**North Riverside Public Library**

2400 S. Des Plaines Avenue

## North Riverside, Illinois 60546

Minutes

Committee of the Whole

Board of Trustees

April 1st, 2024

1. **Open of Meeting**
   1. Call to order – Meeting was called to order by Annette Corgiat at 6:05pm.
   2. Determination of quorum – In attendance: Annette Corgiat, Greg Gordon, John Mathias, Ken Rouleau, Kyle Johnson, Jeanne Ottenweller. Absent: Kathy Bonnar. Also in attendance: Natalie Starosta.
   3. Recognition of visitors to the meeting – No visitors.
   4. Approval of agenda and requested changes to agenda – Trustee Rouleau made a motion to accept the agenda as presented. Treasurer Mathias seconded. All voted aye. Motion carried.
2. **Open Forum**

No comments.

1. **Advocacy**
   1. Trustee Ottenweller discussed the two upcoming Trustee trainings through the ILA on April 9th and in May with special emphasis on the May event on crafting a director’s review. President Corgiat informed Trustee Ottenweller that she has a number of documents from the library’s past that talk about possible advocacy efforts that could be pursued that she will share.
   2. Trustee Ottenweller mentioned a recent email sent to the Board, Foundation and Director from a community member asking if the library has considered a book bike. Director Starosta talked about the process the Library management team went through to evaluate the usefulness of a book bike several years ago and the decision not to pursue grants or additional funding which she also responded to the community member.
   3. Continuing education for Trustees: Treasurer Mathias talked about the ALA training he recently completed – a three day training directed at the expectations of directors and trustees. He is willing to share the links to the recorded trainings with any trustees interested in watching them. Director Starosta reminded Trustees that only one Trustee has completed the 3 hours of continuing education for the year.
   4. Board Self Evaluation – Only 3 Trustees have completed the evaluation that is designed to help the Director and Advocacy Chair find targeted trainings for Trustees.
2. **Building & Grounds** 
   1. Lower Level update discussion – Tabled for May CoW meeting
   2. Painting/wall repair quote – Trustee Rouleau presented the repair quote and discussed the areas that would be addressed. Item will be added as an action item to the April Board meeting.
   3. Brick/Lintel repair – Trustee Rouleau presented the two quotes for the necessary brick/lintel repair that was identified in the recent Building Assessment plan. Item will be added as an action item to the April Board meeting.
   4. Library cleaning - Director Starosta presented the quotes for library cleaning services to the Board with a discussion about two of the companies that are able to do minor maintenance in addition to the cleaning services. Item will be added as an action item to the April Board meeting.
3. **Finance**
   1. Treasurer Mathias noted that he now has access to the two First American accounts – checking and money market. He presented the account totals to the Board. He has requested the IL Funds statement monthly and presented the current balance of the account.
   2. Treasurer Mathias talked about how the tax money from Cook County is deposited randomly. There were no deposits from Cook County from January 1st through February 15th, from February 16th through March there were numerous deposits of tax revenue into the Money Market account. He theorized that if Cook County reverts to their pervious “M” pattern of tax deposits with the next deposits in August/September, the library will be in good shape. He has questions about the future timeliness of funds from Cook County. Treasurer Mathias plans to monitor costs and inflation along with tax revenues to be sure that we are not overspending.
   3. Treasurer Mathias noted that the draft FY25 Working Budget needs an additional line for capital improvements.
   4. Treasurer Mathias would like the Trustees to brainstorm additional revenue sources for the library. He asked if the library is able to solicit donations or do fund raising. Director Starosta said that we are but would need to have a conversation with the Foundation so as not to overstep. Treasurer Mathias noted that while grants are all well and good, he is more interested in the library applying for grants that replace budgeted categories rather than those that provide the library with additional funding for non budgeted categories.
4. **Personnel** 
   1. Draft director’s review – Vice President Gordon handed out copies of the draft questions for the upcoming director’s review. He noted that the number of questions has been reduced in response to Trustee comments from last year’s review. Now there are approximately 20 draft questions. He acknowleged that last year and in previous years, there was concern from both Trustees and staff members about being asked to answer questions in areas that they do not specifically have knowledge of. In response, the new questions will have questions directed only at staff and some questions only directed at Trustees. He asked that Trustees review the proposed questions and send any comments, questions or suggestions directly to him via email. President Corgiat asked if these questions were from the original review. Tabled for May CoW meeting.
5. **Policy** 
   1. Review section 1 of the NRPLD Policy Manual – Tabled for May CoW meeting
6. **Strategic Planning**
   1. Strategic Plan Consultant quotes – Secretary Johnson presented the two strategic planning consultant quotes and what they covered. He does not believe that the library should go this route. Vice President Gordon talked about how the Library is able to do this process internally but that the costs in the quotes is justified for the work that is being proposed. Trustee Ottenweller asked what a Strategic Plan actually is. Trustee Johnson said that it is basically a 5 year plan created through data from the community. President Corgiat added that this is a way for the Library to gauge if we are addressing the needs of the community. Treasurer Mathias asked if a question could be added asking if the residents would support a future referendum.
   2. Trustee Manual – Director Starosta noted that no Trustee has proposed any changes or updates to the Trustee Manual.
7. **Other Business**
   1. Marketing Plan Consultant quotes – Director Starosta discussed the marketing plan quote. Tabled for May CoW meeting.
   2. Annexation discussion – Hines - Hospital area – Tabled for May CoW meeting
   3. Updated Director’s Succession Plan – Director Starosta noted that she has made the suggested changes. Review at the May CoW meeting.
   4. Committee responsibilities and expectations – President Corgiat asked if any Trustees had given any thought to their committee responsibilities and expectations. Vice President Gordon expressed concern over the lack of discussion in the Committee of the Whole meetings. Secretary Johnson suggested that the future Committee of the Whole meetings be focused on one meeting per month along with the regular items like the Finance and Building & Grounds. President Corgiat talked about separate meetings for the various committees in addition to the Committee of the Whole meeting. She expressed concern over the lack of a Chamber of Commerce in the Village and the changing life/atmosphere in the Village but talked about how the Committees should still function as they did in prior years – with a chair who calls the committee meetings once or twice a year per committee. She will meet with Director Starosta to discuss setting up a calendar of committee meetings to propose at the May CoW meeting.
   5. President Corgiat informed the Trustees that the Appreciation Dinner will be held on April 14th at the Village Pub restaurant at 4pm. She asked that the director invite Board, staff (current and retired), Foundation and any library volunteers to the event.
8. **Adjournment**

Motion made by Trustee Rouleau and seconded by Vice President Gordon to adjourn the meeting at 7:40pm.

The Library Board meeting is scheduled for Monday, April 15th, 2024 at 6:00pm.