

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of March 19, 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, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Absent: Al Pineda

Also Present: Natalie Bazan, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo

B. A quorum was established.

C. There were no visitors at the meeting

D. Trustee Lanken made a motion to approve the agenda with the change of the transfer amount to \$50,000 from \$80,000. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

**2. Open Forum**

No visitors

**3. Financial Reports**

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

Trustee Lanken made a motion to approve the treasurer's report as presented.

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

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending February 28, 2018.

C. Finance Committee Report - Trustee Lanken presented the report. He wants to add an action item on the next agenda for a transfer from the capitol fund into the general fund and to close the First American bank account from the restricted fund. The committee reviewed the financial statements. The Library is in good financial state.

D. Trustee Lanken made a motion to approve the financial statements as presented. Trustee Gordon seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

E. Trustee Lanken made a motion to approve Warrant List #18-02 in the amount of \$37,384.00. Trustee Seenandore seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

F. Trustee Lanken made a motion transfer \$50,000.00. Trustee Rouleau seconded the motion. A roll call vote was taken.  
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore  
Nays: None  
Motion carried

G. Trustee Lanken made a motion to approve the ICMA Plan Contact Change from the old director to the new director. Trustee Skenandore seconded the motion. All ayes, motion carried.

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

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

###### 1. Review of main floor carpeting quotes

There was some discussion about the bids.

Trustee Rouleau made a motion to work with DeSitter for the main floor carpeting and doing it in stages. Ask them to lower Trustee Skenandore seconded the motion. All ayes, motion carried.

###### 2. Review and discussion of phone system menu

There was discussion about the system. This will be tabled until the next meeting.

###### 3. Service and Inspection Log

###### 4. Repair Log

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

PJ is going to meet with Natalie in April to go over this

C. Personnel (Greg Gordon, chairman)

1. There was discussion about the job descriptions of Adult Services Librarian and programmer, Senior Services Librarian and programmer and Administrative Assistant / promotions job description. The salaries are budgeted. The Adult Services position is full time, the Senior Services position is part time, and the administrative assistant position is part time.

Trustee Gordon made a motion to approve the job descriptions of Adult Services Librarian and programmer, Senior Services Librarian and programmer and Administrative Assistant / promotions job description and give the director permission to begin filling these positions. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

2. ICMA Plan for all employees

Trustee Gordon made a motion to open the ICMA 457 plan to all employees of the Library. Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

D. Policy (Priscilla Skenandore, chairman)

Priscilla and Natalie will be going over all of the policies section by section. They are starting with the employee handbook. They are going to revise them as they see necessary and then they will present it to the Board as they have a section done.

**5. President**

**6. Other Action Items**

A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the February 20, 2018 Board meeting as presented. Trustee Skenandore seconded the motion. All ayes, motion carried.

**7. Information Items**

A. Committee meetings - None added tonight. All meetings go through the director.

B. Calendar - All up to date

C. Memorial Books Fund - Barbara Ruba made a donation for a book on roses for her husband. Natalie is working with staff on the process of this and books for a new born baby.

D. Correspondence - PJ read thank you cards from staff for Christmas presents, Laurie Swade thanking for Christmas gift, Nicky for the Christmas gift. Mary Cooper sent an email thanking the Board for her card.

E. Board Action Log - Annette will send it to Natalie and she will update it. The budget is going to be coming up on there.

F. Trustee Continuing Education - Natalie sent information by email. Board members, please let her know if you want to attend any of them.

G. Grants - The state of Illinois opened back up the Back To Books grant. The application has been turned in, asking for \$4999 to purchase Spanish language materials. They are also in the process of trying to partner with the North Riverside Historical society to get a grant for a digital scanning unit to scan in their archives.

H. Advocacy - Library of Congress does a surplus books program Natalie is looking into it more.

There are also pictures of donor walls in the Board packets. There needs to be a meeting to discuss that further.

PCCTI Healthcare told Natalie they have an agreement that the students can come in and get a Library card and use the Library. Natalie doesn't have this agreement anywhere so she has asked them to send her a copy of it. Natalie will also ask other libraries if anyone else is doing this.

I. RAILS & SWAN - SWAN is adding 19 new libraries.

## **8. Adjournment**

Trustee Gordon made a motion to adjourn the meeting at 8:45 p.m. Trustee Lanken seconded the motion. All ayes, motion carried.

Respectfully Submitted  
Jill M. Cannizzo