**North Riverside Public Library**

2400 S. Des Plaines Avenue

## North Riverside, Illinois 60546

Minutes

Committee of the Whole

Board of Trustees

November 6th, 2023

1. **Open of Meeting**
   1. Call to order – Meeting called to order by President Corgiat at 6:15pm.
   2. Determination of quorum – In attendance: Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson, Jeanne Ottenweller, Ken Rouleau, Kathy Bonnar. Absent: none. Also in attendance: Natalie Starosta
   3. Recognition of visitors to the meeting – No visitors
   4. Approval of agenda and requested changes to agenda – Vice President Gordon made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. All aye. Motion carried.
2. **Open Forum**

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

1. **Minutes**
   1. October 2nd, 2023 minutes (already approved in the Oct. Board meeting) – Reviewed by Trustees. This will be removed from the agenda going forward as the minutes are approved at the Board meeting.
2. **Finance**
   1. Comptroller’s Report Submitted – Treasurer Mathias noted that this has been reviewed.
   2. IL Funds Discussion – Treasurer Mathias talked about the current rate of return for IL Funds at 5%. Director Starosta provided historical data so Treasurer Mathias can review previous rates. He asked that Director Starosta look into the process of quickly moving funds from our First American accounts to IL Funds account on a monthly or tri monthly basis to capitalize on which institution has a higher interest rate. Treasurer Mathias will email Director Starosta weekly for the next month or two inquiring about tax distributions. Vice President Gordon noted that that is the Director’s job to keep track of and it will be presented in the monthly financials. Treasurer Mathias also talked about the surprise he had that the tax rate for the library on his tax bill was not the 4.99% approved by the Board but a lower rate. Director Starosta talked about tax distribution to different types of properties.
3. **Advocacy**
   1. Board self evaluation survey – Trustee Ottenweller noted that in the Google drive is a board self evaluation form that was created by Director Starosta but has not been completed by the Trustees. Director Starosta explained that this form was to help the Trustees determine what areas they feel they need additional support and information to be the most effective. Director Starosta will resend the form to all Trustees in this week’s NRPL update.
4. **Building & Grounds** 
   1. Capital Improvement Plan – Director Starosta noted that Studio GC came to the library for a last review as they work to complete the plan. The Board requested that it be presented at the Committee of the Whole in February 2024. Director Starosta will schedule this with Studio GC.
   2. Lower Level update discussion – Tabled for future CoW meeting.
   3. Painting/wall repair quote - Tabled for future CoW meeting.
5. **Personnel** 
   1. Holiday gift cards – Director Starosta presented the yearly gift card survey for staff. These gift cards come directly from our credit card points that we accrue throughout the year. The Board would like to go ahead with the gift cards for staff. Director Starosta will begin send out the survey and get the cards ordered asap. Vice President Gordon asked about doing card for the staff from the Board. Director Starosta said that she is able to do this but Vice President Gordon will take care of them. President Corgiat noted that in other organizations the entire Board has done cards for staff.
   2. Volunteer Job description – Trustee Ottenweller noted a spelling mistake (dusting) which will be corrected. Director Starosta talked about how this is an informational job description created for a new organization that the library is partnering with, Southwest Suburban Cook County American Job Center (SERCO). President Corgiat expressed deep concern over any organization tied to Cook County and requested that the link to their website be sent to her. Treasurer Mathias asked that the link be sent to all Trustees. Trustee Ottenweller looked at the organization and was excited that its in North Riverside (on Cermak Rd.). President Corgiat talked about how she has invited the Madrigal singers to sing at the library. She noted that they library always had the singers here every holiday since the building opened in an event hosted by the former Friends of the Library group. She has not heard back from them as of yet. She would like to bring this back along with the carolers from Mater Christi.
6. **Policy** 
   1. Review beginning in January – Trustee Bonnar talked about how the review of all policies in the policy manual will begin according to the Board approved schedule, in January 2024 with the Governance section. President Corgiat expressed concern about the ways that the Board will be able to suggest changes/edits to polices. Trustee Bonnar said that she and the director are open to suggestions from the Board. Director Starosta noted that the review process is already listed in the Board action log. President Corgiat would like to have a group reading of all policies as they are reviewed in a meeting as a previous Policy Committee Chair had done. Vice President Gordon did not see a need to read each policy during a meeting.
7. **Strategic Planning**
   1. Trustee Johnson talked about reviewing the current Strategic Plan which is broken up into 4 pillars. He believes that those pillars are good places to focus. He plans to go through our current and previous projects to put them in the 4 pillared categories for current and future reference.
   2. Trustee Manual - No discussion.
   3. Discussion of Committee Responsibilities and Expectations – Tabled for future meeting.
8. **Other Business**
   1. Annexation discussion – Hines - Hospital area – tabled until future CoW meeting. Director Starosta will put together information about the EAV of the proposed area. Treasurer Mathias reminded the Board that this will require a referendum.
9. **Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 6:58pm. Motion was seconded by Trustee Ottenweller. All aye. Motion carried.

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