

**Agenda**  
**Committee of the Whole**  
**Board of Trustees**  
**North Riverside Public Library**  
**2400 S. Des Plaines Avenue**  
**North Riverside, Illinois**  
**January 8, 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 and requested changes to agenda
2. **Open Forum**

Audience Members wishing to address the Board please complete the open forum sheet provided and give it to the Board Secretary.
3. **Minutes**

Accept Minutes of December 11, 2017 Committee of Whole Meeting
4. **Personnel Committee**
  - A. Closed Session: Roll call vote to enter a 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)
  - B. Designation of Freedom of Information Act (FOIA) and Open Meetings Act (OMA) Contacts
  - D. Discussion of IMRF Study
  - E. Update on ICMA-RC Deferred Compensation Plan for Full-time Staff
  - F. Letter of Interest for Board Position from Priscilla Skenandore
5. **Building and Grounds Committee**
  - A. Review of Proposals for Electrical Work to Replace Can Lights in the Stairwell
  - B. Discussion of a 12-month contract for the Elevator Phone Line
  - C. Review of Proposed Service Contract from MidCo
6. **Policy Committee**
  - A. Review and Discussion of Updates to Board Bylaws
  - B. Discussion of Change to Book Loan Policy and Grace Period
  - C. Review of Vacation Policy for Library Director
7. **Other New Business**
  - A. Review of List of Trustees and Staff to receive Statement of Economic Interest
  - B. Discussion of the Spring Newsletter
  - C. Other
8. **Adjournment**

The Library Board meeting is scheduled for Tuesday, January 16, 2018.

*North Riverside Public Library  
Board of Trustees  
Minutes of the December 11, 2017 Meeting  
Of the Committee of the Whole*

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President Corgiat called the Committee of the Whole meeting to order at 6:32 p.m.

Present: Greg Gordon, PJ Folz, Ken Rouleau, Brad Lanken

Absent: Al Pineda

Also Present: Marilyn Boria, Interim Director

A quorum was established with five Trustees present. The agenda was accepted as presented. Since there were no visitors at the meeting, the first order of business was acceptance of the Minutes of the November 13, 2017 Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

As a next order of business, the Board considered items from the Building and Grounds Committee. First, Trustees agreed to the purchase of an additional office chair for staff. Then, Ken Rouleau reported on the one proposal received for replacing the lights in the main stairwell. Boria indicated that at least one other proposal would be coming in early January so Trustees agreed to delay this matter for one month. Rouleau then reviewed a report from Olsson Roofing following an annual inspection that indicated the roof was in good condition. Finally, Rouleau reported that he and Bryant had replaced the lights on the Library's front marquee but were unable to correct other problems with the parking lot lights. It was agreed that Boria should contact an electrician to investigate these problems.

Under Policy Committee, Boria explained that the Per Capita Grant application required a review of the Board bylaws to meet the minimum specifications in Chapter 3 of the Trustee Facts File. The Board bylaws require an annual review which was late this year due to the turnover in the director's position. In addition, there were several areas of the bylaws which needed to be updated. Trustees then considered a draft policy on Prohibiting Sexual Harassment, Discrimination and Retaliation which is required by recent legislative action. Although the Library has a policy covering this topic, it does not meet all of the requirements of the new legislation. The Board agreed that the draft policy should be presented at the December meeting for approval.

Under Other New Business, Trustee Greg Gordon reviewed the principles outlined in the online presentation by Dr. Steve Albrecht entitled Trends in Safety and Security for Libraries. There was a general discussion about ways to improve safety in the building and to train staff in effective ways to deal with challenging situations.

As a next order of business, Boria presented a brief overview of the Illinois State Library's Literacy Program and discussed how the Library might benefit from using these resources.

Since almost 1/3 of the population of North Riverside is Hispanic, this is an area for the new director to pursue.

Trustees then reviewed a proposal from Cook & Kocher to renew the Library's commercial property, liability and crime coverage, workers' compensation coverage, and catastrophic coverages. The overall premium increased by about 25% due to several recent claims. There was general agreement with this proposal.

