

**North Riverside Public Library District
2400 S. Des Plaines Avenue
North Riverside, Illinois**

**Agenda - Board of Trustees Meeting of July 17, 2017
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 and requested changes to 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. Approval of financial statements (Action)
- D. Approval of Warrant List #17-07 (Action)
- E. Authorization to transfer \$70,000.00 (Action)

Detailed information on all consent agenda items is included in this meeting packet. If you have any questions about consent agenda items or any agenda item as you prepare for the meeting, please contact the Library Director, Lorene Kennard at (708) 447-0869 or kennardl@northriversidelibrary.org.

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
 - 1. Service and Inspection Log (Information)
 - 2. Repair Log (Information)
- B. Finance (Brad Lanken, chairman)
 - 1. Set hearing date for approval of Budget and Appropriation Ordinance (Action)
 - 2. Review and Approve FY18 budget
- C. Strategic Planning (Greg Gordon, chairman)
- D. Personnel (PJ Folz, chairman)
- F. Policy (Elizabeth Tomasek, chairman)

5. President

- 1. Foundation Gala
- 2. Employee Appreciation Dinner
- 3. Approve FY18 Board Meeting Dates

6. Other Action Items

A. Approval of the minutes

1. June 12, 2017 Finance Committee Meeting
2. June 12, 2017 Board of Trustees Meeting
3. June 19, 2017 Special Board Finance Meeting
4. June 26, 2017 Special Board Finance Meeting

7. Information items

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
- G. Grants, Advocacy, 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 meeting is currently scheduled for August 21, 2017.

Finance Committee
North Riverside Public Library
July 17, 2017 6:30 PM

AGENDA

- Review and Approve Minutes of Previous Meeting (Action)
- Review Financials
 - Review 2016-2017 Financials
 - Review fund balances
- Review tax appeals
- Review and approve warrant list (Action)
- Review and approve transfer amount (Action)
- Old Business
 - Review and Approve FY18 budget
- New Business

	How often serviced/inspected	Last service visit/inspection	Scheduled
Computers	Monthly	November 17, 2016	
Exterminator	Monthly	April 14, 2017	
Elevator	Quarterly	July 1, 2017	
HVAC equipment	Quarterly	April 28, 2017	
HVAC monitoring	Quarterly	January 5, 2017	
Secret Garden statue	Quarterly	October 30, 2016	
Window Washing	Semi-annual	May 29, 2017	
Roof	Semi-annual	November 15, 2016	
Fire drill	Semi-annual	March 18, 2016	
Security cameras	Annually	May 12, 2017	
Smoke detectors and fire alarm	Annually	May 8, 2017	
Irrigation system	Annually	July 12, 2016	
Roof drain screens	Annually	June 13, 2017	
Roof tile inspection	Annually	June 13, 2017	
Parking lot	Annually	August 6, 2016	
Lawn sprinkler RPZ	Annually	May 12, 2017	
Carpet cleaning (main floor & staff lounge)	Annually (Spring)	June 4, 2016	
Carpet cleaning (lower level)	Annually (Spring)	June 4, 2016	
Stripping and rewaxing Marmoleum	Annually (Spring)	May 29, 2017	
Fire extinguishers	Annually	June 22, 2017	
RPZ	Annually	July 15, 2016	
Fire sprinklers	Annually	July 12, 2016	July 24, 2017
Power wash condenser coils	Annually	August 6, 2015	
Building exterior	Annually	September 22, 2015	
Window caulking inspection	Annually	September 22, 2015	
Fire Department inspection	Annually	June 13, 2016	
Elevator pressure test	Annually	June 9, 2017	
Staff CPR/AED Training	Every other year	March 18, 2016	
Dry clean Meeting Room flags	Every other year	October 31, 2014	
Sump pumps	Every other year	October 12, 2016	
Boiler inspection	Every other year	April 28, 2017	
Wrought iron fence	Every three years	September 22, 2015	
South drain sewer	Every three years	October 3, 2014	
Building signage	Every five years		
Backflow		June 22, 2017	

