

B&A Hearing
North Riverside Public Library District
Board of Trustees
August 16th, 2021
6:00 PM

1. Open Budget and Appropriations Hearing
 - a. Call to order
 - i. The meeting was called to order by President Corgiat at 6:06 p.m. Roll call was taken.
Present: Annette Corgiat, Ken Rouleau, Greg Gordon, John Mathias, Jeanne Ottenweller, Kathy Bonnar
Absent: [Vacant Treasurer Position]
Also Present: Director Starosta & Marla Curran
 - b. Quorum was established
2. Open Forum
 - a. A motion was made by Rouleau and seconded by Mathias to approve the B&A Hearing. All ayes, **motion carried.**
3. Close Hearing

Minutes
North Riverside Public Library District
Board of Trustees
Regular Meeting, August 16th, 2021
6:00 PM following B&A Hearing

1. Open of Meeting
 - A. Call to order
The meeting was called to order by President Corgiat at 6:06 p.m. Roll call was taken.
Present: Annette Corgiat, Ken Rouleau, Greg Gordon, John Mathias, Jeanne Ottenweller, Kathy Bonnar
Absent: [Vacant Treasurer Position]
Also Present: Director Starosta & Marla Curran
 - B. Quorum was established
 - C. No visitors were present
 - D. A motion was made by Trustee Rouleau and seconded by Trustee Gordon to approve the agenda as written/amended. All ayes, **motion carried.**
2. **Open Forum**
[No visitors]
3. **Consent Agenda**

A motion was made by Trustee Gordon and seconded by Trustee Mathias to approve the consent agenda as presented. All ayes, motion **carried**.

A. Secretary:

Minutes of the July 19th, 2021 Regular Board Meeting

Correspondence

B. Treasurer:

July 2021 Financial Statements

Authorization to transfer \$60,000 to checking

4. **President's Report**

Nothing to report

5. **Director's Report**

Nothing to report

6. **Committee Reports**

A. Building & Grounds (informational) (Natalie)

- **Carpet in Lower Level** estimated to be completed week before or week of Labor Day (Sept. 6, 2021).
- **Kay Subaitis Book Sale Room:** Fireplace is being shipped for the Kay Subaitis Book Sale Room. Estimating a *\$1300-1400 cost—with hopes of splitting cost with foundation-- for printing and postage to 3100 households for Book Room and Mary Kadlec Donor Tree postcard advertisements*
- **Concrete and Asphalt Removal and Replacement:** It is the wish of the North Riverside Public Library to hire Mike's Concrete to replace all of the concrete in front of and on the side of the front of the building unless Mike's Concrete is unable to do the work prior to the parking lot paving. *Mike's Concrete quote: \$14,330.00.* Both Magana Construction and Rose Paving recommend removal and replacement of some of the concrete and grinding down other portions. We recommend M&J Asphalt Paving for the parking lot removal and replacement and tuckpointing the catch basins which have slight deterioration. *The parking lot and tuckpointing cost will be: \$31,294 plus an additional \$4,500 one day delay fee in order to rewire electric for future use for a total of: \$35,794.*
- **Digital Library Sign:** The idea of erecting a digital sign on the existing library signage in the parking lot is getting negative reception and feedback from Village of North Riverside. There is currently a ban on digital signs that are not already erected inside North Riverside. It is our belief that the Village does not want the library to have better advertisement in this form. The proposed sign will have higher resolution that will equal better visibility to drivers and less of a distraction than the low-resolution signs that the North Riverside Village and Fire Department already have existing in front of their buildings. Until a variance can be proposed, any action for the digital sign will be put off until the minimum of next month's meeting.
- **Smart Book Lockers:** After reviewing the quotes and speaking with libraries who have each of these locker systems, we recommend Smiota's book locker system. This company is actively working to integrate with our current ILS and will have that

option in the future. Currently, they have a script that will pull the needed data from our system to input all of our patrons into the Smiota locker for ease of locker assignment. They recommended filling lockers a minimum of twice: In the morning before opening hours, and again prior to closing time for the best use of the space. We anticipate the popularity to even possibly require a third stocking period most days. The quoted price includes two units and a variety of locker door sizes to accommodate materials of many different sizes/quantities. Marla is currently working on artwork to wrap the lockers. Units will be placed on the brick wall next to the meeting room door and will stick out approximately 6 inches past the building. Custom wrapping will add an additional estimated \$2,400 to the cost of any of the locker units, totaling \$17,033 for the Smiota lockers.

