

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

Agenda  
Committee of the Whole  
Board of Trustees  
October 2<sup>nd</sup>, 2023  
6:00 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**

- A. No minutes to review as there was no CoW in September.

**4. Finance**

- A. Levy Ordinance
- B. Audit

**5. Advocacy**

- A. Advocacy webinars - 7pm - Book Challenges on the Rise: Support Your Library panel discussion

**6. Building & Grounds**

- A. Capital Improvement Plan
- B. Lower Level update discussion
- C. Window Film discussion

**7. Personnel**

- A. Merit Raises
- B. HR Source Position Review quote

**8. Policy**

- A. Open Meetings Act Policy Update

**9. Strategic Planning**

- A. Chapter 13 in IL Standards
- B. Trustee Manual

**10. Other Business**

- A. Annexation discussion - Hines - Hospital area
- B. Trustee Membership - Purpose: Expense and length of membership. What is available to trustees and of course the desire to get such info.

**11. Adjournment**

The Library Board meeting is scheduled for Monday, October 16<sup>th</sup>, 2023 at 6:00pm.

**TAX LEVY ORDINANCE**

**ORDINANCE 23-10-01**

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
COOK COUNTY, ILLINOIS**

**FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024**

**WHEREAS**, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Library Trustees of the North Riverside Public Library District, Cook County, Illinois, as follows:

**Section 1:** Ordinance #23-08-01 (Budget and Appropriations Ordinance) previously passed by the Board is incorporated by reference.

**Section 2:** A tax in the sum of \$1,233,386 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2023 ending June 30, 2024 for the specific objects and purposes indicated as follows:

**CORPORATE**

Personnel Expenses	Appropriation	Levy
Salaries	\$685,250	605,000
Audio-visual materials and services	28,000	20,000
Books	75,000	54,000
Periodicals	4,500	3,000
Other media	38,000	28,000
Library programs	84,525	20,000
Office supplies	21,000	18,000
Printing	22,000	14,000
Postage	10,000	5,200
Legal fees	12,600	4,000
Public information	12,600	9,000
Health insurance	47,250	40,000
Library promotion and miscellaneous service fees	40,425	33,715
Utilities	55,350	50,200
Telephone	19,425	16,000
Contingency	10,050	5,000
Petty Cash	600	0

Capital	Appropriation	Levy
Information technology	107,200	30,000
Strategic initiatives	9,500	0
Debt service costs	63,000	32,000
Contractual		
Accounting	22,500	18,500
Service contracts	71,000	58,000
Professional Education and Training		
Library trustees	4,000	2500
Library staff	8,500	6,500
Total	\$1,452,275.00	1,072,615

BUILDINGS, MAINTENANCE AND EQUIPMENT (.02% SPECIAL TAX)

Building supplies and maintenance	41,000	10,000
Building repairs	160,000	17,000
Casual labor and fees	10,900	4,000
Building improvements	160,000	20,000
Total	371,900.00	51,000.00

SOCIAL SECURITY (SPECIAL TAX)

Social Security Fund	51,000.00	38,000.00
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AUDIT (SPECIAL TAX)

Audit	16,750.00	8,000.00
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IMRF (SPECIAL TAX)

IMRF	56,000.00	48,000.00
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#### LIABILITY INSURANCE (SPECIAL TAX)

Liability Insurance	Appropriations	Levy
Public liability insurance	20,500	8000
Workers' compensation insurance	6,200	1200
Property insurance	7,000	2000
Director's and Officers' insurance	3,500	2500
Total	37,200.00	13,700.00

#### UNEMPLOYMENT INSURANCE (SPECIAL TAX)

Unemployment insurance	5,500.00	1,200.00
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#### MEMORIAL FUND (No Levy)

Books	\$7,500	\$ -0-
Audio – visual materials	7,500	-0-
Equipment	15,000	-0-
Total	30,000.00	0.00

#### SUMMARY

Corporate	1,452,275	1,072,615
Buildings, Maintenance and Equipment (Special Tax)	371,900	51,000.00
Social Security (Special Tax)	51,000	38,000.00
Audit (Special Tax)	16,750	8,000.00
IMRF (Special Tax)	56,000	48,000.00
Liability Insurance (Special Tax)	37,200	13,700.00
Unemployment Insurance (Special Tax)	5,500	1,200.00
Memorial Fund (No levy)	30,000	0
Total	2,020,625	1,232,515

