

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of September 16, 2019**

1. Open of Meeting

A. The meeting was called to order by President Corgiat at 6:15 p.m. Roll call was taken.

Present: Kathy Bonnar, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda  
Annette Corgiat arrived at 6:20 p.m.

Absent: Brad Lanken

Also Present: Natalie Starosta & Jill Cannizzo

B. A quorum was established.

C. John Mathias was present.

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

2. Open Forum

John did not want to speak at this time.

3. Financial Reports

A. Treasurer Pineda presented the account balances as of tonight's meeting. Director Starosta reported that we are on budget.

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

Ayes: Kathy Bonnar, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried

C. Trustee Rouleau made a motion to approve the check detail report #19-09 in the amount of \$52,411.68. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Kathy Bonnar, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried

D. Trustee Folz made a motion to approve the authorization to transfer \$60,000. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Kathy Bonnar, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried

#### 4. Committee Reports

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

1. HVAC - Director Starosta is meeting with MPC on Wednesday to set up the timeline for the HVAC and lighting.

2. Capital Improvements - the other projects are: a storage room at the bottom of the stairs would be turned into a small meeting room, the glass wall and the price would include 2 doors, the parking lot asphalt and the concrete apron, the wallpaper removal and painting, browsing bins for Youth Services for board books. Landscaping can be looked into in the spring.

There was some discussion about parking and that the Library needs more parking. That is something that will be a very large expense and is just something that could be looked at in the future.

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

1. 2020 Strategic Plan - Town Hall meetings are scheduled and the One on Ones are as well. PJ will be at all of the Town Hall meetings but cannot be at the One on Ones.

2. Strategic Plan Mini Grants - Seven requests for these grants. Two were decided on 1 - for a magnet system with a pole for decorations and 2 - for loot boxes which is basically a subscription box service that other Libraries are already doing. You get a book and some surprise items in the box. The boxes have been purchased and hopefully it will be a demo at the open house in December.

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

Nothing tonight. Hires are done for now. If Mike's grant goes through it is for a few people and if they leave circulation to help him their space would need to be filled.

##### D. Policy (Kathy Bonnar, chairman)

Kathy and Natalie met several times and the changes have been sent to everyone. The next step is to work on the procedures. They will be split into 2 books, one policy book and one procedure book.

#### 5. President

The foundation is going to be in the chili cook-off.

#### 6. Director's Report

There weren't a lot of changes in the statistics report which is normal at this time of the year.

She went through the Newsletter printing and got quotes. Grasso was substantially cheaper so she is going to use them.

Burbio is a free service that will pull all of the events from the Facebook page and Websites. Then if someone signs up by the zip code they would get all of the events in one place.

She is also looking at Newsgard and evaluating to see if the Library wants to sign up for it.

## 7. Other Action Items

### A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the August 19, 2019 Board meeting. Trustee Pineda seconded the motion. All ayes, motion carried.

There was some discussion about Brad Lancken. A formal letter needs to be sent to him since he is not answering emails or texts at this point.

### B. B & A Ordinance

Trustee Folz made a motion to approve the B&A Ordinance. Trustee Rouleau seconded the motion. All ayes, motion carried.

### C. Annual Treasurer's Report

Trustee Gordon made a motion to approve the Annual Treasurer's Report for the fiscal year ending June 30, 2019. Trustee Corgiat seconded the motion. All ayes, motion carried.

### D. Update of Internal Controls Documentation

Trustee Folz made a motion to approve the update of Internal Controls Documentation with the change under petty cash. Trustee Corgiat seconded the motion. All ayes, motion carried.

## 8. Information Items

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

B. Calendar - all up to date

C. Memorial Books Report - nothing tonight

D. Correspondence - nothing tonight

E. Board Action Log - all up to date

F. Trustee Continuing Education - nothing tonight

G. Grants - nothing tonight

H. Advocacy - nothing tonight

I. Rails and Swan - The luncheon that Greg and Natalie attended today was nice and the proclamation they received was nice. They passed it around for all to see.

There was some discussion about getting cups for the staff with the logo on it. It was agreed on to go forward with it. Annette will work on scheduling JC's Pub for the holiday luncheon on January 12<sup>th</sup> if she can get it.

9. Trustee Rouleau made a motion to adjourn the meeting at 7:20 p.m. Trustee Folz seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, October 21<sup>st</sup> at 6:00 p.m.

Respectfully Submitted  
Jill M. Cannizzo