**North Riverside Public Library**

2400 S. Des Plaines Avenue

## North Riverside, Illinois 60546

Minutes

Committee of the Whole

Board of Trustees

May 6th, 2024

1. **Open of Meeting**
   1. Call to order: Meeting called to order by Vice President Gordon at 6:03pm.
   2. Determination of quorum: In attendance: Greg Gordon, Ken Rouleau, Kathy Bonnar, John Mathias, Kyle Johnson, and Jeanne Ottenweller. Absent: Annette Corgiat. Also in attendance: Director Starosta.
   3. Recognition of visitors to the meeting: No visitors were present.
   4. Approval of agenda and requested changes to agenda: Secretary Johnson made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. All voted aye. Motion carried.
2. **Open Forum**

No comments.

1. **Advocacy**
   1. Board Self Evaluation: Director Starosta noted that there are still 2 trustees who have not completed the self evaluation.
   2. Trustee Ottenweller asked the Director to explain the staff committees. Director Starosta talked about the 3 staff committees: Special Events, Diversity, Equity and Inclusion, and the Advertising and Outreach (which currently focuses on social media).
   3. Trustee Ottenweller asked Treasurer Mathias if he could explain what the Foundation and Friends group does and if there is a Board liaison who should be reporting back what they are doing at the Board meetings. Treasurer Mathias said the Foundation & Friends goal is to get donation. Then the Library makes a formal request for funding for something and the Foundation & Friends discusses. Trustee Ottenweller asked when the last fund raiser was and what plans were for future fund raising. Treasurer Mathias talked about the author event in October 2023 and investments in short term CD’s. Director Starosta brought up the Foundation & Friends discussion to have another author event. Trustee Ottenweller asked how much the Foundation & Friends raised on the event – Treasurer Mathias said around $500, Director Starosta reminded him that they spend 2 or 3 hundred dollars on food. Vice President Gordon noted that President Corgiat is officially the liaison to the group and asked how many/which Board members were also voting members on the Foundation & Friends. Director Starosta noted that as of last year, both President Corgiat and Treasurer Mathias are voting members on the Foundation & Friends group. Vice President Gordon expressed concern over the appearance of impropriety with the voting members and the fact that the Board’s treasurer also serves as the Foundation & Friends Treasurer. Treasurer Mathias said that he had asked about this in the past and was told it was fine. Vice President Gordon asked Director Starosta to talk to the Library’s legal council about the issue.
   4. Advocacy Ideas: Tabled for next meeting.
2. **Building & Grounds** 
   1. Lower Level update discussion: No update.
   2. Painting/wall repair update: Project has not been started yet but Director Starosta is in contact with the painter.
   3. Brick/Lintel repair update: Project has been half completed with the removal and replacement of the old seal remaining after the mortar has cured.
   4. Trustee Rouleau also addressed other Trustees’ concerns over the state of the roof. In the most recent roof inspection (last week) the inspector talked about the good condition of the roof but also brought up consideration of removing the skylights in the future to prevent any possible leakage or future condensation issues. He also said that they could take a core sample of the current roof during the next inspection to evaluate the condition and put together a replacement quote for the future.
3. **Finance**
   1. Draft working budget: Director Starosta noted that the draft FY25 working budget is in the Google drive and she handed out printed copies of the Budget Justification document which details all changes for each line item. Treasurer Mathias talked about the IL Funds interest rate at 5.4% and the library has about $425,000 invested. In April the library earned about $1,500 in interest. He noted that the most recent Riverside Township newsletter stated that Cook County expects to be delaying tax bills until September/October but that we should have enough funds to last. Vice President Gordon expressed concern over the two possibilities – 2% or 3% COLA with no merit raises this year. He talked about his concern that if we only award 2%, we will be below COLA again. Trustee Bonnar was concerned that most of our employees are leaving for pay to other nearby libraries. Trustee Ottenweller asked is there is money for 3% and where the other funds are going. Vice President Gordon expressed concern over the sharp increase in funds to the building. Treasurer Mathias said that he had asked Director