

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue

North Riverside, IL 60546

Minutes of the March 2, 2026 Committee of the Whole Meeting

1. Open of Meeting

A. The meeting was called to order by President Gordon at 6:00 p.m.

Roll call was taken.

Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Fernando Flores, President Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Absent:

Also Present: Director Jenny Cutshall & Jill Cannizzo, Britney Musial

B. A quorum was established.

C. Recognition of visitors. No one was present.

D. Approval of agenda and requested changes to the agenda.

Trustee Rouleau made a motion to approve the agenda as presented. Trustee Mathias seconded the motion. All ayes, motion carried.

2. Open Forum

No one was present

3. Buildings and Grounds

Trustee Rouleau reported that he has 2 quotes for the boiler contract. He suggested keeping the contract going forward with MPC. Their estimate was much lower for the yearly maintenance. This will be an action meeting for the Board meeting.

4. Finance

Cook County Property Tax Distribution

Update from Director Cutshall. A few more have come in sporadically. The portal is still not working. She is attending a meeting at Preckwinkle's office. There are several other Libraries that will be in attendance. It is the day of the next Board meeting so she will give a report that night. There will be a resolution on the agenda at the next Board meeting that needs to be passed.

5. Personnel

.The 2 new hires are doing well so far. It is good to have a good size of staff again.

6. Policy

a. Notary Policy There have been no changes to this policy but this need to be updated to be in line with the state law.

b. Officers Policy There have not been any further changes but it needs to be looked at and some changes need to be made.

c. Sick Leave Benefits Policy There have been no changes to this policy but this need to be updated to be in line with the state law. For every 40 hours you get 1 hour of PTO.

7. Other Business

Strategic Plan

These are the same questions that were used in the last Strategic plan. Staff will also be involved in the strategic plan. There was some discussion about the questions and the order of the questions. The email list that it is sent to needs to be expanded to reach as many households as possible. Put a QR code on the front of the Book Mark newsletter that goes out to every household in the village. Hand out papers that has the QR code on it at any village events. Put in a bookmark every book that gets checked out with the QR code on it as well. Eliminate question 15. 95 % of answers said no on the last survey so is it necessary? Question 11 is something to look at and maybe eliminate. Rephrase questions that are not multiple choice.. There was some discussion about reordering the questions. Question 19 was discussed to maybe eliminate.

There was some discussion about how soon and how to get it out to the public. This will be on the agenda for the next Board meeting to vote on and approve the survey so that it will go out mid April. Give the people 3 – 4 weeks to respond to the survey. Managers will discuss the survey at the meeting tomorrow. It will be given to all staff. They will come up with a draft that they think would be good. Then they will present that at the next Board meeting to vote on. Then the QR code can be put on the front page of the April newsletter.

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 7:47 p.m. Trustee Mathias seconded the motion. All ayes, motion carried.

Respectfully Submitted

Jill M. Cannizzo

Next Board meeting is scheduled for March 16, 2026 at 6:00 p.m.