

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of May 8, 2017**

**1. Open of Meeting**

The meeting was called to order by President Corgiat at 7:51 p.m. Roll call was taken.

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

Absent: No one

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo, Heidi Rouleau new trustee to be sworn in during this meeting.

A quorum was established.

Trustee K. Rouleau made a motion to approve the agenda as presented. Trustee Tomasek seconded the motion. Roll call vote was taken.

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

Nays: None

Motion carried

**2. Swearing in of Re-Elected Trustee Annette Corgiat and Newly Elected Trustee Heidi Rouleau.**

Heidi was sworn in as a Trustee

Annette was sworn in as a Trustee

**3. Election of Officers and Appointment of Committee Chairs**

Ken Rouleau made a motion to elect Annette Corgiat as president. Trustee Folz 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

President Corgiat made a motion to elect Greg Gordon to be Vice President. 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

Trustee K. Rouleau made a motion to elect Brad Lanken as Treasurer Trustee Folz 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

Trustee Corgiat made a motion to elect PJ Folz as Secretary Trustee Lanken 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

Trustee Corgiat made a motion to elect Elizabeth Tomasek as Sergeant at Arms Trustee Lanken 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

The committee structure and chair people will be discussed at the next meeting.

#### **4. Open Forum**

Jim Zak was present. He wanted to thank everyone on the Board for all that they do and that they do a very good job.

#### **5. Financial Reports**

A. Treasurer Lanken reported the account balances.

Treasurer Lanken asked for a list of vendors for Lorene. She reported that it goes back 30 years and it would be very long. She will look at the last year and pull out any vendors and how much they were paid. And get that to Lorene

He also reported that Nathan is getting a copy of the ledger and he will eliminate what is not being used and update codes for Lorene. He will work on it this week then it will be sent to Jean.

The Board wants any transaction that is posted this month to be in the financials for this month. Everything should be in the same month. Jean is balancing to the bank statements. She has nothing else to balance to. There are always some outstanding checks. Those checks should be reported on the month that they were dated and written. The warrant list should tie to the general ledger and the PNL. Jean said that is fine and she will work with it. Treasurer Lanken will send her an email with more details of exactly what he wants. Brad will work with Nathan on it and then get it to Jean in writing.

Trustee Lanken made a motion to approve the treasurer's report dated May 8, 2017 as presented. Ken seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

The approval of financial statements was tabled until Treasurer Lanken has a chance to review.

Treasurer Lanken made a motion to approve Warrant list #17-05 and the transfer of \$70,000.00. Trustee Tomasek 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 April 30, 2017. .

#### **4. Committee Reports**

A. Buildings and Grounds (Ken Rouleau, chair)

1. Service and Inspection Log -.All up to date.

Waiting for a bill for the frequency drive. Lorene and Ken met with painters for bids. Gary's Painting and Decorating is doing the job. He wasn't the highest and wasn't the lowest but his proposal had the most detail. They started today and are planning to be done by next Monday. Still working on getting a company to do the control. The problem is that the controls are proprietary so it is hard to find someone. West Town did a report that they say was a part of the maintenance agreement. President Corgiat asked that now that it is May the covers should come off the planters. Ken will ask Bryant to come do that.

2. Repair Log - All up to date

B. Finance (Brad Lanken, chairman)

1. Review and approve new bank account to be used with the new cash register system.

Trustee Lanken made a motion to approve Director Kennard to open the new savings account at BMO Harris bank to be used with the new cash register.

Trustee Tomasek seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

2. Discuss Mary Kadlec's balance of deposit and the possibility of investment of that money to another annuity.

Trustee Lanken made a motion to set up a new annuity for the balance. Trustee Rouleau seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

C. Strategic Planning (Greg Gordon, chair)

Strategic initiatives was in the budget this year. Director Kennard has funded some things with this money. Greg gave all Board members a copy of the report of these items. Director Kennard explained all of the items.

D. Personnel (PJ Folz, Chair)

Nothing to report tonight

#### E. Policy (Elizabeth Tomasek, Chair)

1. Trustee Tomasek made a motion to approve the updated meeting room policy. Trustee Lanken seconded the motion. All ayes, motion carried
2. Trustee Tomasek made a motion to approve the new Travel Expense Authorization Request policy. Trustee H. Rouleau seconded the motion. All ayes, motion carried.
3. Trustee Tomasek made a motion to approve the Alcohol in the Library policy. Trustee K Rouleau seconded the motion. All ayes, motion carried.
4. Trustee Tomasek made a motion to approve the updates to the circulation policy. Trustee K Rouleau seconded the motion. All ayes, motion carried.

We no longer have to record all meetings. Lorene is waiting for a written statement from the lawyer. Tonight's meeting was not recorded.

#### 6. President

1. Fourth of July parade - The Board all agreed that they want to be a part of it again this year. Annette will see if a car can be donated. If there are staff members that would like to ride it in that would be great. Lorene will ask staff.
2. Foundation Gala - October 21<sup>st</sup> at Riverside Golf Club. They just booked the entertainment. It is going to be a cabaret night. There will also be a silent auction. The Foundation is doing a raffle for the Echo and the Dot. Tickets are available at the circulation desk.
3. Friends of the Library - They made almost \$2200.00 at their book sale despite the horrible weather.
4. Employee Appreciation Dinner - Needs to be in the budget for next year. It will be at Miller's Ale House again. Lorene will look at dates with Angelica and pick one. Board members are also invited.

#### 7. Other Action Items

Trustee K. Rouleau made a motion to approve the April 10, 2017 Finance Committee Meeting with the correction of PJ's last name and the April 10, 2017 Board Meeting,. Trustee Lanken seconded the motion. All in favor, motion carried.

#### 8. Information Items

- a. Committee Meetings - Next Board meeting is on June 12, 2017 at 7:30 p.m.
- b. Calendar - all up to date
- c. Memorial Books Report - PJ bought 2 books and Lenore Guirini is buying 2 books
- d. Correspondence - Mr. Smith followed up with a letter from the last Board meeting. He is asking that when the calendar is made for next year, the Board consider not closing on Good Friday or Easter Sunday. Lorene contacted the lawyer and he said

the Board can do whatever they want. The letter was given to the secretary to be filed.

Susan Locander - Thank you for sympathy on her mom's passing  
Mary Lee - Thank you for the clock and citation on her retirement.

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 - next SWAN meeting is the first week of June

### **9. Adjournment**

Trustee Lanken made a motion to adjourn the meeting at 8:59 p.m. Trustee Folz seconded the motion. All in favor, motion carried.

Respectfully Submitted  
Jill M. Cannizzo