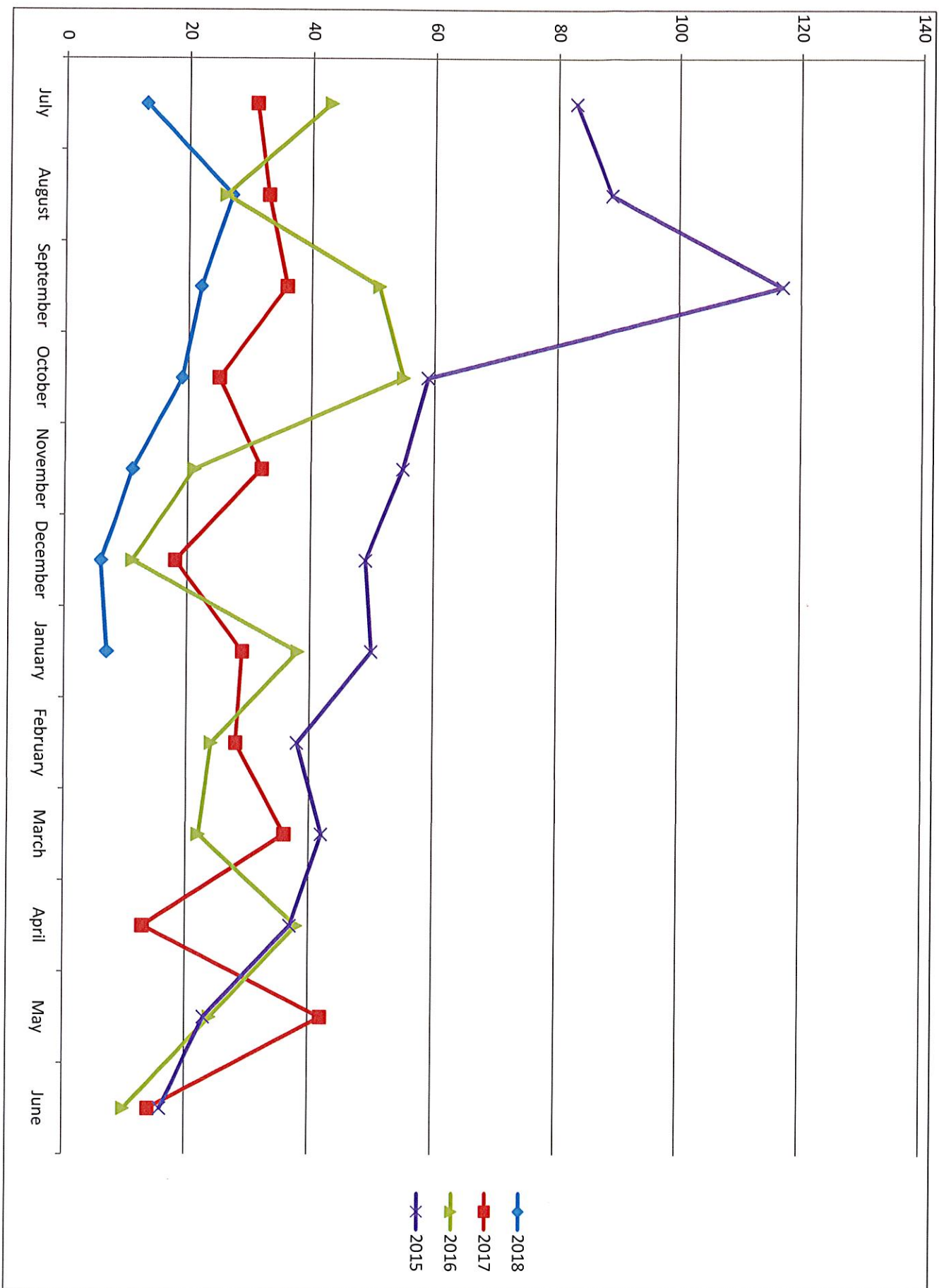
# RENEWALS



# EBOOK CHECKOUTS

