

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of July 17, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:50 p.m. Roll call was taken.

Present: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau, Ken Rouleau

Absent: Greg Gordon, Elizabeth Tomasek

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo

A quorum was established.

Trustee Folz made a motion to approve the agenda as presented with the transfer of \$70,000.00. Trustee Lanken seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

2. Open Forum

No visitors tonight

3. Financial Reports

A. Trustee Lanken made a motion to approve the treasurer's report dated July 17, 2017 as presented. Trustee K. Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau, Ken Rouleau

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending June 30, 2017. There was a large transfer last month so a decision needs to be made on how much to transfer tonight. Jean was talking about real estate taxes. \$838,271.04 collected in taxes, in the bank \$672,313.16 the difference is \$165,950.78 that was what was refunded. Hopefully we will get an adjustment.

C. Treasurer Lanken made a motion to approve the financial statements as presented. Trustee K. Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

D. Treasurer Lanken made a motion to approve Warrant List #17-07 in the amount of \$40,820.08. Trustee H. Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

E. Treasurer Lanken made a motion to approve the transfer of \$70,000.00. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau, Ken Rouleau

Nays: None

Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

1. Service and Inspection Log -.All up to date. There are a few things that need to be adjusted. Ken will work on revamping the log. Some items can be combined and others can be removed. There are a few items on the list that need to be updated and a few that need to be done that are overdue.

2. Repair Log - All up to date. No repairs this month. Waiting on the quote for replacing both of the condenser coils. Lorene got the third quote for the concrete. Ken will review them and bring them to the Board. Annette asked Lorene to look into grants for the cement work. Ken and Bryant are working on switching the flag light to LED but there was a small problem so they are still working on it.

B. Finance (Brad Lanken, chairman)

1. Set hearing date for approval of Budget and Appropriation Ordinance

The hearing will be set for August 21, 2017 at 7:15 p.m.

2. Review and Approve FY18 budget

Trustee Lanken made a motion to approve. Trustee K. Rouleau seconded. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau, Ken Rouleau

Nays: None

Motion carried

C. Strategic Planning (Greg Gordon, chair)

Nothing tonight

D. Personnel (PJ Folz, Chair)

P.J. will set another personnel meeting with Lorene to finalize amounts. There have been interviews and all 3 candidates were good for the reference librarian. Lorene has done some research and she has decided on which one she wants to hire. The Board approved her offering them the job. She needs to finalize the draft of the job description and then she will make an offer. Angelica needs to be replaced and so does Christine. Lorene will post the job internally before looking for an outside hire for the Administrative Assistant position. Trustee Lanken suggested that a notebook be made with all of the job descriptions and the salary range for that position. Then that will all be together in one place.

E. Policy (Elizabeth Tomasek, Chair)

Heidi said that it was a pleasure being on the Board and she wishes it didn't have to be so short. This is her last meeting, she will be moving before the next meeting.

5. President

1. Foundation Gala - October 21st. The theme is set and the venue is booked. PJ is working on silent auction items. It should be a great night.
2. Employee Appreciation Dinner - It is August 18th at Miller's Ale House.
3. Approve FY18 Board Meeting dates - The third Monday of the month
Trustee Lanken made a motion to approve the Board meeting dates, the third Monday of each month. Trustee H. Rouleau seconded the motion. All ayes, motion carried.

Annette got information from the Recreation department about the Autumn fest. She wanted to pass on the information to the staff so they can begin planning it.

6. Other Action Items

Trustee K. Rouleau made a motion to approve the June 12, 2017 Board meeting, June 19, 2017 Special Board Finance Meeting, June 26, 2017 Special Board Finance Meeting. Trustee Folz seconded the motion. All in favor, motion carried.

7. Information Items

- a. Committee Meetings - nothing tonight
- b. Calendar - all up to date
- c. Memorial Books Report - none this month
- d. Correspondence - nothing this month
- E. Board Action Log- all up to date
- f. Trustee Continuing Education - Greg is going to the Ill Library Assoc conference in mid October.
- g. Grants, Advocacy, Rails and Swan - nothing tonight

8. Closed Session

None tonight

9. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 8:47p.m. Trustee H. Rouleau seconded the motion. All in favor, motion carried.

Respectfully Submitted
Jill M. Cannizzo