

**Minutes**  
**North Riverside Public Library District**  
**Board of Trustees**  
**Regular Meeting, November 15<sup>th</sup>, 2021**  
**6:00 PM**

**1. Open of Meeting**

A. Call to order - 6:02pm

**Present:** Greg Gordon, Ken Rouleau, John Mathias, Jeanne Ottenweller,  
Kyle Johnson

**Absent:** Annette Corgiat and Treasurer Kathy Bonnar

**Also Present:** Director Starosta, Marla Curran

B. Quorum was established

C. **Guests:** Dave Jelonek, representing auditor

D. Approval of agenda

- Change in agenda: Taking out closed meeting minutes (no closed meeting minutes available tonight)
- A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the agenda as amended. All ayes, motion **carried**.

**2. Open Forum**

- [No visitors]

**3. Audit**

- Jelonek did not have any disagreements or significant errors during audit. Everything went smoothly. Books were mainly correct, minus minor reclassifications of item lines (common).
- Library is on track as of June 30, 2021
- Performance of the library for the year and facts are presented in the form of: Basic financial statements (governmental funds, balance sheets, state of deposition) that show 3 main funds: General, Building & Capital Projects (Everything else in minor columns)
  - Total fund balance of General fund = \$1.4 million in equity (including annuity) - Exhibits fiscal health and responsibility
  - Not a lot of liability in the funds (positive)
  - \$3.6 million full accrual (capital assets, depreciation, debt certificates, net pension liability, etc.)
  - IMRF plan only active for 2.5 years, net pension assets projected in the near future
  - Capital projects leveled
  - Nonmajor funds spent over property taxes in planned spending
  - Depreciation exceeded capital assets in 2020
  - This year is similar in comparison to last year
- ☒ Budget to actual:
  - a. General fund: Library spent within budget
  - Building fund: Library spent within budget
  - IMRF pension liability vs. Net position: Increase of \$1,100 (NRPL has been participating for 2.5 years; will not level out until 10 years in)

- Library reports June 30, IMRF reports in December so there is a 6month lag.
- ☒ Smaller funds: SS, unemployment, audit, insurance, IMRF. Overages in these funds come from General fund.
- ☐ Slight gain in unemployment insurance (otherwise within budget).
  
- ☒ For a first-year audit with the new company, the process went smoothly thanks to the processes that Director Starosta has in place.
  
- A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the 2020-2021 Audit as presented. All ayes, motion **carried**.

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

A. Secretary:

Minutes of the October 18<sup>th</sup>, 2021 Regular Board Meeting  
Correspondence

B. Treasurer:

October 2021 Financial Statements  
Authorization to transfer \$60,000 to checking

5. **President's Report**

- [Not here tonight – Nothing to report]

6. **Director's Report**

- Final report from the Illinois Historical Society
  - Approved to do concrete and asphalt
  - Can now get \$50,000 from the State
- Have a couple of grants pending
- Foundation: Asking for \$25,00
  - New/repared shades for meeting room
  - Renovation of Makerspace Annex downstairs
  - Security film on windows in front so they cannot break (prevent break-in)
- ☒ Riverside Township
  - Asking \$4,000 for angled shelving for adult stacks for disabled, vision impaired and senior patrons.

7. **Committee Reports**

- A. Building & Grounds (informational)

- In the lower level, there are pipes that run under the floor for ground water drainage. On the blueprints, there's a line right where the moisture is on the new carpet. Looking into this more.
- Concrete walkways outside are done
  - Sprinkler pipe does need to be repaired from damage during concrete installation
- ☐ Asphalt installation put off until Spring because of Winter

B. Personnel (informational)

[Nothing to report] (see new business)

C. Policy (informational)

[Nothing to report]

D. Strategic Planning (informational)

- Still waiting for annexation time
- Will also be looking into Hines VA Hospital at a future Committee of the Whole meeting

## 8. New Business

A. Annexation motion

- A motion was made by Trustee Rouleau and seconded by Trustee Ottenweller to approve the annexation document as presented. All ayes, motion **carried**.

B. Cost of Living Increases (action)

- A motion was made by Trustee Ottenweller and seconded by Trustee Rouleau to approve the proposed Cost of Living increase at 2% at a cost of \$11,065. All ayes, motion **carried**.

C. 2022 Meeting and Holiday schedule (action)

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

D. Pay scale document (discussion/action)

- A motion was made by Trustee Mathias and seconded by Trustee Rouleau to approve the proposed pay scale document as written. All ayes, motion **carried**.

## 9. Old Business

- [Nothing to Report]

## 13. Adjournment

- A motion was made by Trustee Rouleau and seconded by Trustee Gordon to adjourn the meeting at 6:42 PM. All ayes, motion **carried**.

*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.*

**Special Board Meeting is scheduled for November 29<sup>th</sup>, 2021 at 6:00 p.m.  
Next regular Board Meeting is scheduled for January 17<sup>th</sup>, 2021 at 6:00 p.m.**