2016-17 Repairs					
Beginning budget				Funds remaining	\$14,000.00
<u>July</u>					
Condenser went out. West Town sending bid for repair.			\$646.00		
<u>August</u>			remaining	\$13,354.00	
<u>September</u>			remaining		
<u>October</u>			remaining		
<u>November</u>			remaining		
<u>December</u>			remaining		
<u>January</u>					
<u>February</u>					
<u>March</u>					

FY 2018 Board Meeting Schedule

3rd Monday of each month

July 17th, 2017

Aug 21st, 2017

Sept 18th, 2017

Oct 16th, 2017

Nov 20th, 2017

Dec 18th, 2017

Jan 15th, 2017 (MLK Day – We are closed this day.)

Feb 19th, 2017

Mar 19th, 2017

Apr 16th, 2017

May 21th, 2017

June 18th, 2017

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue

North Riverside, IL 60546

Minutes of the meeting of June 12, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:39 p.m. Roll call was taken.

Present: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau Ken Rouleau, Elizabeth Tomasek

Absent: No one

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo

A quorum was established.

Trustee Tomasek made a motion to approve the agenda as amended to authorization of the transfer of 200,000.00 and added under President #6.

Discussion on standing committees and chairs and #7 honor John for all of his years here. Trustee Lanken seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

2. Open Forum

Present: Kay Subaitis, Carlene O'Brien, John, Marylou Markets

3. Financial Reports

A. Trustee Lanken made a motion to approve the treasurer's report dated June 12, 2017 as presented. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending May 31, 2017. Jean reported that as this is the last meeting of the fiscal year, she would request that the funds be moved from one fund balance to another to cover the building fund. This will need to be done at a special meeting as it is not on tonight's agenda.

Treasurer Lanken made a motion to approve the financial statements as presented. Trustee K. Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

Treasurer Lanken made a motion to approve Warrant List #17-06 in the amount of \$102,726.31. Trustee Gordon seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

Treasurer Lanken made a motion to approve the transfer of \$200,000.00. Trustee H. Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

Ken and Lorene picked a company to replace the carpet. Lorene is getting 4 bids for the cement work. She is also getting a price to add a pad off to the side in the front for a dumpster instead of the garbage cans. The gate will be moved, a new gate towards the front with a pad. Annette talked to Trim Line and he is going to survey the bushes and tell Lorene what needs to be done with them. The rest of the landscaping looks good for this year. Bryant planted the planters and they look nice.

1. Service and Inspection Log - All up to date. Trustee Lanken asked about the HVAC monitoring, it says it was due in January and should be done quarterly. Ken is trying to fine tune that a bit instead of having 2 companies. It should be done in Spring and Fall, not quarterly. Secret Garden statue Bryant will wax it. The list needs to be updated. Trustee K. Rouleau will meet with Director Lorene to work on updating the list and the time of everything.

2. Repair Log - All up to date

B. Finance (Brad Lanken, chairman)

1. Trustee Lanken made a motion to make a resolution to move the Kadlec's fund to an annuity. Trustee K. Rouleau seconded the motion A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

3. Trustee Lanken made a motion to approve the PTAB settlement in the amount of \$3,639.00. Trustee Gordon seconded the motion. A roll call vote was taken.

4. Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

5. Nays: None

6. Motion carried

Approve FY 18 budget, tabled until next month.

C. Strategic Planning (Greg Gordon, chair)
Nothing tonight

D. Personnel (PJ Folz, Chair)
Nothing tonight but she will be calling a meeting with closed session.

E. Policy (Elizabeth Tomasek, Chair)

1. Lorene did some research for policies for the cash register. It will need to be voted on at the next meeting. She is also working on updating policies on a schedule.

5. President

1. Fourth of July parade - There is not any interest from staff to be in the parade it would be great if Board members would commit to being in the parade. President Corgiat will call McCarthy and see if she can get a car. Lorene will ride and will try to get more people. Ken, Greg and Heidi all agreed to also participate. The decorations from past may have been damaged in the flood so new things will have to be purchased. Lorene will check again with Angelica.

2. Foundation Gala - nothing more to report tonight. It is October 21st "A Night at the Cabaret". There are 2 huge auction items this year, they are both trips. It is moving along.

