**North Riverside Public Library**

2400 S. Des Plaines Avenue

## North Riverside, Illinois 60546

Minutes

Committee of the Whole

Board of Trustees

July 1st, 2024

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

There were no comments.

1. **Advocacy**
   1. Advocacy Ideas – Tabled until August CoW.
2. **Building & Grounds** 
   1. Lower Level update discussion – Trustee Rouleau noted that the mural in the Baby Garden is almost complete. Director Starosta had a call from Rosewood Construction asking about the status of the Lower Level renovation. She will get an updated quote to be included in the July Board agenda. President Corgiat asked what will be included in the Baby Garden and where it would be located. Director Starosta described the room and the location will be the former Youth Services offices. President Corgiat also asked what the former periodicals room renovation would look like. Director Starosta explained that half the room would be the new Youth Services workroom and Tech Services space, the other half of the room would become public space for small meetings and programs(i.e. for Scout meetings, home school groups, etc.).
   2. Painting/wall repair update – Trustee Rouleau talked about the progress of the wall repair and paint. He is satisfied with the progress and there are only a few more areas to be completed. Director Starosta noted that the painter has also painted vent covers and vacuumed vents in the main entry.
   3. FY25 Repair/Replacement plans – The repair schedule suggested by Studio GC as a part of their capital assessment, goes through 2049. Trustee Rouleau noted that there are some items on the plan he does not see a need for the library to do but others that are scheduled. Director Starosta talked about the left side of the spreadsheet which lays out which projects are anticipated in which year, how much will be spent on those projects and how much will be moved to the capital reserve fund, how much is estimated to be earned in interest and the estimated balance of the capital reserve fund each year. Treasurer Mathias showed the complete printed and assembled sheet for everyone.
3. **Finance**
   1. Review tax exempt Amazon invoices – Treasurer Mathias said that the invoices in the Board packet do show tax exempt status.
   2. Treasurer Mathias talked about several informational items:
      1. Director Starosta had emailed out the release of Cook County tax bills on time which should mean tax revenue in August and September. We will be able to invest those funds as they come in into IL Funds and move them out as needed for higher interest rate with the goal of earning 10-12,000 per year in interest to offset the capital improvements needed for the building. Treasurer Mathias believes its best to be proactive rather than reactive in terms of funds. July’s financial report will include a full fiscal year and Treasurer Mathias is confident he will have a better understanding of finances at that time.
   3. Review FY25 Budget and Appropriation Ordinance – No discussion.
4. **Personnel** 
   1. Draft director’s review – Director Starosta encouraged Trustees to complete the review and return it to Vice President Gordon as soon as possible – via email or in his box.
   2. Draft marketing job description – Director Starosta asked if there were any questions or concerns over the proposed marketing job description provided. President Corgiat asked if there were any hours for this position. Director Starosta referred back to the Budget Justification document for the working budget showing a budgeted 14.5 hours. Trustee Ottenweller asked how the job will be advertised. Director Starosta talked about reaching out to universities, posting on RAILS, etc. The job description will be moved to the July Board agenda.
5. **Policy** 
   1. Review Policy Section 2 – In addressing the possible issue with the Athene investment not meeting the requirements of the Illinois Public Funds Investment Act: President Corgiat stated that she will be looking for Mary Kadlec’s will to forward to the lawyer and has talked with a representative from our annuity broker’s office about the issue. The representative said that NRPL will forfeit an estimated $340,000 for early withdrawal. President Corgiat asked why this was being looked at. Director Starosta answered that this has been a noted issued in the annual audit for several years. Trustee Bonnar asked if the Foundation & Friends group could talk to the Board about what they do. President Corgiat answered that they raise funds to promote things in the library but for the last two years they have not done anything but one author event last Fall. Trustee Bonnar was still wondering what they do and how they benefit the library. Treasurer Mathais talked about the upcoming Ipad raffle that they are currently selling tickets for. President Corgiat added that the groups in the past had provided support for programs like having the madrigal singers and hospitality for programs but that has not happened since the Friends group disbanded. Trustee Ottenweller asked if there was or should be an overlap with the Foundation in terms of advocacy for the library. President Corgiat said there is substantial overlap but also noted that the Foundation is much less active since Covid and has only 8 members.
6. **Strategic Planning –** There is no report. Secretary Johnson will call another meeting of the Strategic Planning Committee soon. Director Starosta reported that they had 261 responses on their first strategic planning questions posted at the library.
7. **Other Business**
   1. Marketing Plan Consultant quotes – The Board requested a Director Starosta reach out to one of the companies and ask for a presentation at the next CoW meeting.
   2. Annexation discussion – Hines - Hospital area – Tabled
   3. Committee responsibilities and expectations – Chairs will receive an email from Director Starosta with their responsibilities and expectations as well as their committee members and suggested meeting times/dates. President Corgiat would like committee chairs to respond to Director Starosta with what they would like on their agendas and when the plan to meeting.
8. **Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 7:22pm. Motion was seconded by Secretary Johnson. All aye. Motion carried.

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