Finally, Trustees reviewed pension payments for full-time staff. The total payout for December will be \$4,382.

There being no other new business the meeting was adjourned at 7:25 p.m.

Minutes Prepared by Interim Director Boria

## DESIGNATION OF FOIA AND OMA CONTACTS

In December, 2016, the Board designated Lorene Kennard to be the FOIA and OMA representative for the Library. Since she is no longer working here, and Illinois law requires that someone be designated in each of these capacities, it is proposed that the Interim Director assume these responsibilities. Within the past 2 months, the Interim Director has completed the required training to assume these responsibilities.

January 3, 2018

Priscilla Skenandore  
2517 S. 4th Ave  
North Riverside, IL 60546  
708-415-3202

Dear Annette Corgiat,

Happy New Year to you and all Board Members. I am excited for a new year filled with new opportunities. My letter today is to express interest in joining the North Riverside Library Board. I have worked in North Riverside for over 6 years. Through networking channels, I was fortunate enough to be able to interact with the community and get to know many residents from a business as well as a professional standpoint. It wasn't very long before I fell in love with the village known for having a big heart.

In 2014, my husband and I bought our first home in North Riverside.

In 2018, I will be celebrating 26 years with my husband, Paul. Together we have four beautiful children. My passion for volunteering began when I was 12. As an adult, it has afforded me opportunities of sitting on various boards. In the last four years I have volunteered over 850 hours to various organizations.

Beginning 2015 through June 2017, I sat on the board of a NFP organization as Secretary and later as Vice President. Partnering with business owners and other organizations, I organized 8 events within the community. I also raised funds for four scholarships awarded to students at Riverside Brookfield High School. I mentored as well as served as the school liaison for students needing to meet their service hours obligation.

In February 2016, I began my position with UCP Seguin, an organization dedicated to assisting persons with developmental disabilities. I have been part of the Program Committee for almost 2 years. I am guardian to my brother in law born with developmental disabilities. Tim is the reason I volunteer my time to Seguin. I feel very strongly about protecting and advocating for persons unable to do so for themselves.

In 2017, I became part of the North Riverside Library Foundation Board. I have always admired the hard work and dedication of NFP organizations. I especially admire the Foundation Board and its devotion to raising funds to enhance the library experience for our community.

My family is an unplugged family. We do not have cable, internet or home computers. My younger children do not own cell phones. I believe very strongly in raising a family bonded with good old fashion beliefs, you play to have fun and crack a book to get the answer. Although technology is the way of society today, we prefer to keep it simple. In my home we are very fond of books. The library is essential to the growing minds of my children as well as others. Therefore, it is my hope to be able to lend my hand and experience to the NR Library Board as trustee. I look forward to hearing from you and I thank you for your consideration.

References upon request.

Sincerely,  
Priscilla Skenandore

**J & S ELECTRIC CO.**  
 1446 BOEGER AVE.  
 WESTCHESTER, ILLINOIS 60154  
 (708) 562-7522 Cell (708) 790-5860

PROPOSAL SUBMITTED TO <i>W. Riverside Public Library</i>		PHONE	DATE <i>12-7-17</i>
STREET <i>24005. West Plains Ave</i>		JOB NAME	
CITY, STATE and ZIP CODE <i>W. Riverside, Ill</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

- ① Disconnect & Remove Existing Recessed Fluorescent light fixtures in 2 level Stairwell to Basement Area. (6 total)
- ② Furnish & Install 6 new Residential Grade Recessed LED fixtures in Same Area.
- ③ Owner to Supply new ceiling tiles to accommodate new fixtures.
- ④

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:  
*two thousand Seven hundred —* dollars (\$ *2700.00*).

