

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

Agenda  
Committee of the Whole  
Board of Trustees  
November 6<sup>th</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. October 2<sup>nd</sup>, 2023 minutes (already approved in the Oct. Board meeting)

**4. Finance**

- A. Comptroller's Report Submitted
- B. IL Funds Discussion

**5. Advocacy**

- A.

**6. Building & Grounds**

- A. Capital Improvement Plan
- B. Lower Level update discussion
- C. Painting/wall repair quote

**7. Personnel**

- A. Holiday gift cards
- B. Volunteer Job description

**8. Policy**

- A. Review beginning in January

**9. Strategic Planning**

- A. Trustee Manual
- B. Discussion of Committee Responsibilities and Expectations

**10. Other Business**

- A. Annexation discussion - Hines - Hospital area
- B.

**11. Adjournment**

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

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

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

## **1. Open of Meeting**

- A. Call to order - Meeting was called to order by President Corgiat at 6:02pm.
- B. Determination of quorum - In attendance were: Annette Corgiat, Greg Gordon, John Mathias, Jeanne Ottenweller and Kyle Johnson. Absent were: Kathy Bonnar and Ken Rouleau.
- C. Recognition of visitors to the meeting - Director Starosta attended the meeting.
- D. Approval of agenda and requested changes to agenda - A motion was made by Vice President Gordon to approve the agenda as presented. Motion was seconded by Secretary Johnson. All aye. Motion carried.

## **2. Open Forum**

There were no comments.

## **3. Minutes**

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

## **4. Finance**

- A. Levy Ordinance - Director Starosta presented the proposed Levy ordinance for the 2<sup>nd</sup> time. No trustees had any comments or questions. Levy Ordinance will be on the October regular Board meeting agenda as an action item.
- B. Audit - Director Starosta noted that the final documents for the audit have been sent to GW&A. Treasurer Mathias asked that as soon as the audit documents are available they be put in the google folder. The audit will be presented at the October regular Board meeting and on the agenda as an action item.

## **5. Advocacy**

- A. Advocacy webinars - 7pm - Book Challenges on the Rise: Support Your Library panel discussion - Trustee Ottenweller mentioned that this is a very important topic in libraries currently. President Corgiat expressed concern that the panel might not express every viewpoint. The Board listened to the discussion from 7:25pm until 7:35pm.

## **6. Building & Grounds**

- A. Capital Improvement Plan - Director Starosta updated the Board that Studio GC plans to have the plan completed by December. President Corgiat mentioned that it might be best to have the presentation in January 2024 since the December meeting is often canceled.
- B. Lower Level update discussion - Director Starosta led trustees on a walk through of the lower level to point out which areas will see changes, how much those changes will cost and the added benefits to the library of opening additional space to the public at such a low cost. President Corgiat would like to see an additional window added between the proposed new YS/Tech Services work room and the hallways to give it more of an open feel. She also would like to see Trustee Rouleau here to talk about the legal permit requirements of the project. Trustee Mathias expressed concern about the funding for the proposed \$65,000 project. Trustee Ottenweller was impressed with the scope of the project relative to its cost and would like to see the project advertised to increase visibility of the library and what we to have to offer. President Corgiat agreed that additional marketing needs to be done and would like to see the Library advertise the Foundation and Friends more, have a dedicated staff person to work on bringing in sponsors for the newsletter and does not like the paper weight of the current newsletter but would rather see it more similar to the Village Recreation Department's Rec Guide. Vice President Gordon would also like to see a dedicated marketing staff person but pointed out that the current staff is lower than it has been in the past and this would require adding a position. President Corgiat asked that Treasurer Mathias look at the funding with Director Starosta and that Trustee Rouleau be prepared to talk about permits for the November Committee of the Whole meeting.
- C. Window Film discussion - Treasurer Mathias talked about how it was late in the year for the installation and we should revisit this in March 2024. He noted a concern that several of the companies we had quotes from in the past are no longer installing the film.

