

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of December 17, 2018**

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:35 p.m. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore

Absent: Brad Lanken

Also Present: Natalie Starosta, Director; Jill Cannizzo, Lizzy Boden & Nathan Pasbrig from O'Neil & Gaspardo

B. A quorum was established.

C. Nathan Pasbrig from O'Neil & Gaspardo and Lizzy Boden were present.

D. Trustee Gordon made a motion to approve the agenda as presented. Trustee Pineda seconded the motion. All ayes, motion carried.

2. Audit Presentation

Nathan Pasbrig from presented the audit report. The final reports will be here by the January meeting.

3. Open Forum

No visitors

4. Financial Reports

A. Treasurer Lanken was absent, Director Starosta reported the account balances. Not much changed.

B. Trustee Pineda made a motion to approve the financial statements, the check detail #18-12 in the amount of \$48,170.10 and the authorization to transfer \$50,000 as presented. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

1. Parking lot light replacement quote

Trustee Rouleau made a motion to approve the quote for the parking light replacement from Pinner Electric in the amount of \$5,000. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

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

Mini-Grant - 4 of them were awarded. One was turned down. It was for a camera and there are already new cameras. They were for signage for different items was awarded in part, a second white board was added on, miniature white boards were framed today and will be up soon. The next application is in March and there are already 4 coming in. It's working out really well.

C. Personnel (Greg Gordon, chairman)

Trustee Gordon purchased gift cards and cards for staff members and have them ready to go. They will be distributed before Christmas. President Corgiat ordered butter cookies for the staff and also sent taffy apples.

D. Policy (Priscilla Skenandore, chairman)

Personnel Policy Revision- Director Starosta reported that the policy manual has been rewritten. There were a lot of changes. It was quite old. It is now up to date and is much shorter and better organized. The board needs to look at it and let Natalie know if anything needs to be changed by the January Board meeting. Then comments can be looked at during that meeting.

The policies that are on hold are important to add into the policy book. It is a relatively short list. They will continue working on them.

5. President

A. Election - President Corgiat reported that at this point, there are 2 people that need to be re-elected, Priscilla and PJ. They both need to fill out the write in forms. Kathy Bonnar is running for the four year position.

January 13<sup>th</sup> is the Holiday dinner at JCs Pub. Spouses can come but it is their cost of \$25.00.

6. Director's Report

Director Starosta reported circulations statistics. Things are looking good, circulation is up, and programs are good. The enews letter is great. Veronica took it over. The images in the printed newsletter have gotten too small. The summer newsletter is going to be bigger so that will be helpful. They are working on a few new ideas too. Remind will send out email and text blasts to remind people of events they are signed up for and to let them know what new events are coming up. The other one is Open Source calendar. It is easier and will work better than the Google calendar. That is something they are going to start working on for next fall.

7. Other Action Items

A. Minutes will be approved at the next meeting as they did not get sent to drop box. Natalie will figure out why and get them out to everyone.

B. ILA Reporter - Director Starosta will take some pictures of the changes made on the first floor and submit them.

C. Emergency Closing Center - The library is not currently listed. Director Starosta signed up and is waiting for approval.

D. Furniture - The senior grant can be partly used for furniture. The current furniture is getting old and is not really comfortable. Some of the furniture will be switched out for the new stuff. Natalie showed pictures and samples of the wood and material. It will primarily replace the furniture around the fireplace. It will primarily be paid for by the grant and donations. A very little bit will come out of the budget. It will probably be ordered in January and then it will be put in as soon as it is all ready.

8. Information Items

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

B. Calendar - all up to date

C. Memorial Books Report - nothing tonight

D. Correspondence - nothing tonight

E. Board Action Log -

1. Staff/Board Appreciation Dinner - President Corgiat already reported.

F. Trustee Continuing Education - In March there is a library legislative day. Natalie will email it out tomorrow. Let her know if you want to go so she can get you signed up.

G. Grants -. Financial documents need to be in by end of this calendar year. Natalie will be applying for an ALA grant to furnish the makers place. Lizzy, Brittney and Natalie are working on some presentations for the rooms and the grants.

H. Advocacy - Nothing tonight

I. RAILS AND SWAN -. Nothing tonight

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 8:06 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, January 21, 2019 at 7:00 p.m.

Respectfully Submitted  
Jill M. Cannizzo