North Riverside Public Library

Board of Trustees

*Minutes of the January 8, 2018 Meeting*

*Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:35 p.m.

Present: Annette Corgiat, Greg Gordon, Al Pineda, Ken Rouleau, Brad Lanken (arrived at 6:45 p.m.)

Absent: P.J. Folz

Also Present: Interim Director Marilyn Boria and Consultant Alice Calabrese-Berry

A quorum was established with four 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 December 11, 2017 Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Trustee Gordon moved, seconded by Trustee Rouleau, that the Board convene in 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). A roll call vote was taken:

AYES: Corgiat, Gordon, Pineda, Rouleau NAYES: none

Motion carried and at 6:40 p.m., the Board of Trustees convened in Closed Session.

At 7:25 p.m., on a motion by Trustee Gordon, seconded by Trustee Rouleau, Trustees voted to reconvene in Open Session:

AYES: Corgiat, Gordon, Lanken, Pineda, Rouleau NAYES: none

Personnel Committee

The next order of business was discussion of designating the Library Director or designee to serve as Freedom of Information Act (FOIA) and Open Meetings Act contact. The Board was in agreement with this proposal.

Trustees next considered whether to authorize an actuarial study by IMRF for approximately $1,400 to determine the exact cost of participating in the Illinois Municipal Retirement Fund. There was a general consensus that participating in IMRF would be too costly but without an actual study it was impossible to have a definitive answer. Therefore, Trustees agreed that this would be a good step.

Interim Director Boria updated the Board on the Library's ICMA-RC Deferred Compensation Plan. Staff was in the process of setting up a webinar with the Library's representative so that eligible staff could learn more about ICMA offerings before making a decision to join.

President Corgiat then introduced a letter from Priscilla Skenandore, a citizen applying for the open position on the Library Board created by the resignation of Elizabeth Tomasek. Skenandore works in North Riverside and lives here with her husband and four children. She has been very active in local organizations including the Library Foundation.

Building and Grounds

Trustee Rouleau introduced two proposals from local electricians to replace the can lights in the main stairwell. The lights have been out for some time because the tall ceiling over the stairs makes it necessary to erect scaffolding to complete this project. After reviewing the proposals, Trustees agreed that the proposal from the low bidder, AMS Electric, was the best.

The Board agreed to postpone a discussion of the elevator phone line until Boria had a chance to contact Call One about adding this line to the Library's phone bill.

Next the committee reviewed two contract proposals from Midco, the company that handles our phone system. The Board had several questions and Boria agreed to gather further information before the Board meeting.

Policy Committee

Boria suggested that the Board Bylaws need updating in several areas. She distributed a copy with some changes mocked-up and asked if the Board was interested in pursuing this. There was general agreement that if there was time, this would be beneficial.

The next proposal, to improve public service, involves changing the loan period for all of the materials that circulate for 2 weeks to a 3-week period providing additional time for busy people. North Riverside is one of only a very few libraries that still has a 2-week policy for books. In addition, to streamline operations for the staff, it is proposed that the Board consider increasing the 1-day grace period to a 3-day grace period for all materials that now have a grace period. A 3-day grace period is automatically computed by SWAN while staff have to manually remove a fine if material is 1 day late. Trustees agreed with these two proposals.

With the hiring of a new director, Boria proposed that the Board consider updating the vacation policy for this position. Trustees asked Boria to present some proposals.

Other New Business

Trustees approved the list of people to receive the County's Statement of Economic Interest.

After a brief discussion, the Board agreed that Boria should contract with Angelica Diaz to prepare the Spring 2018 issue of the Library's newsletter.

Finally, the Board noted that the Library's carpets should be cleaned in April.

There being no other new business the meeting was adjourned at 8:10 p.m.

Minutes Prepared by Interim Director Boria