## **7. Personnel**

- A. Merit Raises - Vice President Gordon talked about the fact that the staff merit raises have not yet been approved but are in the approved budget in the amount of approximately \$10,000. He asked Director Starosta to explain the process of how funds are allocated for merit raises. Director Starosta talked about how the staff salary budgets are calculated first for a COLA increase for all staff and then a specific amount for each department for merit raises which would only be given to the best performing staff member(s) in that department which is determined by the managers of that department based on a review of the monthly reports of what each staff member accomplished that month which are sent to

the director. President Corgiat would like the merit raises to go forward without being put on the October Board agenda for a formal vote because it has already been budgeted. Trustees discussed if this should be a one time bonus or a change to the hourly base pay of staff. Trustee Gordon advocated for a one time bonus which would be processed in a separate payroll. Secretary Johnson asked what has been done historically. Director Starosta explained that in the past the staff members receiving merit raises would see a bump in their hourly rate rather than a one time bonus. Trustee Ottenweller and Treasurer Mathias were concerned that if this merit raise was just for this year and would be removed for staff's hourly rate next year might decrease if they did not earn a merit raise again. The Trustees decided to provide staff who receive a merit raise with a one time bonus in a payroll run separate from their regular pay.

- B. HR Source Position Review quote - Vice President Gordon talked about the fact that HR Source's quote would provide the library with a range of salaries for specific quoted positions. He also talked about the fact that we can have this benchmarked with just other libraires or with non-profits for a mix of the two. Secretary Johnson would like to see non-profits data as a part of the benchmarking but is concerned that this might increase the cost of the quote. Treasurer Mathias is concerned about what the split of data would be (ie. 50% library data and 50% non-profit, etc.). Vice President Gordon suggested that HR Source would be able to suggest a split. They discussed having the non-profit and library data presented separately. This will be added to the Board action log and an updated quote for the February 2024 Committee of the Whole meeting.

## **8. Policy**

- A. Open Meetings Act Policy Update - Director Starosta talked about the proposed changes to the policy which would match the updates to the Open Meetings Act law. This will be put on the October regular Board meeting as an action item.

## **9. Strategic Planning**

- A. Chapter 13 in IL Standards - Treasurer Mathias discussed that we are meeting the goals in this chapter and believes that the book would be read by all new trustees to give them a better understanding of what libraries do.
- B. Trustee Manual - Tabled for November Committee of the Whole meeting.

## **10. Other Business**

- A. Annexation discussion - Hines - Hospital area - President Corgiat asked Director Starosta to discuss the idea. Director Starosta spoke with our attorney about the possibility. His rough estimate is that the annexation would cost between \$12,000 and \$15,000. Because there are voting residents in

the area, this annexation would require a referendum. Secretary Johnson asked how much the additional taxable property value this would add to the district. Director Starosta will provide additional information at the November Committee of the Whole meeting.

- B. Trustee Membership - Purpose: Expense and length of membership. What is available to trustees and of course the desire to get such info. - President Corgiat talked about how library trustees have not been provided personal memberships to ILA, ALA, PLA or United for Libraries except the President who used to have a library provided ILA membership. Vice President Gordon would like to see trustees take classes as long as the cost fits into the budgeted amount for Trustee Continuing Education but does not see a need for memberships for trustees. Treasurer Mathias talked about wanting to sign up for a "How to create a Foundation" program so he could better understand how foundations are created. General Trustee consensus was to allow trustees to register for programs on a first come first served basis as long as the funding is available but not to provide memberships.

- 11. Adjournment** - Treasurer Mathias moved and Secretary Johnson seconded to adjourn the meeting at 7:58pm. All aye.

