

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of January 9, 2017**

**1. Open of Meeting**

The meeting was called to order by President Corgiat at 7:30 p.m. Roll call was taken.

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

Absent: Brad Lanken, Mary Lee

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo, Dan Graham and Bryant Rouleau

A quorum was established.

Trustee Gordon made a motion to approve the agenda with the transfer amount to \$80,000. Trustee Rouleau seconded the motion. Roll call vote was taken.

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

Nays: None

Motion carried

**2. Open Forum**

Jim and Myra Zak were present.

**3. Financial Reports**

A Treasurer Lanken was absent so there was not a treasurer's report

B Jean DiMonte presented the financial reports for the month ending December 31, 2016.

C Finance Committee Report

1. Approve 2015-16 Audit

Trustee Rouleau made a motion to approve the audit. Trustee Tomasek seconded the motion.

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

Nays: None

Motion carried

2. Discuss raising the limit on the credit card

Director Kennard called the bank and raised it to \$5,000.00 but it takes 7 days.

Trustee Gordon made a motion to raise the credit card limit to \$5,000.00 as long as it is approved. Trustee Rouleau seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

3. Transfer debt service and close fund  
Tabled until next month when Treasurer Lanken is present.
4. Rename funds to match audit  
Tabled until next month when Treasurer Lanken is present.

#### **4. Consent Agenda**

Trustee Rouleau made a motion to approve the consent agenda with the transfer of \$80,000.00 and warrant list #17-01 in the amount of \$38,875.21. Trustee Tomasek seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

#### **5. Committee Reports**

A. Buildings and Grounds (Ken Rouleau, chair)

Buildings and Grounds has not met yet.

Trustee Tomasek made a motion to approve the committee minutes. Trustee Gordon seconded the motion. All ayes, motion carried.

1. Service and Inspection Log - all up to date
2. Repair Log - Drinking fountain it is as good as it can get. It was suggested to get a bottle filler fountain. Director Kennard will look into some prices for next meeting. Monitoring on HVAC was completed Ken is going to talk to them about some things. The fans should not go off at night. Keep the Library at a constant temperature. There was a broken pipe in the Library over the weekend. They are coming back tomorrow to try to get the carpet dry and test the humidity. Staff made a punch list of things that need to be taken care of. Bryant has been given the list and he has been working on them. He will text Lorene when he does things and they can get checked off the list. He will also prioritize the list and try to get things done. Bryant will get names of electricians to Lorene to call and have someone look at the electrical problems in the building.
3. Technology - nothing new tonight
4. Maintenance contract for Muellermist Service Corporation  
Trustee Rouleau made a motion to approve the contract in the amount of \$619.00 for another year. And the \$1300 contract for Olsson Roofing for another year also. Trustee Tomasek seconded the motion. carried. A roll call vote was taken.  
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Ken Rouleau, Elizabeth Tomasek  
Nays: None  
Motion carried

B. Strategic Planning (Greg Gordon, chair)

Nothing to report this evening

C. Personnel (PJ Folz, Chair)

Nothing to report tonight

D. Policy (Elizabeth Tomasek, Chair)

There are no new policies to discuss tonight.

## **6. President**

A. Appoint FOIA and OMA officers.

Trustee Corgiat made a motion that Director Lorene Kennard be the officer of the FOIA and MA. Trustee Gordon seconded the motion. All ayes, motion carried

## **7. Other Action Items**

Trustee Tomasek made a motion to approve the December 12, 2016 Board Meeting Minutes, December 12, 2016 Finance Committee Meeting and December 12, 2016 Buildings and Grounds committee meeting. Trustee Rouleau seconded the motion.

A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None,

Motion carried.

## **8. Information Items**

a. Committee Meetings - Lorene will plug in the dates of the meetings here. February 13<sup>th</sup> is the next meeting.

b. Calendar - Lorene is looking for a different format for the calendar and hopefully will be working for the next meeting.

c. Memorial Books Report - nothing new to report tonight Annette is waiting for a bill for the book she donated.

d. Correspondence - Annette read two thank you notes from staff for the Christmas dinner and gift. Christine Vassos and Pria. There was also a thank you from all of the staff. Lorene also sent a thank you for the poinsettia and looks forward to working at this Library.

e. Board Action Log- all up to date

f. Trustee Continuing Education - noting tonight

g. Grants - nothing tonight

h. Advocacy - nothing tonight

i. Rails and SWAN - nothing

j. setting up Library email on a phone or tablet.

k. Approve PTAB

Trustee Rouleau made a motion to approve. Trustee Gordon seconded the motion.

All ayes, motion carried

**9. Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 8:32 p.m. Trustee Gordon seconded the motion. All in favor, motion carried.

Respectfully Submitted

Jill M. Cannizzo