Starosta to budget $130,000 in this funds as follows: $34,000 for planned current repairs, $35,000 for capital reserve fund, and $60,000 for the lower level update however this would be a $95,000 increase in this line item which was not possible in one year. Treasurer Mathis talked about concern over inflation rates and how they will intersect revenue. He also talked about alternative funding such as a black box notice and higher levy rate which is not possible currently, investment in IL Funds to create larger interest payments, and possible fund raisers. Trustee Bonnar noted that it is only a $6,000 difference between 2% and 3%. Trustee Ottenweller asked about the Foundation & Friends future fund raising events and funding for the library. Treasurer Mathias said he would continue to monitor funds. Item will be added to the May Board meeting for continued discussion.
4. **Personnel** 
   1. Draft director’s review: Vice President Gordon talked about how the President would like to see the director’s review reformatted to focus on competencies. Director Starosta collected other director reviews for use in updating the review. Many of these reviews were from HR Source and had a similar format. Vice President Gordon liked the fact that there is an emphasis on thinking about the competencies (several points under each). This review has a 3 point rather than 5 point scale. Each category has a section for comments and Part 2 requires that Board members provide examples. Secretary Johnson asked if a 0 would be counted as a 0 in tabulations or not counted – not counted. Vice President Gordon asked that any concern/suggestions be submitted to him prior to the May Board meeting. Item will be added to the May Board meeting for continued discussion.
5. **Policy** 
   1. Review section 1 of the NRPLD Policy Manual – Trustee Bonnar reviewed the sections highlighted in yellow (proposed changes). Vice President Gordon noted that all language – current, struck out (which indicates current but proposed removal), and yellow highlighted (which indicates proposed addition) are in the document. No language has yet been removed. Item will be added to the May Board meeting as an action item.
   2. Review of section 2 of the NRPLD Policy Manual: Section 2 of the Policy manual was presented with a few proposed changes and Trustee Bonnar noted that there will be additional changes to update our policies to allow for the annuity investment that the library currently has. Sections 2 and 3 will be added to the June Committee of the Whole meeting.
6. **Strategic Planning**
   1. Trustee Manual: For review of committee responsibilities.
   2. Secretary Johnson is reviewing the files provided to him by Vice President Gordon from previous strategic plans.
7. **Other Business**
   1. Marketing Plan Consultant quotes: Director Starosta will resend the quotes to the Board for discussion at the June Committee of the Whole meeting. Vice President Gordon wondered if it would be possible to have an intern create a marketing plan for the library or someone in a marketing position.
   2. Annexation discussion – Hines - Hospital area: Tabled
   3. Updated Director’s Succession Plan – Director Starosta noted that the document has been expanded to add references to additional files. Item will be added to the May Board meting as an action item.
   4. Committee responsibilities and expectations: Director Starosta noted that there were 2 committees not completely filled and 2 Board members who had not chosen a second committee. The Committees are as follows:

Advocacy (February, August):

-          Chair: Jeanne Ottenweller

-          Member: Kathy Bonnar

Kyle Johnson

-          Exofficio: Annette Corgiat

Building & Grounds (February, August):

-          Chair: Ken Rouleau

-          Member: John Mathias

-          Member: Jeanne Ottenweller

-          Exofficio: Annette Corgiat

Finance (March, May, July, August, October):

-          Chair: John Mathias

-          Member: Ken Rouleau

Greg Gordon

-          Exofficio: Annette Corgiat

Personnel (May):

-          Chair: Greg Gordon

-          Member: Ken Rouleau

        Kathy Bonnar

-          Exofficio: Annette Corgiat

Policy (Feb, March, April, May, June, July, Oct, Nov):

-          Chair: Kathy Bonnar

-          Member: Jeanne Ottenweller

Kyle Johnson

-          Exofficio: Annette Corgiat

Strategic Planning (February, August):

-          Chair: Kyle Johnson / Annette Corgiat

-          Member: Greg Gordon

-          Member: John Mathias

-          Exofficio: Annette Corgiat

1. **Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 7:23pm. Trustee Ottenweller seconded the motion. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, May 20th, 2024 at 6:00pm.