3. Employee Appreciation Dinner - It is August 18th at Miller's Ale House.

4. Approve Prevailing Wage Ordinance - Trustee Lanken made a motion to approve the Prevailing wage ordinance. Trustee K. Rouleau seconded. All ayes, motion carried

5. Discuss possibility of moving the meeting date from the 2nd Monday of the month to the 3rd Monday of the month. It would make things with financed better. The second Monday of the month would then be other committee meetings. Finance would still meet before the Board meeting. There was some discussion about hanging time also but it would not work for everyone.

Trustee Lanken made a motion to move the meeting date to the 3rd Monday every month. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

6. Standing Committees Do all Board members want to continue to be the chair of the committee that they are currently chairing. Greg said he feels he is not doing much anymore since his strategic planning is not as active anymore. PJ would like to give him Personnel. He will do that. Everyone else is fine with staying with the committee they are chairing. PJ will take over strategic planning. Heidi is on Insurance Review, Brad is Finance, Elizabeth is Policy, Ken is Buildings and Grounds and PJ is strategic planning, Greg is personnel.

7. Other Action Items

Trustee K. Rouleau made a motion to approve the May 8, 2017 Finance Committee Meeting the May 8, 2017 Board Meeting and the May 8, 2017 Policy Committee meeting. Trustee Lanken seconded the motion. All in favor, motion carried.

8. Information Items

a. Committee Meetings - Next Board meeting is on July 17, 2017 at 7:30 p.m. Monday, June 19th personnel meeting in closed session at 6:30 p.m. to discuss staff changes and reviews. And a special Board meeting at 8:00 p.m. to approve the budget and the resolution.

b. Calendar - all up to date, add the meetings, take Buildings and Grounds meetings off the calendar and then if one is needed it would be scheduled at the Board meeting.

c. Memorial Books Report - none this month

d. Correspondence - nothing this month

E. Board Action Log- all up to date, needs to be updated and some items can be taken off

f. Trustee Continuing Education - nothing tonight

g. Grants - nothing tonight

h. Advocacy - nothing tonight

i. Rails and SWAN - Lorene went to SWAN meeting last week. They are adding 19 libraries to SWAN over the next couple of years.

John Zmola was honored for his years of service at the library. He will be leaving June 30th. The Board wants to thank him for everything he has done at the Library. He wanted to say that he is really grateful for the Board taking a chance on him. He needs to retire as a full time worker and particularly as a Librarian due to his condition of OCD. He is planning to take a year off and then look for part time work somewhere. He was presented with a small gift. There was cake and coffee for him.

9. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 9:p.m. Trustee K. Rouleau seconded the motion. All in favor, motion carried.

Respectfully Submitted
Jill M. Cannizzo

SUBJECT: Special Board Finance Minutes

DATE: 06/19/2017

- Review 2017-2018 Library Operating Budget-Draft 2:
- Reviewed draft 2 and requested the Library Director to reduce costs in an effort to increase forecasted retained earnings upwards to 3% of gross revenue. Will regroup to review draft 3 in one week on 6/26/2017.

SUBJECT: Special Board Meeting Finance Minutes
DATE: 06/26/2017

- Review / Action 2017-2018 Library Operating Budget-Draft 3:
- Reviewed and Approved Operating Budget 2017-2018 draft 3 forecasted retained earnings at \$31,920 (3.22% of gross revenue) and with the following changes to draft 3
 - Reduced Educational Training-Staff \$500
 - Increased Children's Programs \$500
 - Increased Transportation \$800
 - Increased Library Promotion \$2000
- Action Resolution to transfer \$85,000 from General Fund to Building Fund:
- Reviewed and Approved

