

*North Riverside Public Library
Board of Trustees
Minutes of the July 9, 2018 Meeting
Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:35 p.m.

Present: Annette Corgiat, Greg Gordon, Ken Rouleau, Al Pineda, P.J. Folz, Priscilla Skenandore

Absent: Brad Lanken

Also Present: Director Natalie Starosta

A quorum was established with six Trustees present. The agenda was accepted as presented. The first order of business was acceptance of the minutes of the June 11th Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Personnel Committee

- A. Trustee Gordon and Director Starosta proposed the idea of hiring rather than contracting for our maintenance service. Everyone agreed that a job description should be presented for review/approval at the Board meeting next Monday. Director Starosta will work with our current contracted maintenance individual and Trustee Gordon to create the description.

Building and Grounds

- A. Trustee Rouleau and Director Starosta discussed the inspection done by Atomic/Controlled Engineering in which they quoted us on repairing our cooling units but recommended replacement. The Board asked Director Starosta to find companies that would be able to evaluate our building and recommend the specifications of a new system prior to us investigating a new HVAC and Lighting system. In addition Director Starosta will be meeting with a ComEd partner to discuss options and what funding the library might be able to expect from the ComEd energy efficiency grants. Trustee Rouleau asked that finding firms for the evaluation be made an action item on the Board agenda.

Strategic Planning Committee

- A. Trustee Folz presented a proposal for a Strategic Initiatives Mini Grant for staff members which would be funded by the Strategic Initiatives line item in our budget and allow all staff members to submit their proposals for programs, services, etc. that support our strategic plan. She asked that this be made an action item on the Board agenda.

Other New Business

- A. Director Starosta discussed two possible initiatives to increase popular awareness of our services among library users which included: My Promo Receipts and My Library Rewards. Trustee Skenandore was concerned that the My Library Rewards program would not benefit small businesses in our area and only focus on larger nationwide chains but believed that the My Promo Receipt program would have benefits to the library and

any organization we partner with. She asked that My Promo Receipts be made an action item on the Board agenda.

- B. Director Starosta showed the CoW the application form for businesses to sign up for the 'Show your Library Card' program. Several trustees suggested that she write up a script for all board members to refer to when they are approaching businesses to partner with. Director Starosta will do so by the next CoW meeting. Trustee Skenandore suggested that we also make up a direct mailing post card to inform businesses of the program and/or as a follow up.
- C. Director Starosta explained her wish to move the position of people working at the circulation desk to have someone always at the window where people currently sign up for programs. This would improve customer service by providing a person to greet and answer questions of incoming patrons. She noted that we would need to add a telephone jack in that area but that would be the only expense. Trustee Folz noted that since that is such a small expense and would improve our overall customer service, it should be done.

There being no other new business the meeting was adjourned at 7:35 p.m.

Minutes Prepared by Director Starosta