**Section 2:** The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

**Section 3:** This Ordinance is in full force and effect from and after its passage.

PASSED this 16th day of October, 2023, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

Annette Corgiat, President

Board of Library Trustees

North Riverside Public Library District

ATTEST:

\_\_\_\_\_

Kyle Johnson, Secretary

(seal)

## Phased Lower Level Renovation Plan:

### Phase 1:

- Empty Study Rooms 1 & 2 (tables, chairs, white boards).
- Move Karen into Study Room 1 temporarily.
- Move Natalie into Study Room 2 which will be her permanent office.
- Empty the Annex (table, work benches, tall cabinet).
- Empty the former YS storage room (filing cabinet, table, chair, rolling cart).
- Remove shelving from the YS storage room as needed
- Possible new flooring in YS storage room.
- Repaint Annex and former YS storage room.
- Install window in the former YS storage room to mirror the Annex.
- Repurpose former Annex and YS storage room into new Study Rooms 1 & 2.
- Repaint the former YS office.
- Repurpose YS office into new baby room.
- 
- Total anticipated cost for paint and accessories for baby room/offices: estimated: \$750 (window/floor/paint/decals) – Funds will come from the Library's budget.

### Phase 1 Justification:

- Renovations to the Youth Services department in various local libraries has led to an average of 20% per week increase in traffic over pre renovation numbers.
- The goals of Phase 1 are to provide the following:
  - o 1. In what is now the Youth Services Office - dedicated safe space for our youngest visitors (0-2) where they can explore, be read to, and create. A safe space for this age group is not currently something that we provide. The American Academy of Pediatrics encourages reading to babies as soon as they are born and providing a space for that in our library will encourage more usage at this early age, increase participation in our 1000 Books Before Kindergarten program, and increase the usage of the Youth Services Area.
  - o 2. Move non-children accompanied adults out of the Youth Services main area. By moving the study rooms into the rooms that are located in the hallway leading to the Story Time room (currently the Annex and YS storage room), we will be decreasing the number of adults who are not accompanying children in the YS space. The move will decrease the number of noise issues. In addition, the Annex and YS Storage Room are larger and will be able to accommodate small groups of 6-8 rather than 4 people. The current YS Storage room would also house the accucut machine with its accompanying dies (used to cut shape out of paper) which is often requested by teachers, daycares and parents who want shapes for kids' crafts, invitations, etc.
  - o Moving Natalie into a separate office will allow for closed door HR conversations with employees which is not currently possible unless she asks others to leave the office.

## Phase 2:

- Repurposing the Book Nook (area under the stairs) into the Parent Portal (name to be decided)
  - o Move the children's books and cube out of the space and cube shelving, install shelving from the former periodicals room for parent books/materials
- Repurposing the former periodicals room into YS workroom and homework/kids small group room
  - o Ceiling, lights, HVAC ventilation, electrical, finished flooring, wall to separate the 2 sides, door from small group meeting room into space specifically for youth
- Installing window into YS manager's office toward YS workroom
- Create a second closet in the nook area in the StoryTime Room (next to the current closet) to create additional storage space
- Move book cases to create open floor plan and tween space
- 
- Total anticipated cost for former periodicals room renovation: \$ (awaiting quote) – Funding will be requested from Foundation and Friends for this phase.

## Phase 2 Justification:

- The goals of Phase 2 are to provide the following:
  - o 1. Repurposing the former periodicals room (currently YS and records storage room) into 2 separate rooms which will become the YS work room/Karen's office and a tween work room/study space/program room. Our current study rooms are in high demand and are most used during finals. Providing another space that can be used but 8-10 teens/tweens to study but is a flexible space and can be used for small programs or youth groups to meet (such as the Girl Scout and Boy Scout troops who meet here when we have free spaces). The other half of the room will become the dedicated Youth Services work room and Karen's Tech Services area. Currently tech services (book and materials processing) supplies are spread out on the main floor and lower level wherever they fit. This space will be larger than her current area, allowing Karen to have all of the supplies needed in one area and increasing productivity. In addition, the YS department will be able to have dedicated work room areas for program preparation and off desk research.
  - o 2. Reworking the Book Nook (area under the stairs) into a Parent Portal will have a similar effect to moving the study rooms out of the main YS area, encouraging adults to use spaces outside of those dedicated to youth. In addition, moving those materials out of the main YS stacks will free space and shelving allowing for us to move shelving creating the open concept shown in the architectural layout.
  - o 3. Finally adding the additional closet in the YS Story Time room will assist with shifting YS materials storage and help the department to consolidate materials keeping better track of things they already have and cutting down on duplication of materials purchasing.

