

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of August 21, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:31 p.m. Roll call was taken.

Present: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Absent: None

Also Present: Jean DiMonte of DiMonte and Assoc; Jill Cannizzo, New trustee Al Pineda, and Marilyn Boria

A quorum was established.

Trustee Lanken made a motion to approve the agenda with the change in the financial reports to add the Budget and Appropriation Ordinance. Trustee Tomasek seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, P. J. Folz, Elizabeth Tomasek

Nays: None

Motion carried

Treasurer Gordon swore in Trustee Alan Pineda.

2. Open Forum

Al & Monica Pineda and Marilyn Boria were present.

3. Financial Reports

A. Trustee Lanken presented the treasurer's report.

Trustee Lanken made a motion to approve the treasurer's report dated August 21, 2017 as presented. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending July 31, 2017. Some things were held off the warrant list for this month. Trustee Lanken and President Corgiat will go over those bills and let Jean know what to pay. Jean suggested that the Board keep a handle on the petty cash and the other monies that come into the Library for things like fines and copies and things like that. There needs to be a policy made for the cash register. The print out from the cash register should also match the deposit for that month. The policy for fines and such should also be reviewed. Trustee Gordon asked what the purpose of the ordinance is. Jean said that it is part of being a government agency. The percentage is limited by the rules.

C. Treasurer Lanken made a motion to approve the financial statements as presented. Trustee Tomasek seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

D. Treasurer Lanken made a motion to approve Warrant List #17-08 in the amount of \$35,489.72. Trustee Tomasek seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

E. Treasurer Lanken made a motion to table the transfer for this month. Trustee Folz seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

F. Treasurer Lanken made a motion to accept the Budget and Appropriation Ordinance for the year July 1, 2017 to June 30, 2018. Trustee Gordon seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

Service and Inspection Log -.All up to date. Contracts - quick review.
The meeting was last week. Reviewed the cement bids, Ken is waiting to talk to the lawyer. Talked about the condenser coil repair, Control Systems was bought out. The new company gave a bid and also suggested an assessment. 4 hours to asses and not to exceed \$652.00. The committee suggested to go with the bid. Ken will ask if they will give a credit for that amount if they say to replace it from the total amount for replacement. Ken needs to get more information from the companies that gave bids for the controls of HVAC. When he gets his questions answered he will make a decision on which one to go with. The security system was setting off false alarms. They came out and suggested the keypad gets replaced at the back door and that should take care of it.

Trustee Rouleau made a motion to replace the keypad. Trustee Tomasek seconded the motion. All in favor, motion carried.

The committee also discussed removing of older plants on south of parking lot. It was suggested that they just be cut down and let them grow again. President Corgiat will call and ask them to take care of it.

B. Finance (Brad Lanken, chairman)
Nothing more tonight

C. Strategic Planning (Greg Gordon, chair)
Nothing tonight

D. Personnel (PJ Folz, Chair)
Nothing tonight. Greg mentioned that the adult services librarian has accepted the job and will start September 18th. Susan's person cleared and she will proceed with that tomorrow and will report for the next meeting.

E. Policy (Elizabeth Tomasek, Chair)
Nothing tonight. Elizabeth is working on the cash register policy and review the policy book for 2017. It was not done in 2016.

5. President

1. Foundation Gala - October 21st at Riverside Golf Club. PJ is in charge of the silent auctions. Theme is Night at the Cabaret. Things are moving forward.

6. Other Action Items

Postpone until next meeting.

7. Information Items

- a. Committee Meetings - nothing tonight
- b. Calendar - all up to date
- c. Memorial Books Report - none this month
- d. Correspondence - none this month
- E. Board Action Log- all up to date
- f. Trustee Continuing Education - nothing tonight
- g. Grants, Advocacy, Rails and Swan - nothing tonight

8. Closed Session

Trustee Gordon made a motion to go into closed session to discuss the interim director position at 8:27 p.m. Trustee Lanken seconded. Roll call was taken and all Trustees responded affirmatively.

9. Open Session

The Board reconvened in Open Session at 9:15 p.m. At that time, Trustee Lanken made a motion to enter into a contract with Marilyn Boria to serve as Interim Library Director following some contract revisions that should be submitted to President Corgiat later this week. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

10. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 9:20 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

Respectfully Submitted
Jill M. Cannizzo