July 2017

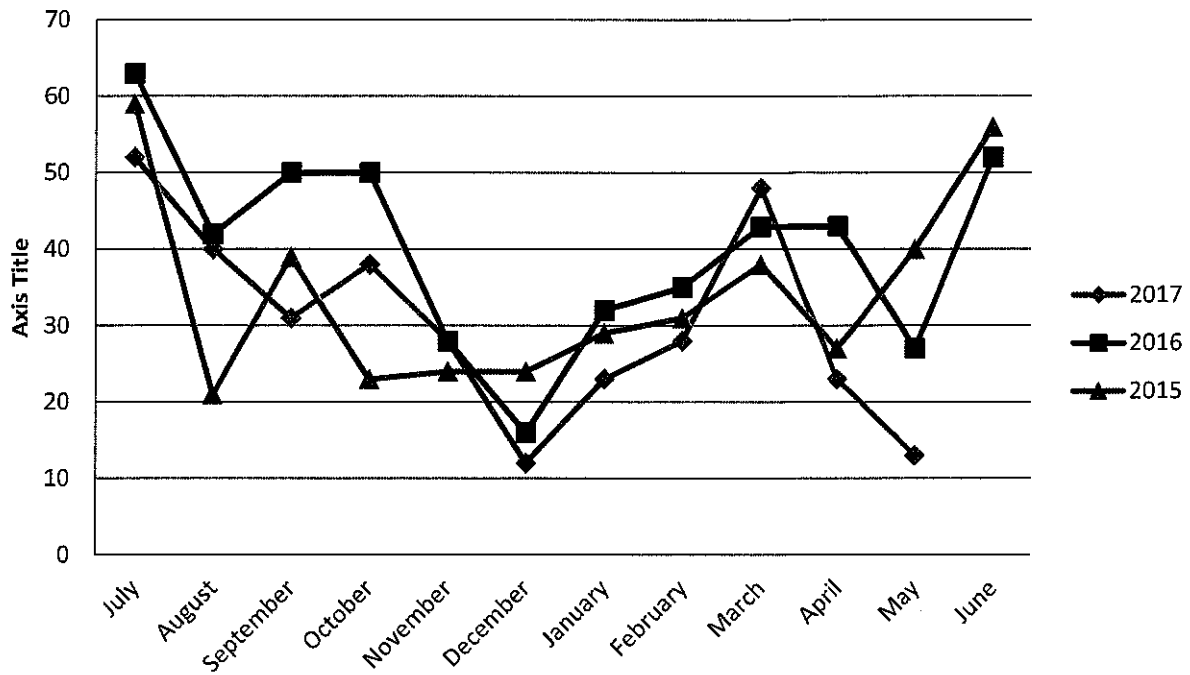
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1 Stories & Snacks 10:30-11:00a
2	3	4 Independence Day Library Closed	5 Movie Matinee 2:00-4:00p	6 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	7 Senior Drop-In 10:00a-12:00p	8 Family Bingo 2:00-3:00p
9	10 Wii Play Games & Watch Movies 6:00-8:00p	11 Junior Builders 10:30-11:30a Teens: Just Craftin' Around 6:00-8:00p Book Club 7:00-8:00p	12 Big Builders 3:30-4:30p Teens: Fandom Showdown 6:00-8:00p Chicago by Design 6:30-8:00p	13 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	14 Senior Drop-In 10:00a-12:00p	15 Stories & Snacks 10:3a-11:00a Teens: Just Craftin' Around 1:00-3:00p
16	17 Finance Committee 6:30-7:30p Board Meeting 7:30-8:30p	18 Junior Builders 10:30-11:30a Wii Play Games & Watch Movies 6:00-8:00p War Games 6:30-8:00p	19 Big Builders 3:30-4:30p Teens: Fandom Showdown 6:00-8:00p True Story of WWII 6:30-8:00p	20 Stories & Play 10:30-11:00a Mr. Freeze Show 2:00-3:00p Read Along w/ Ms. Nikki 3:30-4:30p	21 Senior Drop-In 10:00a-12:00p	22
23	24 Pizza & Game Night 6:00-7:00p	25 Junior Builders 10:30-11:30a Teens: Just Craftin' Around 6:00-8:00p	26 Family Program: Read Design Succeed 6:30-7:30p	27 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	28 Senior Drop-In 10:00a-12:00p Color-A-Thon 10:30-11:30a	29 Library Closed
30	31 Wii Play Games & Watch Movies 6:00-8:00p					