\*Phases 3 – 5 have not been priced out yet and would be planned at a later date.

#### Phase 3:

- Renovation of current YS kitchenette: remove wall between kitchenette and StoryTime room, install locks on cupboards
- Total anticipated cost for renovations: \$

#### Phase 3 Justification:

- The goal of phase 3 is simply to increase the usability of the kitchenette attached to the Story Time room by removing the wall between the kitchenette and the Story Time room. Current programmers in the Story Time room do not feel comfortable leaving their program to go into the kitchenette with the limited visibility back into the room. Adding locks to the cabinets is precautionary since the area will be open to youth.

#### Phase 4:

- Installation of small window in YS
  - o Collaborate with Golf Course to dig out and install a window well and window into the side of the building
- Total anticipated costs: \$

#### Phase 4 Justification:

- Installing the window well will allow for natural light into the space. Numerous studies document the affect of natural light on creating a welcoming atmosphere and a positive working space. Numerous studies also document the negative effects of a lack of natural light on staff who work in those spaces and visitors to those spaces. As with adding the patio, adding the window well would support the goal of creating a welcoming space for our patrons and a healthy work environment for our staff.

#### Phase 5:

- Excavation and installation of lower level patio
  - o Collaborate with the Golf Course to excavate the back of our facility to install a patio with window and doors into the youth services area (where the current “New Books” nook is.
- 
- Total anticipated costs: \$

#### Phase 5 Justification:

- As above, adding access to natural light increasing welcoming spaces and staff positivity. The addition of a patio will allow for outdoor programming and usable spaces for youth.



## Lower Level Renovation Funding Plan

### Scope:

- Add small closet to the Story Time Room for program materials storage
- Remove half wall between Story Time Room and the attached kitchen space for visibility (adding a counter for increased functionality for messy and cooking programs)
- Add window to former YS Storage room to increase visibility as that room becomes Study Room 1
- Add a window to current Study Room 1 into the hallway as that will become the YS Manager's office
- Renovation of the former periodicals storage room which will include splitting the room in half. The half nearest the door will become the YS work room and Tech Services office with additional storage for both functions. The other half of the room will be accessible through an added double door into the YS area (where the browsing bins currently are against the wall). Both sides will have flooring, ceiling, electricity, drywall, and paint.

Cost: \$64,372.00

### Funding Sources:

- \$10,953.35 as allocated in this year's Per Capita Grant which was requested for YS projects
- \$15,000 from DE specifically for capital improvement projects
- \$7,247 will request as a grant from Riverside Township for the improvements to the Story Time room (closet addition and counter top/open kitchen)
- \$10,000 request from NR Foundation & Friends – Friends group previously had a history of funding the study rooms and Story Time room so this would be something they have done in the past. As of their June meeting they had \$29,048.81 in the bank and an additional \$15,000 in a CD at 5/3<sup>rd</sup> Bank.
- (Illinois Children's Healthcare Foundation – 12k)
- (action for healthy kids foundation )
- 
- \$21,171.65 will be paid by the library and is already figured into the building repairs line item as noted in the budget justification document.



**MGT Films**  
 260 Jamie Lane - Suite C  
 Wauconda, IL 60084  
 847-487-8777  
 www.MGTFilms.com

Proposal		
Thu	9/24/2020	6:00AM
Mon thru Fri 8-5		



<b>Job ID 9088 Cust # 8060</b>	<b>Home: 708-447-0869</b>
<b>North Riverside Public Library</b>	<b>Email: starostan@northriversidelibrary.org</b>
<b>Natalie Starosta</b>	
<b>2400 S. Des Plaines Avenue</b>	
<b>North Riverside, IL 60546</b>	