Payment to be made as follows:

*900.00 Deposit Balance upon completion*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

*[Signature]*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal**—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**AMS ELECTRIC INC.**

8901 W. 24TH STREET  
NORTH RIVERSIDE, IL 60546

708.710.3285

AMSELECTRICINC@COMCAST.NET

# Proposal

Date	Estimate No.
1/4/2018	336

<b>Name/Address</b>
NORTH RIVERSIDE PUBLIC LIBRARY 2400 DES PLAINES AVE. NORTH RIVERSIDE, IL. 60546

Project
REPLACE STAIR CANS LIGHTS

Description	Total
REMOVE THE (6) EXISTING FLORESCENT RECESSED CAN LIGHTS IN THE STAIRWELL CEILING TO THE LOWER LEVEL. FURNISH (6) 6" RECESSED CAN LIGHTS WITH WHITE LED TRIMS AND LAMPS INSTALLED AT THE EXISTING FLORESCENT CAN LOCATIONS IN THE STAIRWELL CEILING TO THE LOWER LEVEL. FURNISH ALL NECESSARY SCAFFOLDING, LADDERS AND PLANS NECESSARY TO REMOVE AND INSTALL THE NEW RECESSED CAN LIGHTS. NO VILLAGE OF NORTH RIVERSIDE ELECTRICAL PERMIT FEES ARE INCLUDED. ALL WORK PERFORMED IN A PROFESSIONAL, NEAT AND WORKMANLIKE MANNER. ALL LABOR AND MATERIALS INCLUDED. ALL WORK GUARANTEED FOR ONE FULL YEAR FROM DATE OF COMPLETION. ANY ADDITIONAL WORK REQUESTED BY CUSTOMER TO BE DONE ON A TIME PLUS MATERIAL BASIS AT \$75.00 PER MAN HOUR AND AT \$50.00 PER APPRENTICE HOUR. THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED. A SIGNED COPY OF THE PROPOSAL IS REQUIRED BEFORE ANY WORK IS STARTED. THE BALANCE IS DUE NET 15 DAYS UPON COMPLETION. RESPECTFULLY SUBMITTED MICHAEL G. STISEVIC PRESIDENT  Signature: _____  Date: _____	1,650.00

<b>Total \$1,650.00</b>
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## CONTRACT FOR ELEVATOR PHONE LINE

The phone line in the elevator (required by law) is paid on a month-to-month basis at a cost of \$85 per month. After a discussion with the Library's AT&T representative, the Library received a proposed 12-month contract which would reduce the cost of this phone line to \$30 per month - for the exact same service. Note: this would also reduce the taxes paid.

Administrative staff recommend signing this contract to save a minimum of \$660 per year.





221 Shore Court  
Burr Ridge, IL 60527-5831  
630-887-1800

**Proposal To:**  
North Riverside Public Library  
2400 South DesPlaines Av  
North Riverside IL 60546  
FAX: (000)000-0000

**Service Location:**  
North Riverside Public Library  
2400 South DesPlaines Av  
North Riverside IL 60546  
193465  
STORE: 193465

**Quote Number:**  
32450  
**PO#:**

**Work Order Id:**  
231273  
**Date:**  
11/13/2017  
**Submitted By:**  
yfuqua

Attention: Marilyn Boria 708-447-0869 BoriaM@northriversidelibrary.org  
Agreement Type: Gold  
Agreement Length: 1 Year  
Agreement Dates: February 1, 2018 through January 31, 2018

**Option # 1**  
UN#Maintenance Renewal

Mitel MiVoice Office with Embedded Voicemail

**Initial:** \_\_\_\_\_

**Total**

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**541.48**

Manufacturer Software Assurance Terms are on a separate agreement.

This quote expires January 20, 2018. After this date the price quoted maybe subject to change.

Your previous terms and conditions will apply.

Please sign and return your maintenance renewal quote to your Account Executive.  
We Thank You for your continued business!

