

Agenda
North Riverside Public Library District
Board of Trustees
Regular Meeting, July 19th, 2021
6:00 PM

1. Open of Meeting

- A. Call to order
 - 6:01pm
- B. Determination of quorum
 - *Aye*
- C. Recognition of visitors to the meeting
- D. Approval of agenda
 - *Aye*

2. Open Forum

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

3. Consent Agenda (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)

- A. Secretary:
 - Minutes of the June 21st, 2021 Regular Board Meeting
 - Correspondence
- B. Finance:
 - June 2021 Financial Statements
 - Authorization to transfer \$60,000 to checking

- *Motion*
 - *Aye*

4. President's Report

- Board Treasurer Al Pineda resigned
 - Opening goes to the public
 - Selected candidate will serve through next election (2023)

5. Director's Report

- RB Landmark draft for Board opening is present
 - Any changes- return to Natalie before next Board meeting

6. Committee Reports

- A. Building & Grounds (informational)
 - Pricing in for carpet downstairs
 - Most pricing in for concrete and asphalt
 - North Riverside digital sign policy has changed
 - No longer allowing digital signage within village

- Library working on getting a variance to obtain outdoor digital sign
- Mockups from potential sign companies do not change the dimensions of current outdoor library signage

B. Personnel (informational)

- New Director's Performance Evaluation 2021
 - Director will see all comments written on review
 - If the reviewer is unfamiliar within any review category, they may use the rating of "N/A"- *Not Applicable*

C. Policy (informational)

D. Strategic Planning (informational)

- Independence Day Parade was a success
 - Thanks to new staff members who participated
 - Great opportunity for advertising to NR residents and new families
 - Positive reception from the community

7. **New Business**

A. First American Account Signers Resolution (action)

- Brad is listed as a signer
 - Brad left Board two years ago (replaced with John)
 - Solution: Take Brad off account
 - *Motion*
 - *Second*
 - *Approved*

B. Secretary's Audit (action)

- IPLAR requirement
 - Need two trustees to verify that accurate Minutes are on library website
 - *Motion* - President assigns Greg & Ken
 - *Second*
 - *Approved*

C. Audit RFP Review (action)

- Requesting approval for a new audit company
- Request for proposal went out for audits for next 3-5 years
- Have had current audit company for 14 years
- Best practice is 3-5 year turnover
- Current audit company costs approx. \$10,000
- Current audit company knows the library too well and the library knows them too well
 - Could lead to image of impropriety
- GW & Associates (recommended by Director), out of Hillside, IL charges \$8,000 (1st year) to \$8,500 (5th year) and is used by other surrounding public libraries
- *Motion to hire GW & Associate for 3 years starting contract*
 - *Second*
 - *Approved*

D. Lower Level Carpeting (action)

- Sample carpet squares present
- Base color in sand
- Pops of color throughout
- Includes children's department, elevator and staff lounge
- Dumpster for carpet quotes \$2,000-3,000

- *Motion to approve carpeting colors, Empire Carpet company- \$36,345.51 and Hallett Movers company - \$9,050.00*
 - *Second*
 - *Approved*

E. Annual Treasurer's Report (action)

- Vendors paid more/less than \$25,000
- Staff paid more than/less than \$25,000

- *Motion to approve the Annual Treasurer's Report*
 - *Second*
 - *Approved*

F. Annexation (informational)

- Investigating North Riverside boundaries
- Businesses and National Guard properties just north of Cermak Ave. on 1st Ave. In North Riverside do not pay taxes to the North Riverside Public Library District
- Equals a tax increase of \$5,760.38 in 2019
- Will get an ordinance drawn up to annex in these businesses by next board meeting

G. Annual Meeting Schedule Ordinance (action)

- Ordinance states meetings for the next calendar year
- *Motion to approve Annual Meeting Schedule for 2021-2022*
 - *Second*
 - *Approved*

H. B&A Ordinance & Notice (informational)

- Budget & Appropriations Ordinance based on library budget but not working budget numbers
- State requires library to have maximum amounts in categories that can be spent up to
- Vote at next meeting

8. Old Business

A. Closed Session Minutes Review (action)

- July 8, 2013 – Proposed Employee Salary Categories and the impact on 2013-14 budget year
 - Director Lifka was asked about specific individuals and their salaries
 - *Recommended to be continued in Closed Session*
 - *Motion*
 - *Second*
 - *Approved*
- 9/9/13 - Recently prepared self-performance by Director Lifka
 - Performance concerns of the Director by trustees
 - Needed Director to be present to discuss concerns
 - *Recommended to be continued in Closed Session*
 - *Motion*
 - *Second*
 - *Approved*
- 2/10/14 - Board members discussed LOR by Director Lifka
 - Board members asked questions to understand better why
 - *Recommended to be continued in Closed Session*
 - *Motion*
 - *Second*
 - *Approved*

B. B&M Ordinance(action)

- Building & Maintenance Ordinance
- .02% every year dedicated to funds for building & maintenance
- Reviewed at last meeting
- *Motion to approve B&M Ordinance*
 - *Second*
 - *Approved*

9. **Closed session**

10. **Return to open session**

11. **Possible action item** (pertaining to closed session discussion)

12. **Adjournment**

- 7:07 pm

*Note: Agenda items may be added that pertain to discussion or information.
No items may be added to the final agenda that require Board action.*

Next regular Board Meeting is scheduled for August 16th, 2021 at 6:00 p.m.