**ULTRA S800 3M w Black IPA**

Area	# of Panels	Product	Amount
INTERIOR Entry Side View	6	ULTRA S800 (3M)	180.00
INTERIOR Main Entry Door Sidelights	2	ULTRA S800 (3M)	868.00
INTERIOR Main Entry Doors	2	ULTRA S800 (3M)	396.00
INTERIOR Side Entry	1	ULTRA S800 (3M)	434.00
INTERIOR Side Entry Door	1	ULTRA S800 (3M)	238.00
INTERIOR Staircase Entry View	6	ULTRA S800 (3M)	180.00
INTERIOR Staircase Front	12	ULTRA S800 (3M)	855.00
INTERIOR Staircase Side	15	ULTRA S800 (3M)	1,089.00
COMMERCIAL PRICING DISCOUNT			-327.00
<b>Section 9 Total</b>	<b>45</b>		<b>3,913.00</b>
INTERIOR Entry Side View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Main Entry Door Sidelights	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	272.00
INTERIOR Main Entry Doors	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	196.00
INTERIOR Side Entry	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	135.00
INTERIOR Side Entry Door	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	98.00
INTERIOR Staircase Entry View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Staircase Front	12	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	639.00
INTERIOR Staircase Side	15	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	843.00
COMMERCIAL PRICING DISCOUNT			-265.00
<b>Section 10 Total</b>	<b>45</b>		<b>2,378.00</b>
			<b>Subtotal 6,291.00</b>
			<b>Total: \$6,291.00</b>

**Salesperson:** Diana Hoffman - 630-212-2457  
**Quote good until:** 10/24/2020  
**Payment Terms:** Net 30 Days

Standard general liability and worker's comp insurance included in the price. Customer responsible for cost of additional coverage if required.

**Guarantee:** All materials and workmanship are guaranteed to be as specified and the work to be performed in accordance with this written proposal, completed in a workman like manner for the amount indicated. Any change(s) from these specifications requiring extra time, labor or materials will result in additional charges to the amount indicated above. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Midwest Glass Tinters Inc. is not responsible for glass breakage due to improper glass installation, existing glass damage or scoring from previous film installation. Interest at the rate of 1 1/2 percent per month will be charged on past due invoices.

**Acceptance of Proposal /Authorization to Work:**

The above prices, specifications, terms and conditions are satisfactory to me and are hereby accepted. My signature authorizes you to do the work.

Date

Customer Signature

E-Sign

Authorized Dealer Signature



**MGT Films**  
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 Wauconda, IL 60084  
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<b>Job ID 9088 Cust # 8060</b>	<b>Home: 708-447-0869</b>
<b>North Riverside Public Library</b>	<b>Email: starostan@northriversidelibrary.org</b>
<b>Natalie Starosta</b>	
<b>2400 S. Des Plaines Avenue</b>	
<b>North Riverside, IL 60546</b>	

**SAFETYSHIELD CLEAR 8 MIL MADICO w Black IPA**

Area	# of Panels	Product	Amount
INTERIOR Entry Side View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Main Entry Door Sidelights	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	272.00
INTERIOR Main Entry Doors	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	196.00
INTERIOR Side Entry	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	135.00
INTERIOR Side Entry Door	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	98.00
INTERIOR Staircase Entry View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Staircase Front	12	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	639.00
INTERIOR Staircase Side	15	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	843.00
COMMERCIAL PRICING DISCOUNT			-265.00
<b>Section 10 Total</b>	<b>45</b>		<b>2,378.00</b>
INTERIOR Entry Side View	6	SAFETYSHIELD CLEAR 8 MIL (MADICO)	125.00
INTERIOR Main Entry Door Sidelights	2	SAFETYSHIELD CLEAR 8 MIL (MADICO)	571.00
INTERIOR Main Entry Doors	2	SAFETYSHIELD CLEAR 8 MIL (MADICO)	208.00
INTERIOR Side Entry	1	SAFETYSHIELD CLEAR 8 MIL (MADICO)	285.00
INTERIOR Side Entry Door	1	SAFETYSHIELD CLEAR 8 MIL (MADICO)	156.00
INTERIOR Staircase Entry View	6	SAFETYSHIELD CLEAR 8 MIL (MADICO)	125.00
INTERIOR Staircase Front	12	SAFETYSHIELD CLEAR 8 MIL (MADICO)	540.00
INTERIOR Staircase Side	15	SAFETYSHIELD CLEAR 8 MIL (MADICO)	723.00
<b>Section 11 Total</b>	<b>45</b>		<b>2,733.00</b>
<b>Subtotal</b>			<b>5,111.00</b>
<b>Total:</b>			<b>\$5,111.00</b>

**Salesperson:** Diana Hoffman - 630-212-2457  
**Quote good until:** 10/24/2020  
**Payment Terms:** Net 30 Days

Standard general liability and worker's comp insurance included in the price. Customer responsible for cost of additional coverage if required.