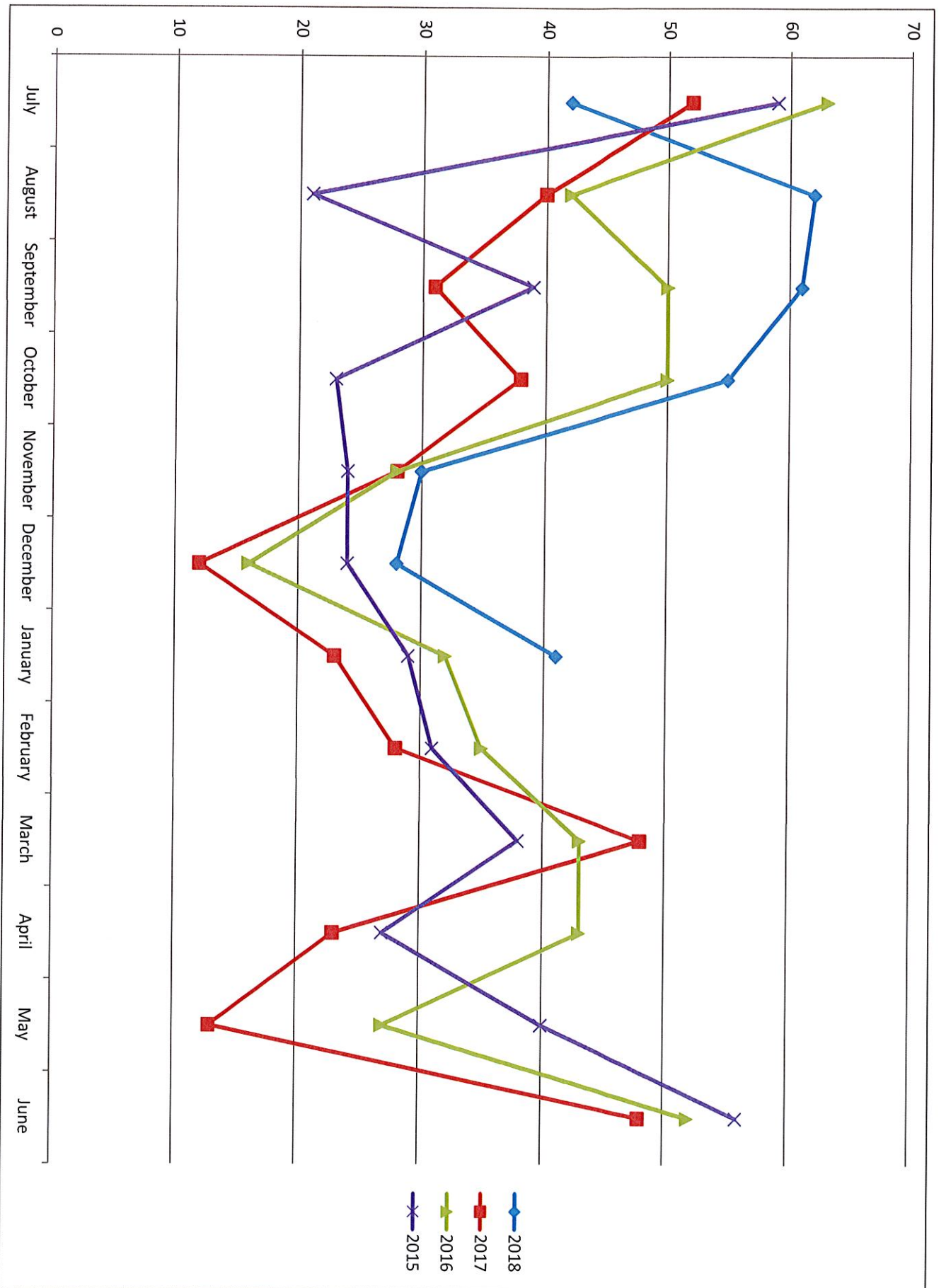


# ZINIO





# NEW CARDS



# WEB VISITS

