**North Riverside Public Library**

2400 S. Des Plaines Avenue

## North Riverside, Illinois 60546

Minutes

Committee of the Whole

Board of Trustees

March 4th, 2024

6:00 PM

1. **Open of Meeting**
   1. Call to order – Meeting was called to order at 6pm by Annette Corgiat.
   2. Determination of quorum – In attendance: Annette Corgiat, John Mathias, Jeanne Ottenweller, Kathy Bonnar, Ken Rouleau, Greg Gordon (arrived at 6:28pm), Kyle Johnson (virtually logged on at 6:22pm)
   3. Recognition of visitors to the meeting – Darren Schretter from Studio GC.
   4. Approval of agenda and requested changes to agenda – President Corgiat proposed that 4.a. be moved before 3. Treasurer Mathias added that he would be speaking about account balances in section 5.a.. Treasurer Mathias motioned to accept the agenda as amended. Trustee Rouleau seconded. All aye. Motion carried.
2. **Open Forum**

No audience in attendance.

**4.a** Darren Schretter presented Studio GC’s findings in their completed Facility Assessment plan. He pointed out several capital improvement projects including the deterioration of the roof, ADA compliance upgrades and work on the building ‘envelope’ – the exterior and insulation. The Board had no questions.

1. **Advocacy**
   1. Trustee Ottenweller will discuss advocacy plans at the April Committee of the Whole meeting.
2. **Building & Grounds** 
   1. Moved above
   2. Lower Level update discussion – Discussion about the need to open up the lower level kitchenette attached to the Story Time room as that was one of the spots identified as an ADA compliance issue.
   3. Painting/wall repair quote – no discussion.
3. **Finance**
   1. Trustee Mathias presented the current balances in the checking, money market and IL fund accounts. He talked about different revenues (taxes, grants, donations, interest, etc.) and their stability. And asked Director Starosta to begin adding the Capital One credit card bill to the Board packets so that the Board will be able to view every expenditure of the library in detail in the future.
4. **Personnel** 
   1. Benchmarking Salary Survey update – Director Starosta noted that HR Source will be able to begin the survey in May/June of this year. Vice President Gordon asked that it be moved back so that we will receive the results in time for the FY26 budget planning.
5. **Policy** 
   1. Review section 1 / 2 of the NRPLD Policy Manual – Director Starosta talked about the changes to sections 4.1, 4.2 and 6 which were a result of February CoW discussion. President Corgiat asked that the review be tabled until the April CoW meeting.
6. **Strategic Planning**
   1. Trustee Manual – Trustee Johnson noted that he is not finished and will work on something to present at the April CoW meeting.
7. **Other Business**
   1. Annexation discussion – Hines - Hospital area – Director Starosta reminded the Board that unlike the previous annexation, there are residents in the area and this annexation will require a referendum. She expressed concern that with the upcoming Presidential election, we may want to delay work on the annexation until FY25. Tabled.
   2. Updated Director’s Succession Plan – Director Starosta noted that this is an update of the previous succession plan that she created 2 years ago. Treasurer Mathias would like to see more details on how to do each aspect of the director’s job. Vice President Gordon asked that the plan be amended to include references to the already created How to manuals that the Director has made. Tabled for the April Committee of the Whole meeting.
   3. National Library Week (April 7-13), National Library Employee Day – April 9 – After a spirited discussion, the Board will provide lunch for the staff members on a day to be decided by the Director and will coordinate a dinner for the Board and volunteers- date to be determined.
8. **Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 8:15pm. Treasurer Mathias seconded the motion. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, March 18th, 2024 at 6:30pm. \*Note: New time.