**Accepted By:** \_\_\_\_\_

**PO#:** \_\_\_\_\_

**Date:** \_\_\_\_\_



221 Shore Court  
Burr Ridge, IL 60527-5831  
630-887-1800

**Proposal To:**  
North Riverside Public Library  
2400 South DesPlaines Av  
North Riverside IL 60546  
FAX: (000)000-0000

**Service Location:**  
North Riverside Public Library  
2400 South DesPlaines Av  
North Riverside IL 60546  
193465  
STORE: 193465

**Quote Number:**  
32452  
**PO#:**  
Quoted  
**Work Order Id:**  
231332  
**Date:**  
11/13/2017  
**Submitted By:**  
yfuqua

Attention: Marilyn Boria 708-447-0869 BoriaM@northriversidelibrary.org  
Agreement Type: Nickel  
Agreement Length: 1 Year  
Agreement Dates: February 1, 2018 through January 31, 2019

**Option # 1**  
UN#Mitel MiVoice Office SWA Mitel

Mitel: MiVoice Office

**Initial:** \_\_\_\_\_

**Total**

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**275.00**

MidCo Maintenance programs are on a separate agreement.

This quote expires January 20, 2018. After this date the price quoted maybe subject to change.

MidCo strongly recommends maintaining current software. Once initialed and received, a Customer Service Representative will contact you to arrange your upgrade at a mutually agreed to time. By not initialing we will assume that you are not interested in upgrading your software at this time. You may contact MidCo at a later date to arrange. Please remember that as long as you are subscribed to the annual Software Assurance program, the software itself is provided at no charge, however the labor to install the upgrade is offered on a Time & Material basis.

Initial here to have your software upgrade scheduled immediately.

Your previous terms and conditions will apply.

Please sign and return your software assurance quote to your Account Executive.  
We Thank You for your continued business!

**Accepted By:** \_\_\_\_\_

**PO#:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Maintenance Program**

**MidCo's Maintenance Program provides the following services:**

- 1. Four hour response time on all major system failure emergency service calls.**  
Our average response time for major system failure is 1 ½ hours after receipt of call which is well below the industry average of 3 to 4 hours. With remote diagnostics in your system, response times are even faster.
- 2. 24 hour response time on all service calls.**  
For the most efficient response to your service call, our technicians are dispatched through our computerized, GPS dispatch system ensuring timely on-site visits.
- 2. 20% discount on materials.**
- 4. Service availability 7 days a week, 24 hours a day.**  
MidCo technicians rotate "on call" duty for after-hours and week-end service coverage in the event your system requires attention during non-standard business hours. This optional service is available to all MidCo customers.
- 5. Factory trained and certified technicians.**  
MidCo requires that all of our technicians participate in continuous training by our major manufacturers. These courses insure that everyone is well versed in the latest hardware and software releases. In addition, MidCo field engineers carry **Microsoft** and **CISCO** certification to allow for data network design and implementation.
- 6. Priority response time over non-contract users.**
- 7. Consultation to identify local telephone company problems through one single source.**  
Our Customer Service Department provides a dedicated interface with the various carrier service providers to insure timely and correct installation of your voice and data circuits. MidCo also offers carrier service through an agent program with *CIMCO* and *ACCESS ONE*.
- 8. Continued support and consultation on voice equipment and services.**  
Since entering the communication field in 1960, MidCo has always provided the highest level of service and support. Even after a manufacturer has discontinued a product, MidCo continues to service the equipment for many years after. Discussions on system upgrades and replacement products, carrier service audits and financial payment options are always available through MidCo.

**Thank You for Allowing MidCo Inc. the Opportunity to Protect Your Investment.**



16W221 Shore Court Burr Ridge IL 60527  
630-887-1800  
[www.midcosystems.com](http://www.midcosystems.com)



