

## **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

### **Minutes of the meeting of November 18, 2019**

#### 1. Open of Meeting

A. The meeting was called to order by President Corgiat at 6:00 p.m. Roll call was taken.

Present: Kathy Bonnar, Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Absent: Brad Lanken

Also Present: Natalie Starosta, Jill Cannizzo, Nathan Pasbrig & John Mathias

B. A quorum was established.

C. John Mathias was present.

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

#### 2. Open Forum

John did not want to speak at this time.

#### 3. Financial Reports

##### A. 2018/19 Audit

Nathan Pasbrig presented the draft of the audit report. If anyone has any questions or concerns, let Natalie know and then if she can't answer she will contact Nathan. Nathan will prepare the final and get it to the Board for the next meeting. It should be voted on at the December or January meeting.

B. Trustee Pineda had nothing to report tonight as the meeting was just before this meeting.

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

Ayes: Kathy Bonnar, Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion Carried

D. Trustee Folz made a motion to approve the check detail report #19-11 in the amount of \$60,558.63. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Kathy Bonnar, Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion Carried

E. Trustee Rouleau made a motion to approve the authorization to transfer \$80,000. Trustee Folz seconded the motion. A roll call vote was taken.  
Ayes: Kathy Bonnar, Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda  
Nays: None  
Motion Carried

#### 4. Committee Reports

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

1. HVAC - Natalie is meeting with Margaret from the HVAC Company on Wednesday to get an update and a time line. Once she has that she can get it to the lighting guy so he can figure out the grant stuff.

2. Capital Improvements - the drawings board should be here shortly and then the finishes can be picked out for the book sale room. Natalie is looking into a smart board on sale from Skokie Library to see if that would work for the small meeting room downstairs. Glass Wall Company came to do final finishes. They will do another meeting and then will order. It takes about 4 to 6 weeks after that.

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

1. 2020 Strategic Plan - There were 2 meetings so far. The first one had one person and the second one had 2 people. Both meetings got some good feedback.

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

1. New circulation clerk - one person was hired. Her name is Jeanine. She is in training right now.

##### D. Policy (Kathy Bonnar, chairman)

###### 1. Policy Manual Update

Trustee Bonnar made a motion to approve the updated policy manual. Trustee Gordon seconded the motion. All in favor, motion carried.

#### 5. President

Holiday party is scheduled for January 12<sup>th</sup> at 5:00 p.m. and the menu was given to Natalie this evening.

#### 6. Director's Report

##### A. Build Guild

There is one more cabinet in process. Everything else is set up in there and is ready to go. A few little things need to be completed. It will be completed and ready to go on December 4<sup>th</sup>.

Fall Harvest Festival was rescheduled for May 8<sup>th</sup> and will be a mac n cheese competition.

##### B. Holiday Open House (December 4<sup>th</sup>)

Saturday, December 4<sup>th</sup> at 6:00 p.m.

It is the same date as the tree lighting across the street. They are trying to do times that will coordinate so that people can come here and then go over there for tree lighting.

## 7. Other Action Items

### A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the October 21, 2019 Board meeting as presented. Trustee Pineda seconded the motion. All ayes, motion carried.

### B. North Riverside Historical Society Archives Contract

Trustee Gordon made a motion authorizing Natalie to write up a contract for the Library to house the archives (all but the sign) and then getting it to them to sign and then return it for approval at the next Board meeting. Trustee Rouleau seconded the motion. All ayes, motion carried.

### C. Truth in Taxation

Director Starosta presented the Truth in Taxation.

Trustee Gordon made a motion to approve the Truth in Taxation certificate of compliance as presented. Trustee Pineda seconded the motion. All ayes, motion carried.

### D. Levy Ordinance

Trustee Rouleau made a motion to approve the Levy Ordinance. Trustee Folz seconded the motion. All ayes, motion carried

## 8. Information Items

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

B. Memorial Books Report - Two memorials were received for Richard Soumar \$6,000 from his estate and Jean Kadow approximately \$400 in book donations.

C. Correspondence - nothing tonight

D. Board Action Log - all up to date

E. Trustee Continuing Education - nothing tonight

F. Grants & Advocacy - There are a lot of grants being applied for

G. Rails and Swan - nothing tonight

## 9. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 7:05 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, December 16 at 6:00 p.m.

Respectfully Submitted

Jill M. Cannizzo