North Riverside Public Library District

Board of Trustees

**Minutes, August 19th, 2024**

1. **Open of Meeting**
   1. Call to order – Meeting was called to order by Annette Corgiat at 6:04pm.
   2. Determination of quorum – In attendance: Ken Rouleau, Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson, and Jeanne Ottenweller. Absent: Kathy Bonnar. Also attending: Natalie Starosta.
   3. Recognition of visitors to the meeting – No visitors.
   4. Approval of agenda – A motion was made by Trustee Rouleau to approve the agenda as presented. The motion was seconded by Secretary Johnson. Vote: all aye. Motion carried.
2. **Open Forum**

No comments.

1. **Consent Agenda** A motion was made by Treasurer Mathias and seconded by Trustee Rouleau to approve the consent agenda as presented. Roll call vote: Ken Rouleau - aye, Annette Corgiat - aye, Greg Gordon - aye, John Mathias - aye, Kyle Johnson - aye, and Jeanne Ottenweller – aye. Motion carried.

Secretary:

* 1. Minutes of the July 15th, 2024 Regular Board Meeting
  2. Minutes of the August 5th, 2024 Committee of the Whole Meeting
  3. Minutes of the August 5th, 2024 Strategic Planning Committee
  4. Minutes of the August 5th, 2024 Advocacy Committee
  5. Minutes of the August 5th, 2024 Policy Committee
  6. Correspondence

Treasurer:

1. July 2024 Financial Statements
2. Authorization to transfer $90,000 from the money market account which currently has a balance as of 08/15/2024 of:
   1. First American Money Market: $274,778.41
   2. First American Checking: $5,288.45
   3. IL Fund: $610,713.02
      1. Total: $890,779.88
3. **President’s Report**
   1. Board action log (informational) – President Corgiat noted that at this time the Board should be planning involvement in the annual Village Autumn Fest. She asked Director Starosta what is being done with this. Director Starosta stated that she has asked staff if there are any volunteers to cook this year’s chili entry. There are none. She will be sending an email to the Board and Foundation to see if there are any volunteers to cook.
   2. Foundation & Friends representative report (informational) – President Corgiat who serves as the Board Liaison on the Foundation & Friends group reported on the recent Ipad raffle which made $391.99 from ticket sales. The Ipad cost $529. They had sold tickets at the Village concert series and online. Posters had been at the Library circulation desk and flyers handed out to patrons Director Starosta reported. President Corgiat talked about the upcoming author event with Neil Fischer on October 20th. And she reported that the Foundation is working on a membership drive this year.
4. **Director’s Report**
   1. See attached Director and Department Head Reports – Director Starosta talked about the Summer Reading program and planning for Fall and Winter programming.
5. **Committee Reports**
6. Advocacy (Ottenweller) (informational) – Trustee Ottenweller has not heard how the goodie bags at the block party were received but will report on it later. She asked that Director Starosta send the Board the Foundation’s fund raising tool kit that President Corgiat and Treasurer Mathias suggested might work as a marketing plan.
7. Building & Grounds (Rouleau) (informational) - Trustee Rouleau discussed the fence panel replacement quote from Trimline. This will be an action item on the September Board agenda.
8. Finance (Mathias) (informational) – Treasurer Mathias noted that the IL Funds earned approximately $1800 in interest last month at a 5.37% interest rate. He said that property taxes are coming in and nearly all received and that he didn’t expect any additional property tax funding until March 2025. He noted that Director Starosta has set up autopayment on the Capital One credit card, worked with Lauterbach & Amen to recategorize several expenses from FY24 and that she attended the recent United for Libraries Conference fund raising day. He would like to learn more about the upcoming switch in payroll software, attended the recent RAILS presentation on Budgeting for Small Libraries and will be attending the IMET investing presentation in September.
9. Personnel (Gordon) (informational) – Vice President Gordon discussed the Director’s evaluation. He will provide all Board members and the Director with the full evaluation after he finishes updating the comments section for discussion at the September Board meeting.
10. Policy (Bonnar) (informational) - Not in attendance.
11. Strategic Planning (Johnson/Corgiat) (informational) – Secretary Johnson noted that Director Starosta had sent him a Strategic Planning timeline based on her work on the 2020 strategic plan. He plans to use this and is working to schedule the next meeting in October.
12. Grants (Starosta) (informational) – Nothing to report.
13. **New Business**
    1. Secretary’s Audit (action) – Trustee Johnson made a motion to approve the Secretary’s Audit. Motion seconded by Treasurer Mathias. Vote: all aye. Motion carried.
    2. Director’s Evaluation (action) – Tabled for September Board meeting.
    3. Policy Section #3 (action) – Motion made by Trustee Ottenweller to approve the Policy Section #3 update. Motion seconded by Secretary Johnson. Vote: all aye. Motion carried. President Corgiat provided an update on Policy Section #2 Finance which is still being reviewed by both the library attorney and the attorneys for Athene. Currently they do not recommend removing the funds invested with Athene because of the loss of interest revenue.
    4. Marketing Plan Proposal (discussion / action) – Tabled for September Board meeting.
14. **Adjournment**

Motion made by Trustee Rouleau and seconded by Trustee Ottenweller to adjourn the meeting at 7:20pm. Vote: all aye. Motion carried.