221 Shore Court Burr Ridge, IL 60527  
 (630) 887-1800  
 www.midcosystems.com

Typical Services:	Platinum	Gold	Silver	Bronze	Nickel
8 am to 4:30 pm service related labor.	X	X	X	X	
Service related parts	X	X	X		
Response to major failure within 4 hours.	X	X	X	X	
Factory trained and certified techs.	X	X	X	X	
Remote diagnostics.	X	X	X	X	
Priority response over non-contract clients.	X	X	X	X	
Refresher user training annually. (Allowed: 10 users per hour, maximum 8 hours per year.)	X	X	X		
Availability to address third party issues on a T&M basis. (Ex. Telco service, networking, electrical, building, etc.)	X	X	X	X	
20% discount on equipment.	X	X	X	X	
12 hours of Remote MAC work per year.	X				
Use of MidCo supplied loaner equipment (if available).	X				
24 x 7 x 365 emergency service related labor.	X				
Manufacturer Support Agreement / Alarm Monitoring only.					X
\$95 on site / \$45 remote deductible per trip.			X		
	\$0.00		\$0.00	\$0.00	

The **Platinum** maintenance agreement is an all-encompassing agreement 24 x 7 inclusive of loaner equipment (if available) Includes (12) hrs. of RMATS per year.

The **Gold** maintenance agreement is MidCo's flagship maintenance agreement offering. This agreement covers all travel time, service related hardware and service related labor during normal business hours.

The **Silver** maintenance agreement is our Shared Risk maintenance agreement. This agreement covers all service related hardware and service related labor but charges a deductible of \$95.00 for on-site service calls and \$45.00 for remote service calls. This offers coverage at a discounted rate due to the deductible that is applied to the service call.

The **Bronze** maintenance agreement is a Labor Only Agreement. This agreement covers all MidCo service-related labor and usually augments a manufacturer's extended warranty on hardware.

The **Nickel** maintenance agreement is a third party support agreement. Typically this is a Manufacturer's Support Agreement or an Alarm Monitoring Agreement. This agreement allows Midco, as your system provider, the ability to receive support from a manufacturer and / or subscribe to additional services required by your system. Most manufacturers have options to address time of day, days of the week, holidays or other special circumstances required by you.

The **Copper** maintenance agreement is an agreement with special Terms and Conditions. Please reference your original contract documents.

# HOW TO PLACE A SERVICE CALL\*

## Non-Emergency Service

### BEST: WEBSITE

Visit our website to file an efficient, paperless request that is routed to our customer service group immediately.  
**[www.midcosystems.com/contact-us/service-call](http://www.midcosystems.com/contact-us/service-call)**

### BETTER: EMAIL

To enable MidCo to respond to your request efficiently and avoid potential wait times on the phone, email our team at **[service@midcosystems.com](mailto:service@midcosystems.com)**.

### GOOD: PHONE

Call **(630) 321-7866** to make your request.

#### ESTIMATED RESPONSE TIME

MidCo's customer service representatives answer requests from 8 a.m. to 5 p.m. (Central, Monday to Friday). Requests placed before 2 p.m. may receive same-day service; requests placed after 2 p.m. generally receive service the next business day.

## Emergency Service

Call **(630) 887-1800** and follow the voicemail prompts. Our 24/7 on-call emergency service personnel will respond to your request.

\* Service charges will apply unless they are covered by your maintenance contract.



#### Corporate Office

221 Shore Court, Burr Ridge, IL 60527  
P: (630) 887-1800 | F: (630) 887-1962

#### Regional Offices

7 Finance Drive, Unit 6, Bloomington, IL 61704  
P: (309) 664-0476 | F: (309) 664-2245  
N18 W6873 Partridge Court, Cedarburg, WI 53012  
P: (262) 474-1100 | F: (262) 474-1101

**[www.midcosystems.com](http://www.midcosystems.com)**

## UPDATING BOARD BYLAWS

According to Article 7, Section 2, the Board bylaws are to be reviewed annually. Due to the change in Directors this year, there has been a delay in this process. Attached are the current bylaws with some suggested revisions. Many of these revisions are changes required by law and there are some areas of suggested changes for the Board to discuss.

**BYLAWS OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
(adopted January 12, 2009)  
(amended October 11, 2010)  
(amended December 13, 2010)  
(amended October 13, 2014)  
(approved 10/10/16)

**ARTICLE I**

**ORGANIZATION**

**SECTION 1. NAME**

The name of this organization shall be the “North Riverside Public Library District” located at 2400 S. Des Plaines Avenue in North Riverside, Illinois.

