

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of June 12, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:39 p.m. Roll call was taken.

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

Absent: No one

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

A quorum was established.

Trustee Tomasek made a motion to approve the agenda as amended to authorization of the transfer of 200,000.00 and added under President #6. Discussion on standing committees and chairs and #7 honor John for all of his years here. Trustee Lanken seconded the motion. Roll call vote was taken.

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

Nays: None

Motion carried

2. Open Forum

Present: Kay Subaitis, Carlene O'Brien, John, Marylou Markets

3. Financial Reports

A. Trustee Lanken made a motion to approve the treasurer's report dated June 12, 2017 as presented. Trustee Gordon seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending May 31, 2017. Jean reported that as this is the last meeting of the fiscal year, she would request that the funds be moved from one fund balance to another to cover the building fund. This will need to be done at a special meeting as it is not on tonight's agenda.

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, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

Treasurer Lanken made a motion to approve Warrant List #17-06 in the amount of \$102,726.31. Trustee Gordon seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

Treasurer Lanken made a motion to approve the transfer of \$200,000.00. Trustee H. Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

Ken and Lorene picked a company to replace the carpet. Lorene is getting 4 bids for the cement work. She is also getting a price to add a pad off to the side in the front for a dumpster instead of the garbage cans. The gate will be moved, a new gate towards the front with a pad. Annette talked to Trim Line and he is going to survey the bushes and tell Lorene what needs to be done with them. The rest of the landscaping looks good for this year. Bryant planted the planters and they look nice.

1. Service and Inspection Log -.All up to date. Trustee Lanken asked about the HVAC monitoring, it says it was due in January and should be done quarterly. Ken is trying to fine tune that a bit instead of having 2 companies. It should be done in Spring and Fall, not quarterly. Secret Garden statue Bryant will wax it. The list needs to be updated. Trustee K. Rouleau will meet with Director Lorene to work on updating the list and the time of everything.

2. Repair Log - All up to date

B. Finance (Brad Lanken, chairman)

1. Trustee Lanken made a motion to make a resolution to move the Kadlec's fund to an annuity. Trustee K. Rouleau seconded the motion A roll call vote was taken.

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

Nays: None

Motion carried

3. Trustee Lanken made a motion to approve the PTAB settlement in the amount of \$3,639.00. Trustee Gordon seconded the motion. A roll call vote was taken.

4. Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Heidi Rouleau, Ken Rouleau, Elizabeth Tomasek

5. Nays: None

6. Motion carried

Approve FY 18 budget, tabled until next month.

C. Strategic Planning (Greg Gordon, chair)

Nothing tonight

D. Personnel (PJ Folz, Chair)

Nothing tonight but she will be calling a meeting with closed session.

E. Policy (Elizabeth Tomasek, Chair)

1. Lorene did some research for policies for the cash register. It will need to be voted on at the next meeting. She is also working on updating policies on a schedule.

5. President

1. Fourth of July parade - There is not any interest from staff to be in the parade it would be great if Board members would commit to being in the parade. President Corgiat will call McCarthy and see if she can get a car. Lorene will ride and will try to get more people. Ken, Greg and Heidi all agreed to also participate. The decorations from past may have been damaged in the flood so new things will have to be purchased. Lorene will check again with Angelica.

2. Foundation Gala - nothing more to report tonight. It is October 21st "A Night at the Cabaret". There are 2 huge auction items this year, they are both trips. It is moving along.

3. Employee Appreciation Dinner - It is August 18th at Miller's Ale House.

4. Approve Prevailing Wage Ordinance - Trustee Lanken made a motion to approve the Prevailing wage ordinance. Trustee K. Rouleau seconded. All ayes, motion carried

5. Discuss possibility of moving the meeting date from the 2nd Monday of the month to the 3rd Monday of the month. It would make things with financed better. The second Monday of the month would then be other committee meetings. Finance would still meet before the Board meeting. There was some discussion about hanging time also but it would not work for everyone.

Trustee Lanken made a motion to move the meeting date to the 3rd Monday every month. Trustee Gordon seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

6. Standing Committees Do all Board members want to continue to be the chair of the committee that they are currently chairing. Greg said he feels he is not doing much anymore since his strategic planning is not as active anymore. PJ would like to give him Personnel. He will do that. Everyone else is fine with staying with the committee they are chairing. PJ will take over strategic planning. Heidi is on Insurance Review, Brad is Finance, Elizabeth is Policy, Ken is Buildings and Grounds and PJ is strategic planning, Greg is personnel.

7. Other Action Items

Trustee K. Rouleau made a motion to approve the May 8, 2017 Finance Committee Meeting the May 8, 2017 Board Meeting and the May 8, 2017 Policy Committee meeting. Trustee Lanken seconded the motion. All in favor, motion carried.

8. Information Items

a. Committee Meetings - Next Board meeting is on July 17, 2017 at 7:30 p.m. Monday, June 19th personnel meeting in closed session at 6:30 p.m. to discuss staff changes and reviews. And a special Board meeting at 8:00 p.m. to approve the budget and the resolution.

b. Calendar - all up to date, add the meetings, take Buildings and Grounds meetings off the calendar and then if one is needed it would be scheduled at the Board meeting.

c. Memorial Books Report - none this month

d. Correspondence - nothing this month

E. Board Action Log- all up to date, needs to be updated and some items can be taken off

f. Trustee Continuing Education - nothing tonight

g. Grants - nothing tonight

h. Advocacy - nothing tonight

i. Rails and SWAN - Lorene went to SWAN meeting last week. They are adding 19 libraries to SWAN over the next couple of years.

John Zmola was honored for his years of service at the library. He will be leaving June 30th. The Board wants to thank him for everything he has done at the Library. John expressed his gratitude to the Board for taking a chance on him. He was presented with a small gift. There was cake and coffee for him.

9. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 9:p.m. Trustee K. Rouleau seconded the motion. All in favor, motion carried.

Respectfully Submitted
Jill M. Cannizzo