

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

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

1. Open of Meeting

- A. Call to order: Meeting called to order by President Corgiat at 6:04pm.
- B. Determination of quorum: A quorum of Trustees were present including: Annette Corgiat, Greg Gordon, Kathy Bonnar, John Mathias, Ken Rouleau, Jeanne Ottenweller and Kyle Johnson. Also in attendance: Director Natalie Starost.
- C. Recognition of visitors to the meeting: There were no visitors.
- D. Approval of agenda and requested changes to agenda: Secretary Mathias made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. All voted aye.

2. Open Forum

No comments.

3. Minutes

- A. Vice President Gordon made a motion to accept Minutes of February 6th, 2023 Committee of Whole Meeting as presented. Treasurer Bonnar seconded the motion. Trustee Rouleau abstained as he was not in attendance for the February 6th meeting. All remaining Trustees voted aye.

4. Finance

- A. Insurance policy review: President Corgiat asked the Finance, Personnel and Building & Grounds committee if they reviewed the insurance plans held by the library. The plans were not reviewed but Director Starosta answered questions as they were presented. Vice President Gordon asked that in the future the director present new insurance policies or substantial changes to the Board at the time of renewal. Treasurer Bonnar asked that the director keep the Board apprised of challenges other libraries encounter that may effect they type or quantity of insurance needed in the future. Secretary Mathias asked to see yearly costs in the future for comparison.

5. Advocacy

- A. Centennial Celebration - President Corgiat noted that there has not been any communication from the Recreation Department on the celebration. Director Starosta informed the Board that she met with the new Recreation director about programming

that will be planned for this Fall/Winter. Director Starosta has requested to join the Centennial Committee.

- B. Senior Fair - President Corgiat informed the Board that the Village will be hosting the Senior Fair on May 11th. She has purchased and will man the Foundation & Friends table. Director Starosta added that the Library has also purchased a table and will be demoing Build Guild items and have give aways.
- C. Advocacy webinars - Director Starosta reminded the Board of the RAILS webinars for Trustees on advocacy which are upcoming or have been recently released. President Corgiat requested that the director resend the information.

6. Building & Grounds

- A. Lower Level update discussion - Director Starosta directed the Trustees through the lower level update plan as currently exists. Pointing out what would be in phases 1-5, which items would be more costly and how each would address different demographics, solve current issues with the space, and improve the accessibility of areas currently designated for staff. Secretary Mathias asked Board members to look through the proposed phases and react to each one. President Corgiat noted that she would like the original architects to give a presentation on the space. Director Starosta told the Board that she has met with Dawn Newman, from Newman Architects, and hopes to hear back about a quote on the design plan and architectural drawings. Discussion tabled for next Committee of the Whole meeting.
- B. Capital Improvements Assessment Plan - Director Starosta explained that these plans would identify issues with the facility, compliance issues and other concerns, provide cost estimates on repair/replacement for future budgeting processes. The Board reviewed the 5 provided quotes and requested the Director Starosta provide sample plans from 3 or the 5 companies for review at the next meeting.
- C. Foyer lighting - Trustee Rouleau provided the history of the light fixtures and why there is only one in the foyer. Director Starosta led Trustees to the foyer area to inspect the lighting needs and presented 2 possible solutions. The Board will vote on a solution at the next Board meeting.

7. Personnel

Nothing to report.

8. Policy

- A. Grievance Policy 9.6.7 - Vice President Gordon discussed the fact that the current grievance policy does not address the needs of direct reports to the director. Trustee Ottenweller made a suggestion to change wording to prevent confusion. The policy update will be on the agenda of the next Board meeting.

9. Strategic Planning

- A. Chapter 9 in IL Standards review - Secretary Mathias noted that we are in compliance with the expectations of Chapter 9.
- B. Review Trustee Handbook - tabled for next meeting

10. Other Business

- A. Website demonstration - Director Starosta presented the new website to the Board, navigating around the site to show the different features and noted that the new site is in usability testing phase, followed by 2nd edits and then the website will be rolled out. The launch is set for May prior to Summer Reading. President Corgiat was concerned about the Foundation & Friends section as they are in the process of creating their own website. Director Starosta noted that when the F&F's new site is complete, the information on the Library's site will be removed and the tab will redirect to the F&F's site rather than to the tabs currently there.
- B. Library Celebration Dinner - Director Starosta noted that several staff members requested appreciations similar to what other local libraries do rather than the dinner. Director Starosta will ask employees to take an anonymous survey following the dinner to help prepare for next year's staff/volunteer appreciation.
- C. Committee Responsibilities and Expectations - not discussed

11. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 8:30pm. Trustee Ottenweller seconded the motion. All aye.

The Library Board meeting is scheduled for Monday, March 20th, 2023 at 6:00pm.