**SECTION 2. MISSION STATEMENT**

The mission of the North Riverside Public Library District (the “Library”), is to support the principles of intellectual freedom while meeting the needs of the Library’s diverse population by providing materials, programs and services that promote lifelong learning, a love of reading and the pursuit of knowledge.

**SECTION 3. BOARD OF TRUSTEES**

This Library shall be governed by a Board of seven Trustees, elected by the general public for a term of six years each. The terms of the Trustees are staggered in accordance with Illinois law to ensure continuity on the board. ~~Should a trustee be involved in possible criminal behavior, the matter will be referred to the Library District’s attorney for investigation.~~

A vacancy in an unexpired term shall be filled by appointment by the remaining Trustees until the next regular election as specified by law.

**SECTION 4. OFFICERS**

A President, Vice President, Treasurer and Secretary shall be elected by the Trustees, and shall serve until the third Monday of the month following each regular election, or until their successors are elected, and shall serve until the third Monday of the month following each regular election, or until their successors are elected. Officers shall serve two years terms. Should an officer’s position become vacant, the Board shall fill the vacancy for the unexpired term. Every attempt will be made to fill a vacancy as soon as possible or within 90 days. ~~Should an officer be involved in possible criminal behavior, the matter will be referred to the Library District’s attorney for investigation.~~



## **SECTION 5. METHOD OF ELECTION OF OFFICERS**

After the third Monday in May following a regular election, nominations for board officer positions will be made from the floor. The terms of the newly elected officers shall begin immediately. No Trustee shall hold more than one office at any one time. The election of officers shall be by majority of those present.

## **ARTICLE II**

### **DUTIES OF OFFICERS**

#### **SECTION 1. PRESIDENT**

The President shall preside at all meetings of the Board, appoint all committees members and serve as principle liaison officer to the Library Director. The President shall be an ex-officio member ~~with voting privileges~~ on all committees. After each regular election, the President will appoint a Trustee to serve as the liaison to the North Riverside Public Library Friends of the Library.

#### **SECTION 2. VICE PRESIDENT**

In the absence or inability of the President to act, presidential duties shall be performed by the Vice President.

#### **SECTION 3. SECRETARY**

In addition to the duties specified by Illinois law, the Secretary shall sign with the President such official papers as are necessary. The Secretary shall monitor the official manual of Board approved policies. In the absence of the President and Vice President, the Secretary shall serve as President.

#### **SECTION 4. TREASURER**

In addition to the duties specified by Illinois law, the Treasurer shall serve as the Board's financial officer and review the monthly financial statements at each regular Board meeting.

## **ARTICLE III**

### **MEETINGS OF TRUSTEES**



## SECTION 1. REGULAR MEETING

The Board will establish a regular monthly meeting schedule each ~~December~~May. The time, date and place of the regular meeting will be specified by Ordinance and posted according to law.

The order of business for regular meetings shall include, but not be limited to, the following items:

## SECTION 2. SPECIAL MEETINGS

Special Meetings of the Board may be called by the President, the Secretary or by any four Trustees, but notices shall be sent at least three days before the meeting and no business shall be transacted other than stated in the notice.

## SECTION 3. CLOSED SESSION MEETINGS

Closed Sessions may be used when deemed necessary by the Board in accordance with the Open Meetings Act.

~~Under the Freedom of Information Act, t~~The Board Secretary will semi-annually review previous years' written ~~and recorded~~ minutes of closed session meetings to recommend to the full Board for retention or release to the public when the need for confidentiality has passed.

## SECTION 4. QUORUM

A majority of sitting Trustees constitutes a quorum; no business shall be transacted without a quorum.

## SECTION 5. ILLINOIS OPEN MEETING ACT

All meetings shall be conducted in accordance with the Illinois Open Meetings Act.

## ARTICLE IV

### COMMITTEES

#### SECTION 1. STANDING COMMITTEES

Standing committees are By Laws and Policy; Building and Grounds; Management of Services; Finance; Strategic Planning; and Personnel and Insurance. The Board President is a member of each committee. (Committee of the Whole????)