August 2017

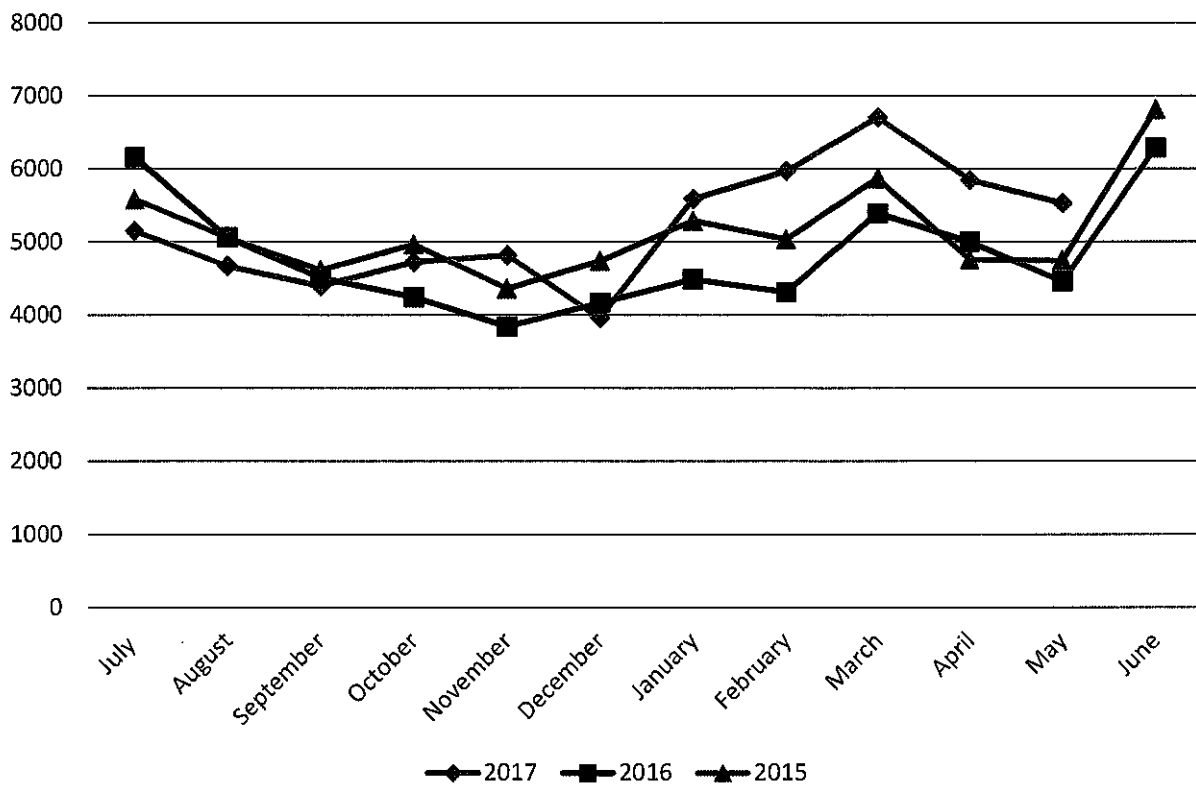
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1 Junior Builders 10:30-11:30a Teens: Just Craftin' Around 6:00-8:00p	2 Movie Matinee 2:00-4:00p Big Builders 3:30-4:30p Wii Play Games & Watch Movies 6:00-8:00p	3 Stories & Play 10:30-11:00a Read Along w/ Ms. Nikki 3:30-4:30p	4 Senior Drop-In 10:00a-12:00p Celebrate at Enchanted Castle 6:30-9:30p	5 Stories & Snacks 10:30-11:00a
6	7	8 Book Club 7:00-8:00p	9 Big Builders 3:30-4:30p	10 Stories & Play 10:30-11:00a	11 Senior Drop-In 10:00a-12:00p	12 Color-A-Thon 10:30-11:30a
13	14 Committee of the Whole Meeting 6:30-7:30p	15	16 Creating Ice Cream Dreams 6:30-8:00p	17 Stories & Play 10:30-11:00a	18 Senior Drop-In 10:00a-12:00p	19 Stories & Snacks 10:30-11:00a
20	21 Finance Committee 6:30-7:30p Board Meeting 7:30-8:30p	22 Adult Coloring Club 6:30-8:00p	23 Ted Strong, Jr. 6:30-8:00p	24 Stories & Play 10:30-11:00a	25 Senior Drop-In 10:00a-12:00p	26 Family Bingo 2:00-3:00p
27	28	29	30 A Look at Illinois Geology 6:30-8:00p	31 Stories & Play 10:30-11:00a		

