

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
August 7th, 2023
6:00 PM

1. Open of Meeting

- A. Call to order - Meeting called to order but Annette Corgiat at 6:05pm.
- B. Determination of quorum - In attendance: Annette Corgiat, Greg Gordon, Ken Rouleau, Kathy Bonnar, John Mathias, Kyle Johnson, Jeanne Ottenweller.
- C. Recognition of visitors to the meeting - Also in attendance: Director Starosta.
- D. Approval of agenda and requested changes to agenda - Motion made by Trustee Rouleau to approve the agenda as presented. Motion seconded by Treasurer Bonnar. All aye.

2. Open Forum

No discussion.

3. Minutes

- A. Review Minutes of July 3rd, 2023 Committee of Whole Meeting - Minutes were reviewed and no discrepancies noted.

4. Finance

- A. Budget and Appropriations Ordinance - There were no trustee questions about the proposed Budget and Appropriations Ordinance. B&A Ordinance will be on the August 2023 Board meeting for vote.

5. Advocacy

- A. Advocacy webinars - President Corgiat asked if there were any webinars on advocacy. Director Starosta talked about the Illinois Library Association's advocacy website that she had sent out and will resend the link to all Trustees.

6. Building & Grounds

- A. Capital Improvement Plan - Director Starosta noted that they process has begun with Studio GC coming to the library on Friday August 4th for initial assessment. Secretary Mathias asked what the timeline for completion is. Director Starosta noted that while there is no exact timeline, she expects results in 3-4 months.
- B. Lower Level update discussion - Trustee Rouleau described the funding plan for the lower level update totaling just over \$64,000. No questions. Item to be added to the August 2023 Board agenda for motion.

7. Personnel

- A. Director's Review - Vice President Gordon presented the Director's review and talked about the highest and lowest review numbers. There was discussion about including additional staff members. Director Starosta reminded the Board that she is their employee and the other employees are her employees - referencing the approved organizational chart. Vice President Gordon talked about making the review shorter and more pointed toward items that they Board is responsible for. Secretary Mathias asked that additional sections be added to the review. Treasurer Bonnar suggested more frequent reviews as they change/update the review process. President Corgiat would like to be informed about the residency and past work experience of all new hires to the library. Trustee Ottenweller asked that all questions dealing with staff be reworded as they don't apply to the Board.
 - B. Compensation discussion - Discussion of any possible merit increases tabled for the future. Vice President Gordon pointed out the since 2018 the cost of living in the greater Chicago area has increased 20% and the library board has only given out 12% in COLA increases during that time which translates to our staff's pay being worth less now then 5 years ago. President Corgiat said that she would be most comfortable with a 5% COLA since its higher than what the Village just issued its employees. Secretary Mathias expressed concern that a 7% COLA increase would be difficult to defend to his neighbors or to the Landmark if they should do a story on it. Both Trustees Ottenweller and Johnson expressed that the difference between a 5% and 7% COLA increase for all staff is not a large impact to the overall library budget but may decrease the number of staff members leaving for higher paying positions. Trustee Johnson referenced the cost of turnover sheet provided by Director Starosta which shows that the average cost of hiring and training a new staff member (not managers) is \$5,000. President Corgiat noted that a community member expressed dissatisfaction over the fact that the library still has plastic dividers up. The COLA increase will be added to the August 2023 Board meeting agenda in two separate motions for the staff and for the director.
8. **Policy**
- A. No current policies for review.
9. **Strategic Planning**
- A. Chapter 12 in IL Standards - Secretary Mathias reviewed Chapter 12 with Director Starosta. He noted that the website is now ADA compliant and that the library is applying for Erate funding. Director Starosta explained what Erate funding is and approximately how much they will receive.
 - B. Secretary Mathias asked that we review the security window film in light of recent events (general concern over rising violence not specific to the area). Director Starosta will ask vendors for updated quotes.

10. Other Business

- A. Secretary Minutes Audit Committee - President Corgiat and Trustee Rouleau volunteered to conduct the Secretary's Audit by the August Board meeting.
- B. Brainstorm Committee Responsibilities and Expectations - Tabled for the October CoW meeting.

11. Adjournment

Motion made by Trustee Rouleau to adjourn the meeting at 8:05pm.
Motion seconded by Secretary Mathias. All aye.

The Library Board meeting is scheduled for Monday, August 21st, 2023 at 6:00pm.