#### SECTION 2. SPECIAL COMMITTEES

The President shall appoint such special and ad hoc committees as are deemed appropriate.

### **SECTION 3. COMMITTEE REPORTS**

Minutes will be kept of all committee meetings and upon approval by the Committee will be submitted to the next regularly scheduled Board Meeting. All committee meetings will be open to all board members and the public.

## **ARTICLE V**

### **FINANCE**

#### **SECTION 1. BUDGET**

A budget in form and detail, and in collaboration with the Library Treasurer and Accountant, shall be prepared annually by the Library Director. The fiscal year will begin July 1 and end June 30.

#### **SECTION 2. RECEIPTS**

The Library Director shall be responsible for all money received from fines, rentals, books lost and paid for, memorial gifts and other miscellaneous income which is to be deposited and filed according to the procedures established by the Library's Treasurer and Accounting firm.

#### **SECTION 3. AUDIT**

An independent audit of all library financial transactions shall be conducted each year.

## **ARTICLE VI**

### **ADMINISTRATION**

#### **SECTION 1. LIBRARY DIRECTOR**

The Library Director shall be hired and terminated by the Board of Trustees and shall be responsible to the Board. ~~Removal of Library Director for criminal behavior, refer to attorney.~~

#### **SECTION 2. DUTIES**

**The Library Director will be the library's chief executive officer and be responsible for the administration of the library. The Library Director shall report directly to the Board and shall be authorized to develop the library program, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The Library Director shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.**

## **ARTICLE VII**

### **AMENDMENT OF BYLAWS**

#### **SECTION 1. CHANGES OR AMENDMENTS**

**These by laws may be changed or amended upon one month's notice in writing of the proposed amendment or amendments at any regular meeting of the Board of Trustees by a majority vote of all the Trustees.**

#### **SECTION 2. REVIEW**

**The bylaws shall be reviewed annually.**

## **ARTICLE VIII**

### **RULES OF ORDER**

#### **SECTION 1. ROBERT'S RULES OF ORDER**

**The rules contained in *Robert's Rules of Order*, shall govern the business of the Board in all matters not covered by the bylaws, however in no way shall they affect the validity of any actions taken at any meeting of the Board.**

PROPOSED REVISION TO THE LOAN POLICY AND  
THE POLICY ON GRACE PERIODS

To provide better service, staff proposes changing the loan period for all of the materials that circulate for 2-weeks to a 3-week period. (See attached list.) People are very busy these days and don't always have time to complete a book in 2 weeks' time. North Riverside is one of only a very few libraries that still has a 2-week policy for books.

In addition, staff proposes extending the 1-day grace period to 3 days. Because the SWAN system does not calculate a 1-day grace period, staff must remember to manually waive the fines for any books that are returned one day late. SWAN does offer an automated 3-day grace period which would not require the staff to manually waive fines. This change would benefit both the staff and the public.



## North Riverside Library Checkout Limits

Item Type	Loan Time	Renewals Allowed (If there are no holds)	Limit	Holdable?	Available for Inter-Library Loan?	Fine Per Day	Max. Fine	Grace Period
NEW Books	2 Weeks	None	No Limit	Yes	No	10 Cents	\$4.20	1 Day
NEW Books on CD	2 Weeks	None	No Limit	Yes	No	10 Cents	\$4.20	1 Day
NEW Magazines	Do Not Circulate	N/A	N/A	N/A	No	N/A	N/A	N/A
NEW DVDs	2 Days	None	2	No	No	\$1.00	\$5.00	None
NEW DVD Boxed Sets	2 Weeks	None	2	No	No	\$1.00	\$5.00	None
NEW CDs	2 Weeks	None	2	Yes	No	\$1.00	\$4.20	1 Day
NEW Video Games	1 Week	None	2	Yes	No	\$1.00	\$5.00	None
Books	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day
Magazines	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day
Books on CD	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day
DVDs	1 Week	2	10	Yes	Yes	25 Cents	\$5.00	None
DVD Boxed Sets	2 Weeks	2	10	Yes	Yes	25 Cents	\$5.00	None
CDs	2 Weeks	2	10	Yes	Yes	10 Cents	\$4.20	1 Day
Video Games	1 Week	2	2	Yes	Yes	\$1.00	\$5.00	None
Puppets	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day

