

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of January 16, 2018

1. Open of Meeting

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

Present: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Absent: P. J. Folz

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

B. A quorum was established with five members.

C. President Corgiat welcomed Priscilla Skenandore to the meeting.

D. In the absence of Secretary Folz, Trustee Pineda made a motion to appoint Ken Rouleau as the acting secretary. Trustee Gordon seconded the motion. Roll call vote was taken

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

After reviewing the agenda, Trustee Pineda made a motion to move item 6B (approving an ordinance appointing Priscilla Skenandore to the Board) to 1E. Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

E. Trustee Lanken made a motion to approve an ordinance declaring a vacancy (Tomasek) and appointing Priscilla Skenandore to the Library Board. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

F. Trustee Gordon administered the oath of office to Priscilla Skenandore and everyone welcomed her to the Board.

2. Open Forum

No visitors

3. Financial Reports

A. Treasurer Lanken reported the account balances and presented the treasurers report.

B. Jean DiMonte presented the financial reports for the month ending December 31, 2017.

C. Finance Committee Report

D. Trustee 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, Al Pineda, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

E. Trustee Lanken made a motion to approve Warrant List #18-01 in the amount of \$41,201.60. Trustee Pineda seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

F. Trustee Lanken made a motion transfer \$80,000 from the money market account to the checking account. Trustee Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

G. Trustee Lanken made a motion to Adoption of a resolution authorizing a fund transfer of \$150,771 from the general fund to the building fund. Trustee Pineda seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds

1. Trustee Rouleau made a motion to approve a proposal to contract with AMS Electric to replace the ceiling lights in the main stairwell at a cost of \$1,650. Trustee Pineda seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

2. Trustee Rouleau made a motion to approve the attached service contracts from MidCo for the phone system. Trustee Lanken seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

3. Service and inspection log
Marilyn found them and will work on getting them updated.

4. Repair Log

There were problems with the boilers. Bryant called and they got them taken care of. There was some discussion about the air conditioners. Ken will look into it further for a future meeting and report to the Board then. The phone line in the elevator wasn't working and it has been fixed.

B. Strategic Planning (P.J. Folz, chairman)

Nothing tonight

Acting Secretary Rouleau reported that the Board had received a thank you note from the family of Ken Little for floral arrangement and a thank you from Christine Vassos for Target gift card for Christmas.

C. Personnel (Greg Gordon, chair)

1. Trustee Gordon made a motion to approve a cost study in the amount of \$1,319.00 to determine the feasibility of joining the Illinois Municipal Retirement Fund. Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

D. Policy

1. Trustee Rouleau made a motion to approve increasing the loan period for all 2-week items to 3 weeks. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

2. Trustee Gordon made a motion to increase the grace period for specified library materials from one to three days. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

5. **President**

President Corgiat reported that three candidates had been interviewed for the Director's position. One candidate is being called back for a second interview on January 29th at 3:00 p.m. Interim Director is arranging a background check through Paychecks. Alice Calabrese-Berry is calling the references.

6. **Other Action Items**

A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the December 18, 2017 Board meeting and December 18, 2017 Closed Session meeting as presented. Trustee Pineda seconded the motion. All ayes, motion carried.

B. Trustee Lanken made a motion to designate the Library Director or designee of the Director as the Freedom of Information Act and Open Meetings Act officer of the

North Riverside Public Library District. Trustee Pineda seconded the motion. All ayes, motion carried.

7. Information Items

- A. Committee meetings - None tonight
- B. Calendar - All up to date
- C. Memorial Books Fund - Nothing tonight
- D. Correspondence - Ken read them earlier in the meeting
- E. Board Action Log - All up to date
- F. Trustee Continuing Education - In February at the Marriot in Oak Brook there is and ILA legislative day. Marilyn will send the Board members the information tomorrow.
- G. Grants - Nothing tonight
- H. Advocacy - Nothing tonight
- I. RAILS & SWAN - Nothing tonight.

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 8:18 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

Respectfully Submitted
Jill M. Cannizzo