**Guarantee:** All materials and workmanship are guaranteed to be as specified and the work to be performed in accordance with this written proposal, completed in a workman like manner for the amount indicated. Any change(s) from these specifications requiring extra time, labor or materials will result in additional charges to the amount indicated above. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Midwest Glass Tinters Inc. is not responsible for glass breakage due to improper glass installation, existing glass damage or scoring from previous film installation. Interest at the rate of 1 1/2 percent per month will be charged on past due invoices.

**Acceptance of Proposal /Authorization to Work:**

The above prices, specifications, terms and conditions are satisfactory to me and are hereby accepted. My signature authorizes you to do the work.

Date

Customer Signature

E-Sign

Authorized Dealer Signature

PROPOSAL:

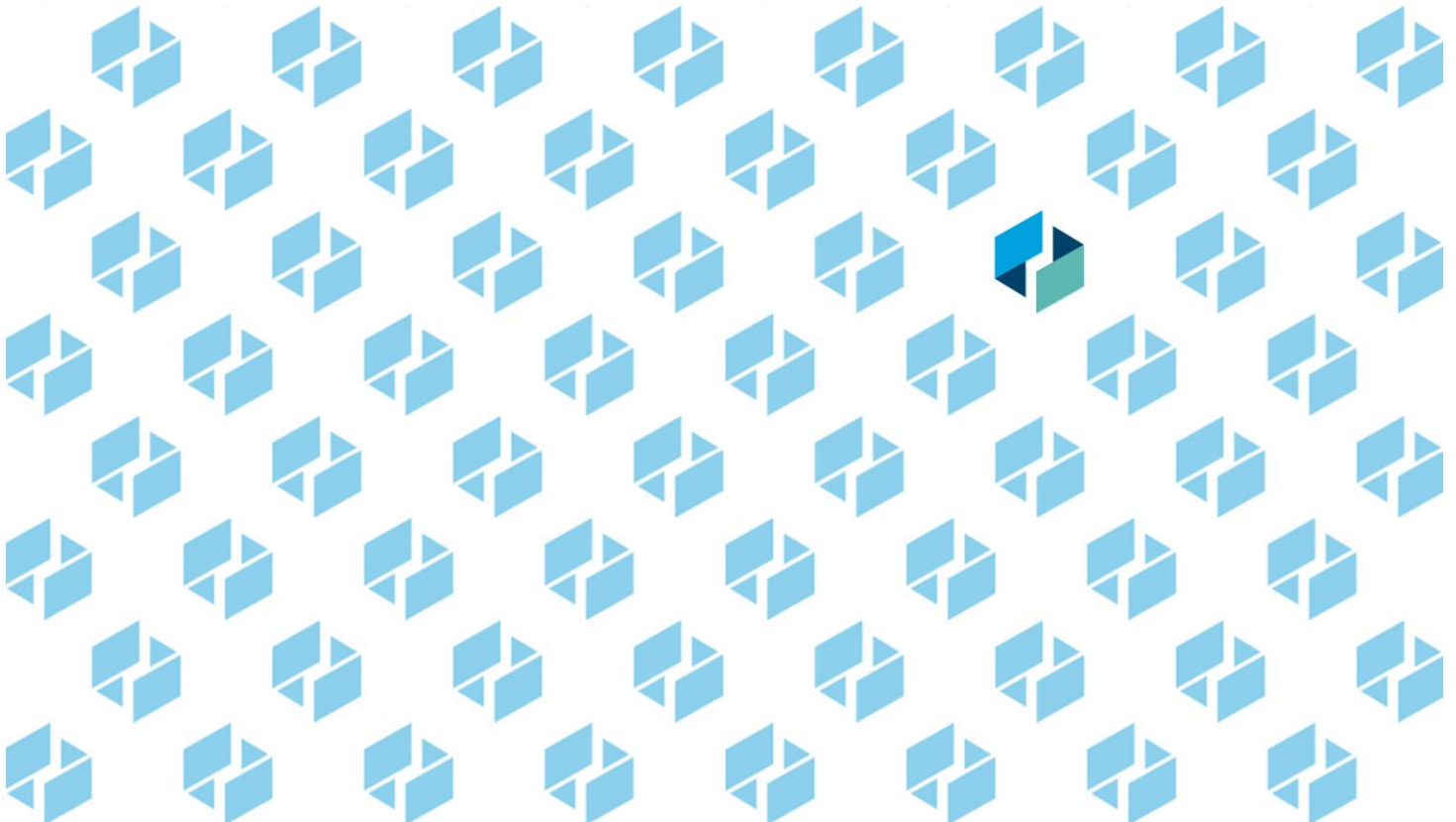
# NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