B. Personnel (informational) (Greg)

- **Director Evaluations:** The evaluations are compiled, but technical error created a subject heading error that disturbed the order of the evaluation. Therefore, Greg will hand out the draft now, fix the error at home and email the corrected, final version to everyone ASAP. The director evaluations consist of quantitative values and qualitative comments.
- **Committee of the Whole:** Due to the director evaluations and two or three potential Trustee interviews [*see New Business*], a Committee of the Whole Meeting is necessary in the very near future.
 - Date of: Mon, Aug. 30 @ 6:00pm for Committee of the Whole (CoW)

C. Policy (informational) (Kathy)

- There is nothing to report for Old Business policies.

D. Strategic Planning (informational) (John)

- **Annexation:** We will be filing an Ordinance of Intent to Annex, followed by an Annexation Ordinance for the properties at 1st Ave./Cermak Ave. that currently do not pay taxes to the North Riverside Public Library District.

7. New Business

A. Prospective trustee interviews (informational)

- a. There are two possible trustees that have sent in resumes for the Treasurer position and need to be interviewed prior to Board decision. There was a third potential interviewee, but his resume came in past the deadline.

B. Resolution to Declare and Fill a Board Vacancy (action)

A motion was made to move the vacancy vote to the Committee of Whole meeting on Mon., 8/30 @ 6:00pm by Gordon and was seconded by Bonnar

Roll call vote: All ayes, Motion **carried**.

C. Annexation Ordinance (action)

A motion was made by Mathias and seconded by Ottenweller to approve the Ordinance of Intent to Annex and following Annexation Ordinance.

Roll call vote: All ayes, Motion **carried**.

D. Concrete & asphalt (action)

A motion was made by Rouleau and seconded by Mathias to approve the Concrete and Asphalt Quotes to award the concrete replacement to Mike's Concrete and the asphalt replacement to M&J Asphalt.

Roll call vote: All ayes, Motion **carried**.

E. Digital message board (sign) (action)

A motion was made by Corgiat and seconded by Rouleau to move this vote to the September 2021 Board meeting.

Roll call vote: All ayes, Motion **carried**.

F. Smart Lockers (action)

A motion was made by Rouleau and seconded by Ottenweller to approve the Smart Locker quote from Smiota for \$17,033.

Roll call vote: All ayes, Motion **carried**.

8. Old Business

A. Closed Session Minutes Review (action)

A motion was made by Gordon and seconded by Rouleau to continue the release of closed meeting minutes until the September 2021 Board meeting.

Roll call vote: All ayes, Motion **carried**.

B. B&A Ordinance (action)

A motion was made by Rouleau and seconded by Mathias to approve the B&A Ordinance.

Roll call vote: All ayes, Motion **carried**.

C. Updated PTO Policy (action)

A motion was made by Bonnar and seconded by Gordon to approve the update to the PTO policy- 8-01-21

Roll call vote: All ayes, Motion **carried**.

9. Closed session

There was no meeting in closed session.

10. Return to open session

There was no closed session and therefore no need to return to open session.

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

There were no action items stemming from a closed session.

12. Adjournment

A motion was made by Rouleau and seconded by Mathias to adjourn the meeting at 7:03 pm. All ayes, motion **carried**.

Committee of the Whole meeting scheduled August 30th, 2021 at 6:00 p.m.

Next regular Board Meeting is scheduled for September 20th, 2021 at 6:00 p.m.