

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of August 20, 2018**

1. Open of Meeting

A. The meeting was called to order by President Corgiat at 6:30 p.m. Roll call was taken.

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

Absent: Brad Lanken

Also Present: Natalie Starosta, Director; Jill Cannizzo

B. A quorum was established.

C. There were no visitors at the meeting

D. Trustee Rouleau made a motion to approve the agenda with a change that instead of calling it the warrant list it will now be called check register. Trustee Folz seconded the motion. All ayes, motion carried.

2. Open Forum

No visitors

3. Financial Reports

A. Treasurer Lanken was absent, Director Starosta reported. The old warrant list is now called check register but has the same information on it and the financial statements are now called management report. If a Board member wants to see something changed in the way it is set up or would like more information on the report, let Natalie know and she will ask them to try to do that. The new system seems to be working out so far.

B. Trustee Rouleau made a motion to approve the financial statements. Trustee Folz seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

C. Trustee Folz made a motion to approve check register #18-06 in the amount of \$23,658.84. Trustee Skenandore seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

D. Trustee Pineda made a motion to approve the authorization to transfer \$80,000. Trustee Rouleau seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, Greg Gordon, P. J. Folz, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried Motion carried

E. Trustee Pineda made a motion to approve the 2018/2019 Budget Amendment, adding a line item for grants in income and expenses. Trustee Rouleau seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

#### 4. Committee Reports

##### A. Buildings and Grounds (Ken Rouleau, chairman)

1. HVAC and lights replacement - They are still working on scheduling times to come out to look.
2. Service and Inspection Log - Ken is going to work with Natalie on this
3. Repair Log - Ken is working on updating this with Natalie

##### B. Strategic Planning (P.J. Folz, chairman)

Nothing to report tonight

##### C. Personnel (Greg Gordon, chairman)

Director's Evaluation Form - The form is in the Board members packets. The evaluation will be done in September. Board members fill out and prepare for the evaluation. Return to Greg by the September meeting.

##### D. Policy (Priscilla Skenandore, chairman)

Director Starosta reported about the vacation policy. The problem is with if someone quits working they are supposed to be paid for vacation time that they have accrued up to the date that they quit. Natalie is going to talk to other libraries to get their vacation policy so that she has something to go by. She will also contact the attorney to ask for help in updating this policy as well.

##### 1. Approval of updated Library Card policy and Hot Spot Lending policy

Trustee Rouleau made a motion to approve the revised library card policy and the hot spot lending policy as presented. Trustee Folz seconded the motion. All ayes, motion carried.

#### 5. President

Nothing tonight.

Priscilla will make the chili for the fall festival at the village and will serve it with Annette and a few other people. It is on September 14<sup>th</sup>.

Staff appreciation outing at Miller's will not be held in August this year because the Christmas outing will be bigger this year.

## 6. Director's Report

Natalie reported on the stats from the month with the charts and graphs.

## 7. Other Action Items

A. Trustee Rouleau made a motion to approve the minutes of the July 16<sup>th</sup> Board meeting. Trustee Skenandore seconded the motion. All ayes, motion carried.

### B. Budget and Appropriations Ordinance Review

Trustee Pineda made a motion to post the Budget and Appropriations Ordinance as presented. Trustee Skenandore seconded the motion. All ayes, motion carried.

### C. Building and Maintenance Ordinance Review

Trustee Folz made a motion to post the Building and Maintenance Ordinance as presented. Trustee Pineda seconded the motion. All ayes, motion carried.

### D. Library Cards

Natalie reported that there are only 15 Library cards left. She showed a few samples of what new cards could look like. They need to order them tomorrow. It was agreed on to use a picture of the actual library building with the logo added to the picture.

Trustee Gordon made a motion to use design number three with the logo added. Trustee Skenandore seconded the motion. All ayes, motion carried.

### E. Library Hours

Natalie reported that she would like to see the hours taken from Sunday and added to Friday and Saturday. The Library would then be open until 7 on Friday and 6 on Saturday. It was suggested to put this idea out on social media to see what feedback comes in before making the change.

Trustee Gordon made a motion that we make the hours adjustments proposed by the director but make an effort to put it out there so that people are aware of it and can give feedback. Trustee Pineda seconded the motion. All ayes, motion carried.

### F. IPLAR Signatures and Audit Secretary Books

Trustee Skenandore made a motion for Trustee Pineda and Trustee Rouleau to sign the IPLAR and audit the secretary books before the end of the month. Trustee Gordon seconded the motion. All ayes, motion carried.

## 7. Information Items

A. Committee meetings - None added tonight. All meetings go through the director.

B. Calendar - no changes, it has been updated

C. Memorial Books Fund - Nothing new tonight

Brad's mother died so the Board should do something in her memory. Maybe a letter for now and then a few months from now do a book or something like that.

D. Correspondence - nothing tonight

E. Board Action Log - all up to date

F. Trustee Continuing Education - nothing tonight

G. Grants - nothing more tonight

H. Advocacy - nothing tonight

I. RAILS & SWAN - nothing tonight

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 8:09 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, September 17, 2018 at 7:00 p.m.

Respectfully Submitted

Jill M. Cannizzo