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



## 2023 Staff Holiday Gift Cards

Thank you all for being amazing librarians. Your work has helped us to create an amazing atmosphere for each other and for our patrons and it hasn't gone unnoticed. Thanks to our credit card bonus points, the Board will be gifting each of you with a gift card from one of the following vendors for the holidays. Please pick **ONE** on this sheet. Return to Natalie Starosta with your name and circled choice by November 15<sup>th</sup>.

Thank you,

Natalie

Name: \_\_\_\_\_

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

- 
- Academy
  - Ace Hardware
  - Adidas
  - AirBnB
  - Amazon
  - AMC
  - Apple
  - Applebee's®
  - Athleta
  - Banana Republic
  - Barnes & Noble
  - Bath & Body Works
  - Belk
  - Biglots
  - Bloomingdale's
  - Bonefish Grill
  - BP
  - Brinker-Chili's
  - Buffalo Wild Wings®
  - BURGER KING®
  - Burlington
  - Chevron
  - Chipotle Mexican Grill
  - Cold Stone Creamery®
  - Columbia Sportswear
  - Cracker Barrel
  - Crate and Barrel
  - Darden® Restaurants
  - Dillard's
  - Domino's
  - DoorDash
  - DSW
  - Dunkin Donuts
  - ExxonMobil
  - Food and Eats
  - GameStop
  - Gap
  - Gap Options
  - Home Depot®

- Hotels.com®
- IHop
- Instacart
- Kohl's
- Kroger
- LL Bean
- Landry's Restaurants
- Lands' End
- Lets Eat
- Lowe's
- Macy's
- McDonalds
- Michaels
- Microsoft Xbox
- Morton's
- Nintendo
- Nordstrom
- Old Navy
- Omaha Steaks
- Panda Express
- Panera Bread®
- Papa John's Pizza
- Petco
- Petsmart
- Pottery Barn
- Red Lobster®
- Red Robin
- REI
- Ruth's Chris Steakhouse
- Saks Fifth Avenue
- Sams Club
- Seasons Greetings
- Sephora
- Shell
- Shutterfly
- Sony Play Station
- Spafinder
- Starbucks®

- Stitch Fix
- StubHub
- Subway®
- Taco Bell
- T.J.Maxx | Marshalls  
| HomeGoods |  
HomeSense | Sierra
- The Cheesecake  
Factory
- The Container Store
- Topgolf
- Uber Eats
- Ulta Beauty
- Under Armour
- Victoria's Secret
- Victoria's Secret PINK
- Walmart
- Wayfair
- west elm
- Williams Sonoma

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
POSITION DESCRIPTION**

**Approved:**

**POSITION:** Library Volunteer

**DEPT:** ADULT SERVICES or YOUTH SERVICES or PATRON SERVICES

**TYPE:** Non-Exempt

**JOB PURPOSE:** To provide assistance to library employees or the library through completing tasks not normally done by library employees or tasks that free library employees to do additional specialized tasks.

**ORGANIZATIONAL RELATIONSHIPS:** Supervised by the Adult Services, Patron Services, or Youth Services Manager. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

**The following duties are possible for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Book sorting (boxing for donations, updating the book sale room, etc.)
- Shifting books as needed (moving books on shelves to allow for additional spacing)
- Weeding materials (finding materials on a list that haven't been checked out)
- Dusing
- General cleaning, painting and other maintenance (under direction of Facilities manager)
- Scanning documents or photos
- Organizing materials
- Cleaning CD's and DVD's with the cleaning machines
- Assisting with programs (presenting, assisting staff presenters, putting together or prepping materials for programs, etc.)
- Assistance with program set up and planning (setting up and taking down tables and chairs, decorating, checking people into programs, etc.)

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Excitement for working in public libraries. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration as needed. Ability to handle fast-paced, often multiple, inquiries from the library staff. Ability to plan, lay out and coordinate assigned work.

**ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:** Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.



**QUALIFICATIONS FOR APPOINTMENT:** Ability to pass a background check if working in the youth area. Bilingual in Spanish a plus.