BOARD ACTION LOG						
MONTH	ACTION	2011 DATE	2012 DATE	2013 DATE	2014 DATE	2015 DATE
JANUARY	Review policies	January 10, 2011	January 9, 2012	January 14, 2013	January 13, 2014	January 12, 2015
	Appoint FOI & OMA Officers					January 11, 2016
	Approve PTAB intervention resolution (every other year)					Monthly
FEBRUARY	Review Insurance	February 7, 2011		March 11, 2013		January 12, 2015
	Plan employee appreciation dinner	Dinner Not Held	Dinner Not Held	March 11, 2013	May 12, 2014	January 12, 2015
MARCH	Adopt Collection Development Policy			Dinner Not Held	Dinner Not Held	February 8, 2016
	Create public comment policy	April 11, 2011				Dinner Not Held
	Election	April 5, 2011	Off year. No election	April 9, 2013	Off year. No election	April 7, 2015
APRIL	Employee review					June, 2015
	Volunteer recognition lunch	Lunch Not Held	April 18, 2012	April 24, 2013	Lunch Not Held	Lunch Not Held
	Conduct director's performance review	October 10, 2011	September 17, 2012			August 9, 2015
					April 21 & 28 and May 19	
MAY	Hold committee meeting on budget		June 11, 2012	May 16, 23, 30		May 21, 2015
	Review health insurance	May 9, 2011	June 18, 2012	May 20, 2013	April 21, 2014	May 21, 2015
	Approve Non-Resident Card Ordinance	May 9, 2011	May 14, 2012	May 20, 2013	May 12, 2014	May 18, 2015
	Plan Fourth of July Celebration	Celebration Not Held	Celebration Not Held	May 13, 2013	June 9, 2014	May 23, 2016
	Employee appreciation dinner	Dinner Not Held	Dinner Not Held		Dinner Not Held	June 8, 2015
	Approve prevailing wage ordinance	June 13, 2011	June 11, 2012	June 10, 2013	June 9, 2014	June 8, 2015
JUNE	Approve working budget	October 10, 2011	July 9, 2012	July 8, 2013	June 23, 2014	June 13, 2015
	Post B&A ordinance	July 12, 2011	July 9, 2012	July 8, 2013	July 14, 2014	August 8, 2016
	Approve B&M levy ordinance	July 11, 2011	July 9, 2012	July 6, 2013	July 14, 2014	August 8, 2016
	Fourth of July	July 4, 2011	July 4, 2012	July 4, 2013	July 4, 2014	July 4, 2015
JULY	Plan Chili Cook Off					
	Sign IPLAR documents	August 15, 2011		August 12, 2013	August 11, 2014	August 8, 2016
AUGUST	Hold public hearing on B&A ordinance	August 15, 2011	August 13, 2012	August 12, 2013	September 8, 2014	September 14, 2015
	Approve B&A ordinance	August 15, 2011	August 13, 2012	August 12, 2013	September 8, 2014	September 14, 2015
	File IPLAR	August 27, 2011		August 29, 2013	August 18, 2014	August 11, 2015
	Plan Fall Festival	September 12, 2011	September 10, 2012		September 8, 2014	September 14, 2015
	Approve holiday closings	August 15, 2011	August 13, 2012	August 12, 2013	October 13, 2014	September 14, 2015
	Chili Cook Off					
SEPTEMBER	Review ByLaws				September 22, 2014	October 12, 2015
	Sign per capita grant documents	September 12, 2011			No longer required	No longer required
OCTOBER	Plan board-staff holiday dinner			October 14, 2013	October 13, 2014	October 12, 2015
	Plan holiday open house	October 14, 2011	October 8, 2012	October 14, 2013	October 13, 2014	October 10, 2016
	File per capita grant application	October 14, 2011		October 13, 2013	October 13, 2014	
	Review Annual Report				December 8, 2014	December 14, 2015
	Post levy ordinance	October 10, 2011	October 8, 2012	October 14, 2013	October 13, 2014	October 12, 2015
NOVEMBER	Hold public hearing on levy ordinance	November 14, 2011	November 12, 2012	November 18, 2013	November 17, 2014	November 18, 2015
	Determine staff Christmas gifts			November 11, 2013	December 8, 2014	November 9, 2015
	Approve levy ordinance	November 14, 2011	November 12, 2012	November 18, 2013	November 17, 2014	November 14, 2016
	Holiday open house	December 3, 2011	December 8, 2013	December 7, 2013	December 14, 2014	November 14, 2016
DECEMBER	Board-staff holiday dinner	December 11, 2012	December 2, 2013	December 8, 2013	December 14, 2014	December 10, 2016
	Approve audit		December 10, 2013		December 8, 2014	December 4, 2016
	Establish regular monthly meeting schedule	December 12, 2012	December 10, 2013	December 9, 2013	December 8, 2014	December 14, 2015
	Review Investment Policy (2012)					December 12, 2016

