**North Riverside Public Library**

2400 S. Des Plaines Avenue

## North Riverside, Illinois 60546

Minutes

Committee of the Whole

Board of Trustees

June 3rd, 2024

1. **Open of Meeting**
   1. Call to order – The meeting was called to order by President Corgiat at 6:15pm.
   2. Determination of quorum – In attendance: Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson and Jeanne Ottenweller. Absent: Kathy Bonnar and Ken Rouleau. Also attending: Natalie Starosta.
   3. Recognition of visitors to the meeting – No visitors attended.
   4. Approval of agenda and requested changes to agenda – Treasurer Mathias made a motion to approve the agenda as written. Motion seconded by Secretary Johnson. Vote – all aye. Motion carried.
2. **Open Forum**

No comments.

1. **Advocacy**
   1. Advocacy Ideas – No report.
2. **Building & Grounds** 
   1. Lower Level update discussion – Trustee Rouleau was absent, Director Starosta informed the Board that there was nothing to report.
   2. Painting/wall repair update – Trustee Rouleau was absent; Director Starosta informed the Board that the wall repairs and painting have been completed in the men’s bathroom and are in process in the women’s bathroom. Treasurer Mathias noted that he just signed a check for the painting.
   3. FY25 Repair/Replacement plans - Trustee Rouleau was absent, Director Starosta informed the Board that the plan is in progress.
3. **Finance**
   1. Draft working budget – Treasurer Mathias reviewed the current bank balances: 1st American Bank at 220,000 and 1,900 and IL Fund at 454,000. He noted that increased revenue will mean the any increases in costs will be less of an issue for the library. He talked about the Village newsletter showing the amount of tax revenue that goes to the Village and noted that the Library should do something similar. Trustee Ottenweller noted that that would be an advocacy point. Treasurer Mathias asked trustees to continue thinking of ides in increasing revenue, fund raisers, advocating with other libraries for the State to increase the tax cap, explore other possibilities. President Corgiat asked Director Starosta if all of our programs are free. They are. She asked if we could start charging for our programs. Director Starosta noted that many of our programs are grant funded and charging would not following the grant expectations and that charging would put us in direct competition with the Village’s Recreation Department. Treasurer Mathias has been working on comparing percentages of staff wages and benefits prior to the 7%COLA increase from last year with wages of 554,000 divided by the property tax income (not total income) of 990,000 equals 56%; and then 660,000 divided by the property tax income which equaled 67.2%, total property tax of 50.6% and 60.8%. He will continue to compare numbers but is waiting to receive current numbers from the accountants for the remaining 2 months of the fiscal year. He noted that the current proposed budget includes a 2% COLA, 3% COLA and 3% COLA + small amount of merit raise but he expressed concern over the lack of let income remaining funds “left over”. President Corgiat was concerned about the funding required to replace the fence panels and how that can be added to the budget. Treasurer Mathais said that he wasn’t sure but that it would need to be added to the fiscal year since it is planned. Director Starosta talked about the previous discussion with Treasurer Mathias about the breakdown of the amount budgeted for 8335 Building Repairs which includes funding specifically for the fence replacement along with several other planned expenditures including $60,000 for the lower level update. Treasurer Mathias said that he will need actual numbers for the final two months of the fiscal year before he can recommend the 2% COLA, 3% COLA and 3% COLA + small amount of merit raise options. He also talked about the need to pay off the loan that the Library took to replace the HVAC system and concern over paying interest/tax payer money to the bank. Secretary Johnson asked why he couldn’t simply estimate the final two months of the fiscal year in order to make a recommendation. Treasurer Mathias stated he will need the real numbers to proceed.
   2. Review B&M Ordinance – Treasurer Mathias noted that this is a yearly ordinance passed for .2%. There were no questions. Treasurer Mathias asked this be put on the Board agenda as an action item in July.
4. **Personnel** 
   1. Draft director’s review – Vice President Gordon noted again that the director’s evaluation form has changed to include categories and required comments and that there will be a separate staff form. He also informed the Board that the Director’s Year in Review was also shared and follows along with the categories in the new review form to assist with the evaluation. President Corgiat asked if this form was from HR Source. Vice President Gordon said that it was originally and is used by several other libraries with the same or very similar questions. With no other comments, Vice President Gordon told the Board they would be distributed shortly. Treasurer Mathias asked about the staff DEI committee that Director Starosta had talked about and what DEI is. Trustee Ottenweller talked about how DEI is about creating an inclusive environment. Director Starosta offered to send Trustees links to DEI trainings. President Corgiat noted that she had heard about companies doing away with DEI committees and initiatives. Trustee Ottenweller said she has not heard of that but that she had heard about companies getting rid of specific quotas for DEI type hiring. President Corgiat said DEI was a way that companies were getting rid of employees. President Corgiat and Treasurer Mathias expressed concern over the library’s Pride displays. Trustee Ottenweller asked if there had been any feedback. Director Starosta noted that the library had received very positive feedback about the modest displays. President Corgiat asked about Juneteenth. Director Starosta noted that many libraries are closed since it is a Federal holiday. President Corgiat expressed concern over the recent Mexican election in Chicago.
5. **Policy –** Trustee Bonnar was absent; Director Starosta informed the Board that policy review would continue at the July CoW meeting.
6. **Strategic Planning –** Secretary Johnson noted that the Library will begin informal pole questions which will be in the front area of the library. President Corgiat asked for additional details about the questions. Secretary Johnson responded that this will not be a comprehensive survey but may help increase patron engagement and gather directly focused feedback to use in the future planning. He noted a concern that the questions asked in previous surveys have changed over time which makes direct comparisons difficult to track overtime. He would like to formalize a survey that will be used for each planning session. Director Starosta noted that she expects more response from the informal questions in the library than the survey responses based on previous data. Secretary Johnson noted that those responses will only be from library users rather than the non-user community. Treasurer Mathias asked if we could send out post cards to increase responses. Vice President Gordon noted that posting rotating questions in the library could become an interest point when people walk in. Treasurer Mathias said that information about the survey could be sent out in an email blast.
7. **Other Business**
   1. Marketing Plan Consultant quotes – Tabled.
   2. Annexation discussion – Hines - Hospital area – Tabled.
   3. Committee responsibilities and expectations – President Corgiat said that she will be meeting with Director Starosta to discuss the committee responsibilities and expectations.
8. **Adjournment**

Motion made by Treasurer Mathias and seconded by Trustee Ottenweller to adjourn the meeting at 7:15pm.

The Library Board meeting is scheduled for Monday, June 17th, 2024 at 6:00pm.