

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
February 6th, 2023
6:00 PM

1. Open of Meeting

- A. Call to order: President Corgiat called the meeting to order at 6:08pm.
- B. Determination of quorum: President Corgiat, Vice President Gordon, Treasurer Bonnar, Secretary Mathias, and Trustee Ottenweller were in attendance. Trustees Rouleau and Johnson were absent.
- C. Recognition of visitors to the meeting: Director Starosta was in attendance.
- D. Approval of agenda and requested changes to agenda: Secretary Mathias made a motion to approve the agenda as presented. Vice President Gordon seconded. All aye.

2. Open Forum

N/A

3. Minutes

- A. Accept Minutes of November 7, 2022 Committee of Whole Meeting: Treasurer Bonnar made a motion to approve the minutes as presented. Trustee Ottenweller seconded. Aye: Gordon, Mathias, Ottenweller and Bonnar. Abstain: Corgiat.

4. Finance

- A. Tax levy funds: Director Starosta informed the Board that Cook County tax bills have been released but not yet mailed. While they are generally due at the beginning of March, a bill was passed to change the due date to April 3rd. Secretary Mathias asked if our funds will be able to cover the month gap. Director Starosta informed the Board that the Library has 4 months funds in the bank. President Corgiat asked about our accounting firm and financial reports. Director Starosta explained Lauterbach & Amen's titling practice (monthly title rather than numeric) and the difference between a warrant list and check detail report.

5. Advocacy

- A. Director Starosta has contacted Sue, the Village administrator, about this year's Centennial celebration in North Riverside. She also reported that this year is the 25th anniversary of the ground breaking for NRPL's building (April 11).

6. Building & Grounds

- A. Lower Level update discussion - President Corgiat requested the number of babies that would be served by the proposed new baby garden area. Director Starosta will present statistics at the next meeting. President Corgiat asked if all staff members in the Youth Services Department were included in the planning. Director Starosta discussed the collaboration with Natalie (YS manager) and who was included in the process. Trustees tabled the tour of the lower level with proposed updates until the March Committee of the Whole meeting.
 - B. Capital Improvements Assessment Plan: Director Starosta informed the Trustees of the required Capital Improvement Plan for the upcoming IPLAR. A Capital Improvement study was done in 2015 but never used because of its complexity. Trustees discussed the 2 current quotes for services and the requirements of going to bid for the project vs reviewing quotes and the need of additional quotes. Vice President Gordon requested the Director Starosta seek one more quote for the March Committee of the Whole meeting.
- 7. Personnel**
- A. Updated job description - Vice President Gordon presented the updated job descriptions. Director Starosta discussed how the job descriptions were created, how staff were included in the process. President Corgiat asked about how back ground checks are conducted, for whom, and who has access to those records. Director Starosta explained the process. Vice President Gordon asked that the approval of the job descriptions be moved to the February Board agenda.
- 8. Policy**
- A. No updates currently.
- 9. Strategic Planning**
- A. Secretary Mathias discussed the soon to be completed closed session minutes review process which will be added to the Trustee Manual. Vice President Gordon asked about the upcoming new website. He asked for a demo and walk through of the website at the next Committee of the Whole meeting to give the Board a chance to weigh in on the site. President Corgiat noted that she had not received the site link. Director Starosta will resend the link and walk through the site at the March CoW meeting.
- 10. Additional Discussion:**
- A. President Corgiat noted that the Board's annual appreciation dinner will be held on April 23rd (the first day of National Library Week) from 4-7pm at JC's Pub. Staff, volunteers, Foundation & Friends members and Board Trustees will be invited. The Board will not issue any drink tickets this year because of cost. President Corgiat will make the reservation at JC's Pub. Director Starosta will send out an invitation to the event.
- 11. Adjournment**
- A. Secretary Mathias made a motion to adjourn the meeting at 7:30pm. Vice President Gordon seconded. All aye.