## Market Benchmarking Analysis & Structure Development Project

May 4, 2023

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP  
Director, Compensation Services



# Table of Contents

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## About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

## Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

## Our Approach

HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

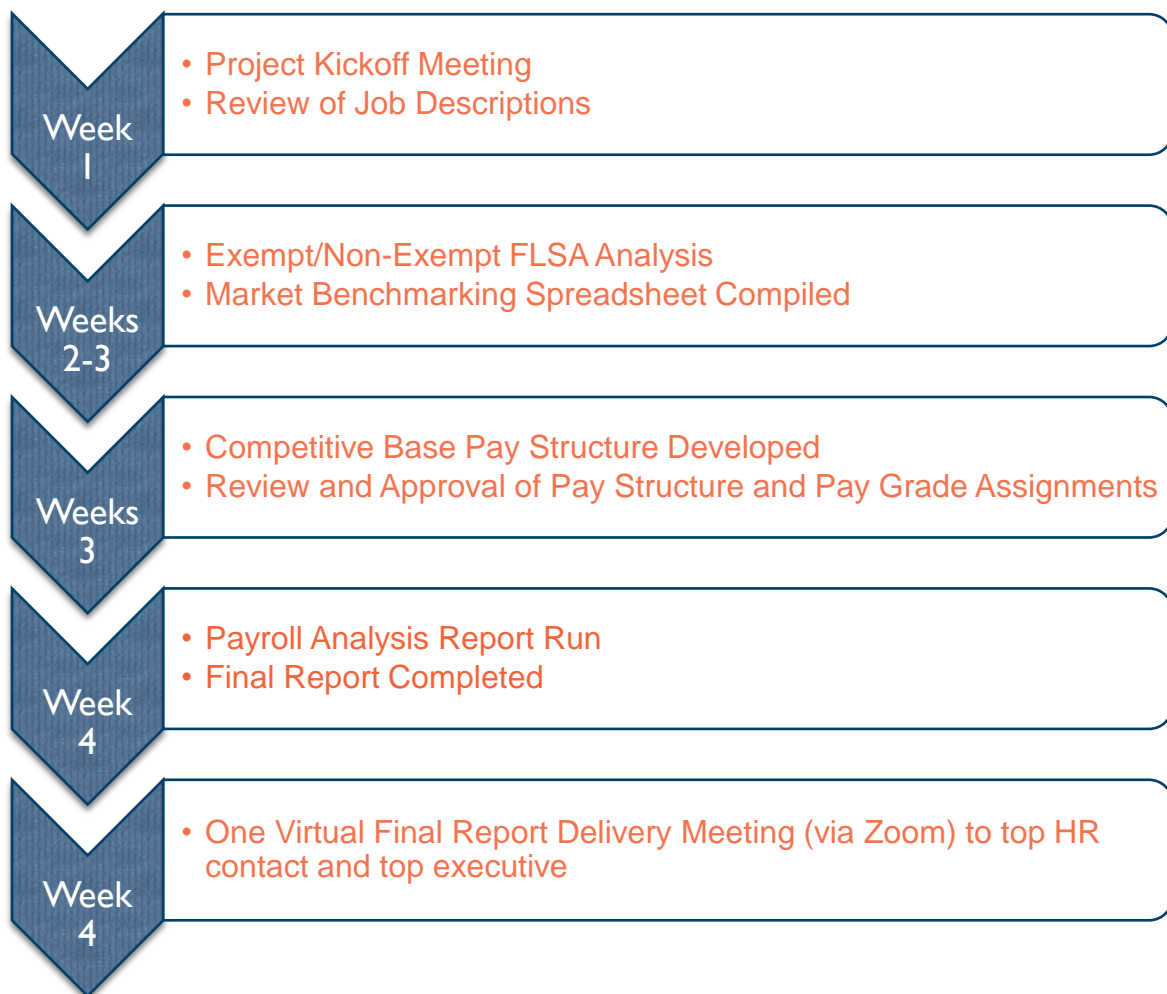
Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.