## VACATION BENEFITS FOR LIBRARY DIRECTOR

Alice Calabrese-Berry asked for a list of benefits to present to candidates interested in the position of library director. In reviewing the policy benefits available to staff, the vacation policy for Library Director (see attached) is rather confusing and, in comparison with other libraries, not very generous. It is recommended that the Board consider updating it.

## EMPLOYEE BENEFIT PROGRAMS

### 301 Employee Benefits

*Effective Date: 07/04/2002*

Eligible employees at North Riverside Public Library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Bereavement Leave (309)
- Educational Financial Assistance (314)
- Health Insurance (316)
- Holidays (305)
- Jury Duty Leave (311)
- Major Medical Insurance (316)
- Medical Insurance (316)
- Medical Leave (316)
- Pension Plan (405)
- Short-Term Disability (318)
- Sick Leave Benefits (307)
- Vacation Benefits (308)
- Voting Time Off (308)
- Witness Duty Leave (312)

Some benefit programs require contributions from the employee, but most are fully paid by North Riverside Public Library.

### 303 Vacation Benefits

*Effective Date: 10/09/2006*

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- DIRECTOR
- FULL TIME PROFESSIONAL
- FULL TIME NON-PROFESSIONAL
- REGULAR PART-TIME PERSONNEL

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

#### DIRECTOR

- Upon initial eligibility the employee is entitled to 5 vacation days each year, accrued weekly at the rate of 0.096 days.
- After 1 year of eligible service the employee is entitled to 10 vacation days each year, accrued weekly at the rate of 0.192 days.
- After 2 years of eligible service the employee is entitled to 15 vacation days each year, accrued weekly at the rate of 0.288 days.
- After 3 years of eligible service the employee is entitled to 20 vacation days each year, accrued weekly at the rate of 0.385 days.
- Maximum vacation earned will be 20 working days.



**FULL TIME PROFESSIONAL**

- After 1 and 2 years of eligible service the employee is entitled to 10 vacation days
- After 3 and 4 years of eligible service the employee is entitled to 15 vacation days.
- After 5 years of eligible service the employee is entitled to 20 vacation days.

**FULL TIME NON-PROFESSIONAL**

- After 1 year of eligible service the employee is entitled to 8 vacation days. Thereafter, earning 1 extra day for each year of eligible service up to 15 vacation days.

**REGULAR PART-TIME PERSONNEL**

- After 750 or more hours have been worked in the fiscal year, regular part time employees will receive 20 hrs. paid vacation. After 1,000 hours or more have been worked in the fiscal year, regular part time employees will receive 40 hrs. paid vacation. After 1,500 hours or more have been worked in the fiscal year, regular part time employees will receive 60 hours paid vacation.

After a fulltime employee completes the "introductory period" (60 days), their vacation time will be prorated at one (1) day for every month worked (paid holidays included) up until the beginning of the new fiscal year, which begins July 1 of any year. On July 1 of any fiscal year the employee shall receive credit for completion of the full year for calculating vacation credit.

Requests for vacation time must be submitted to the Director in writing no later than thirty (30) days prior to the beginning of the next fiscal year.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 365 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

The Director must request advanced approval for vacation time from the Library Board. To take vacation, employees should request advanced approval from their Director. Requests will be reviewed based on a number of factors, including business needs and staffing requirements, seniority and submittal date. Vacation requests should be submitted no later than thirty (30) days prior to the beginning of the next fiscal year.

Paid vacation time can be used in minimum increments of one week. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if North Riverside Public Library, in its sole discretion, terminates employment for cause, forfeiture of unused personal and sick time may result.