

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of September 18, 2017**

**1. Open of Meeting**

The meeting was called to order by President Corgiat at 7:30 p.m. Roll call was taken.

Present: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Absent: P. J. Folz, Al Pineda

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

A quorum was established.

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

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

**2. Open Forum**

No visitors tonight.

**3. Financial Reports**

A. Trustee Lanken presented the treasurer's report.

Trustee Lanken made a motion to approve the treasurer's report dated September 18, 2017 as presented. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending August 31, 2017. Jean reported that the Chase account on the treasurer's report was opened at the time the bonds issued. Now that the bonds have been paid, this account could actually be closed. IPTIP account could be kept open with a minimum amount and the rest of that money could be moved and used as needed. Treasurer Lanken asked that for future Board meetings the credit card statements be included in the financial Board packets. Jean DiMonte said that she will start including them.

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

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

D. Treasurer Lanken made a motion to approve Warrant List #17-09 in the amount of \$42,047.25. Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

E. Treasurer Lanken made a motion to transfer \$60,000 to the checking account. Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

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

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

1. Service and Inspection Log -.All up to date. Working on the carpeting, a letter came about the sump pumps they haven't been done in 5 years but according to our log they were done last year. Marilyn is looking into it further. Ken noted that it would be good if the landscaper could clean pick up papers and other trash around the grounds every week when he is there. In response to a question about burned out lights in the parking lot, Ken reported that he and Bryant are going to borrow a lift and replace all of the lights with LED. Ken is going to look into switches that go off when you walk out of the bathrooms. He is going to look into getting all LED lights in the building as well.

2. Repair Log - All up to date

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

1. The Special Meeting to approve the Budget and Appropriation Ordinance Approval is on September 25, 2017 at 6:30 p.m.

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

1. Approval of the two new job descriptions for Head of Youth Services / Assistant Library Director and Teen/Tween Librarian/head of Technical Services

2. Approval of 5% salary increase for Head of Youth Services who will fulfill the additional role as Assistant Library Director.

3. Approval of 5% salary increase for the Public Services and Technology Manager to reflect market conditions.

4. Approval to promote the part-time Youth services associate and Teen/Tween Coordinator to the new position of Teen/Tween Librarian/Head of Technical Services.

5. Approval to increase the salary by \$1.21 for the Youth Services clerk.

Trustee Gordon made a motion to approve the 5 personnel changes which will fit in the budget. Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

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

Elizabeth is working on the cash register policy and review the policy book for 2017. It was not done in 2016.

**5. President**

1. Foundation Gala - It is October 21<sup>st</sup>. Silent auction items are flowing in. Sounds like a top notch event. Tickets are now available at the circ desk.

**6. Other Action Items**

**A. Approval of minutes**

Trustee Lanken made a motion to approve the minutes from the July 17<sup>th</sup> Board meeting and August 21<sup>st</sup> Board Meeting. Trustee Rouleau seconded the motion. All eyes, motion carried.

**B. Discussion about buying Microsoft Surface Tablets for the Board members.**

The idea was to get rid of some of the paper that is at the Board meetings and to have something that Board members could use to do Library business on instead of their own personal computers. Greg has looked into this further and it should not be that much money. He suggested that they look into something less expensive than the Surface. Brad looked at the quote and was also shocked at the price. He called the Library IT technicians. They said that the tablets could be set up to share the Microsoft programs from the Library network. Board members could save everything to their folder on the network and then could access that at the meetings. Annette also contacted ABT and is waiting for a quote from them. This will be discussed further and voted on at a future meeting. Brad and Annette will provide Marilyn with the quotes that they get. There will be 8 tablets, 1 for the director and 1 for each of the 7 Board members.

**7. Information Items**

a. Committee Meetings - nothing added tonight

Monday, Sept. 25<sup>th</sup> is the Budget and Appropriation Ordinance Approval

b. Calendar - all up to date

c. Memorial Books Report - none this month

d. Correspondence - none this month

E. Board Action Log- all up to date

f. Trustee Continuing Education - nothing tonight

g. Grants, Advocacy, Rails and Swan - Marilyn went to a SWAN meeting two weeks ago. Prices should be pretty stable for the next year. The sonic wall system has to be changed. Marilyn is working with IT people to pick the one that will work best with this Library.

**8. Closed Session**

Nothing tonight

**9. Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 8:29 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

Respectfully Submitted  
Jill M. Cannizzo