## Timeline\*

Below is a proposed timetable. Should the North Riverside Public Library District agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



\*There will likely be several weeks and/or months before the project can begin depending on the number of projects in-house. If you wish to move forward, we recommend returning a fully executed service agreement as soon as possible in order to secure a place in our work queue.

## Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

**Up to 12 positions (Member Rate) . . . . . \$3,420.00**

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact the North Riverside Public Library District for written authorization prior to proceeding.

## Project Team

### **Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP**

*Director, Compensation Services*

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

### **Joy Lynn Hyer, SPHR, SHRM-SCP, CCP**

*Senior Compensation/Survey Analyst*

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

# Letter of Agreement

May 4, 2023

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: North Riverside Public Library District  
Contact Name: Natalie Starosta  
Address: 2400 S. Des Plaines Ave, North Riverside, IL 60546  
Telephone: 708-447-0869

Services to be offered: Per the proposal dated May 4, 2023, Market Benchmarking and Structure Development for up to 12 positions.

In exchange for these services, the above organization agrees to pay \$3,420. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



\_\_\_\_\_  
HR Source Authorization

5/4/2023  
Date

\_\_\_\_\_  
North Riverside Public Library District Authorization

\_\_\_\_\_  
Date

## 1.4 Open Meetings Act

(adopted February 13, 2012) (revised January 13, 2014) (revised October 21, 2019)  
(revised July 20, 2020)

### Meetings covered under the Open Meetings Act

"Meeting" is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

#### Exceptions for Closed Meetings

Employment/Appointment Matters

Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings

be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

### Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public.

The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly

operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

#### Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters propose, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

#### Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

#### Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.

The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

### Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

### New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

### Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

### Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency (4) unexpected childcare obligation. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum. ~~A majority of the quorum must vote in favor of a Trustee attending via communication devices.~~ Trustees attending remotely will be so noted in the minutes



**1. Building & Grounds**

- A. Capital Improvement Plan - Underway. No additional updates at this time.
- B. Lower Level update discussion - Larry from Rosewood Construction estimates that they project can be completed in about 8-12 weeks because of the lead time required to order difficult to get items such as windows and doors.
- C. Window Film discussion - Please review the quotes in the google drive.

**2. Personnel**

- A. Merit Raises - Discussion of proposed staff (not director) merit raises, when they may take place.
- B. HR Source Position Review quote - The proposed quote from May 2023 is in the google drive folder for review and discussion.

**3. Policy**

- A. Open Meetings Act Policy Update - please see Open Meeting Act Update. The end of the policy has the proposed updates in yellow.

**4. Strategic Planning**

- A. Chapter 13 in IL Standards
- B. Trustee Manual

**5. Other Business**

- A. Brainstorm Committee Responsibilities and Expectations - Special meeting on October 7<sup>th</sup> at 11am to address the expectations and responsibilities of the Advocacy and Strategic Planning Committees.
- B. Annexation discussion - Hines - Hospital area - President Corgiat requested additional information and an approximate cost of annexing the additional unserved area (Hines). According the Scott Metcalf, with whom we worked for the previous annexation, he anticipates this would cost between \$12,000 and \$15,000 but because there are residents in this area rather than just businesses, NRPL would be required to hold an annexation referendum and both a majority of voters in our current district and in the proposed territory to be annexed would have to vote yes for the annexation to take effect.
- C. Trustee Membership - Treasurer Mathias asked about the NRPL providing Trustees with memberships to library organizations. As this has not been provided in the past, President Corgiat approved its discussion on at the CoW. Below are the yearly prices for a Trustee membership to the larger library organizations that might be of interest:
  - i. ILA (Illinois Library Association) - \$75/year
  - ii. ALA (American Library Association)- \$73/year
  - iii. United for Libraries - \$60/year
  - iv. PLA (Public Library Association)– \$85/year