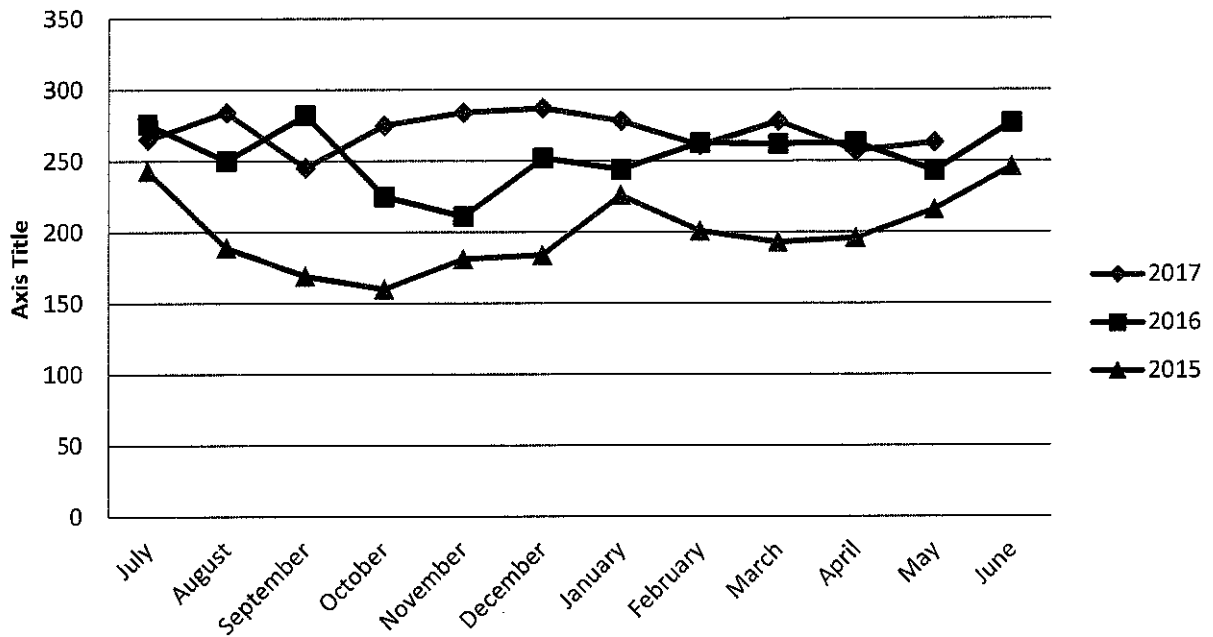
New Cards



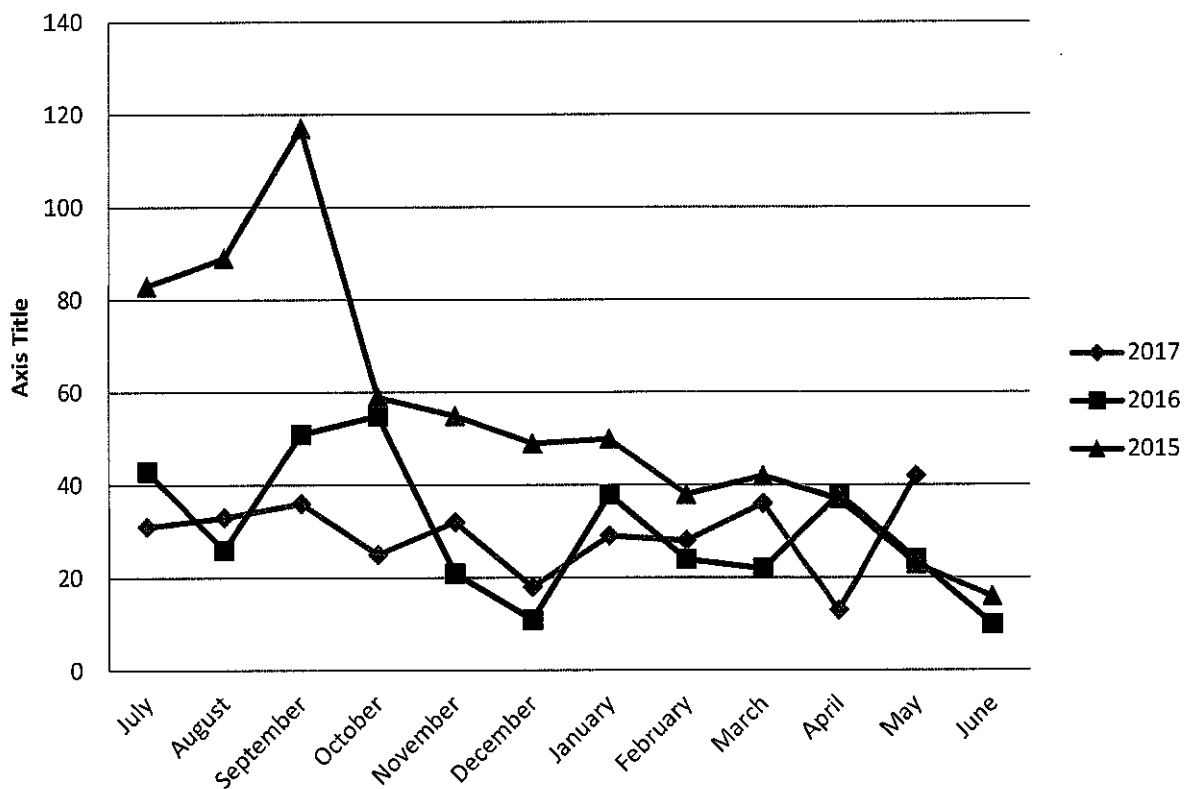
Checkouts



Ebooks



Zinio



ADULT PROGRAM STATISTICS FOR JUNE, 2017

<u>DATE</u>	<u>PROGRAM</u>	<u>PATRONS</u>
6/7	Movie: "Tucker: The Man and His Dream"	15
6/13	Book Club: <u>The Other Einstein</u>	12
6/14	A Solar Eclipse Is Coming!	17
6/24	The Liz Berg Band	32
6/27	Adult Coloring Club	3
6/28	A Brief History of Retro Video Games (Cancelled)	0
6/2	Senior Drop-In	18
6/9	Senior Drop-In	18
6/16	Senior Drop-In	12
6/23	Senior Drop-In	8
6/30	Senior Drop-In	12

Submitted by Mary Cooper, Adult Services Librarian

June 2017 Youth Services statistics

PROGRAMS OFFERED

17 for children under age 5

25 for elementary age children

8 for tweens & teens

PROGRAM ATTENDANCE

273 children under age 5

255 elementary age children

111 tweens & teens