

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of October 16, 2017**

**1. Open of Meeting**

The meeting was called to order by Vice President Gordon at 7:31 p.m. Roll call was taken.

Present: P. J. Folz, Greg Gordon, Al Pineda, Elizabeth Tomasek

Absent: Annette Corgiat, Brad Lancken, Ken Rouleau

Also Present: Interim Director Marilyn Boria, Jean DiMonte of DiMonte and Assoc;  
Jill Cannizzo

A quorum was established.

Trustee Folz made a motion to approve the agenda as presented. Trustee Pineda seconded the motion. Roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Al Pineda, Elizabeth Tomasek

Nays: None

Motion carried

**2. Open Forum**

No visitors tonight.

**3. Minutes**

Trustee Tomasek made a motion to approve the minutes of the September 18, 2017 Board meeting. Trustee Gordon seconded the motion. All ayes, motion carried.

**4. Financial Reports**

A. Trustee Lancken is absent, so Director Boria reported on the budget and the financial statements.

B. Jean DiMonte presented the financial reports for the month ending September 30, 2017.

C. Trustee Folz made a motion to approve the financial statements as presented. Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Al Pineda, Elizabeth Tomasek

Nays: None

Motion carried

D. Trustee Folz made a motion to approve Warrant List #17-10 in the amount of \$30,704.94. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Al Pineda, Elizabeth Tomasek

Nays: None

Motion carried

E. Trustee Tomasek made a motion to transfer \$80,000.00 from the money market account to the checking account. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Al Pineda, Elizabeth Tomasek

Nays: None

Motion carried

## 5. Committee Reports

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

The warrant list includes a check for Flow Techniques which sent a representative to perform the annual inspection of the pumps last week. The company with a service contract on the sprinkler system is coming next week to shut down the system for the winter.

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

2. Repair Log - All up to date

### B. Finance (Brad Lanken, chairman)

1. In the absence of Trustee Lanken, Trustee Folz moved to Adopt Resolution #17-10-01 to Determine Estimate of Funds Needed for Fiscal Year 2017-2018. Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Al Pineda, Elizabeth Tomasek

Nays: None

Motion carried

2. In anticipation of applying to the Illinois State Library for a 2018 Per Capita Grant, Trustees reviewed Chapters 1 through 5 of the Illinois Library Association's *Trustee Facts File* (4th Edition). These chapters were particularly pertinent this year because the Board has one new Trustee and they will be hiring a new library director in the first quarter of 2018. After discussing Trustee duties and responsibilities, the group reviewed orientation materials for new Trustees and compared the sample agenda in Chapter 3 to the agenda format currently used by the Board. The final discussions centered on policy making decisions and Board legal responsibilities. Every Trustee has a copy of this publication and will refer it as necessary during the year.

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

Nothing to report tonight

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

1. Trustee Tomasek made a motion to adopt a proposed staff money handling policy. Trustee Folz seconded the motion. All ayes, motion carried.

2. Trustee Tomasek made a motion to approve the change in the health insurance policy eliminating the HMO option which would have put the Library in the same category as large employers because of the way it was structured. Trustee Pineda seconded the motion. All ayes, motion carried.

3. Trustee Pineda made a motion to approve the change in dates for the January and February Board meetings in 2018 to the next day due to the fact that the Library would be closed on the third Monday of those months. Trustee Tomasek seconded the motion. All ayes, motion carried.

## **6. President**

1. Foundation Gala - Trustee Gordon reminded everyone that the Gala was this coming Saturday at 6:00 p.m. So far, 60 people were attending.
2. Holiday Dinner - Managers are polling staff to determine what type of party they would like. Director Boria will talk to President Cogat about the results when she returns from vacation.
3. Holiday Open House - It will be held on Saturday, December 9th. Kay Subaitis of the Friends of the Library is arranging the entertainment and the Friends will provide refreshments.

## **7. Additional New Business**

The monitor displaying library programs near the circulation desk is no longer working due to problems with the hard drive. The staff is investigating various options for replacing it.

The wasps, which were discovered in the lower level last week, seem to be totally gone now after a visit from Terminix.

## **8. Adjournment**

Trustee Tomasek made a motion to adjourn the meeting at 8:20 p.m. Trustee Folz seconded the motion. All ayes, motion carried.

Respectfully Submitted  
Jill M. Cannizzo