

Meeting Minutes: Regular Board Meeting: February 15th, 2022 - DRAFT

Call to Order: At 6:03 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Berens, Ruggeri, Hopkinson, Stierwalt, Smedinghoff
- Trustees Absent: Long
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager)

Visitors and Guests: There were no visitors or guests present.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 18, 2022
- b. October 31, 2021 Balance Sheet
- c. January 2022 Revenue and Expense Reports
- d. January 2022 Bill Payment List and Credit Card Charges
- e. January 31, 2022 Balance Sheet
- f. Policy updates: Operations I: Collection Management, Operations II: Reference Services

President Hill removed item f. Policy updates from the Consent Agenda to be discussed with the Board.

Trustee Stierwalt moved to approve items a.-e. of the Consent Agenda. Trustee Ruggeri seconded the motion. A roll call vote was taken:

Roll Call Vote:

- Ayes: Hill, Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Berens.

Trustee Ruggeri suggested a change in Operations I: Collection Management policy for section D. Gifts and Donations of Materials to reflect the following: “RFPL does not provide a donor with a value for their donation. RFPL, however, will issue to a donor a letter acknowledging their donation. The value of any donation and the tax deductibility of any such donation is for the donor to determine.”

Trustee Berens moved to approve item f. Policy Updates with the proposed changes. Trustee Hopkinson seconded the motion. A roll call vote was taken:

Roll Call Vote:

- Ayes: Hill, Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Berens.

Old Business

- a. Air Handler project update with Andy Dogan from Williams Architects: President Hill introduced Andy Dogan from Williams Architect who called in to the Board meeting to discuss recent quotes for the air handler project submitted with the Live and Learn New Construction grant application.
 - a. Trustee Hopkinson asked if there were any duplicated costs between a quote provided by Oak Brook Mechanical (OMS) and the quote provided by Williams Architect (specifically, the \$90,000 in Infrastructure Work). Andy replied that there should not be any duplicated costs, but he will follow-up with OMS to be sure.
 - b. The Trustees discussed the cost increase between a previous quote by Chicago Project Management and the current quote by Williams Architect. Andy explained that this project uniquely compounds many uncertain economic factors leading to increased costs in equipment, material, and skilled labor. Andy confirmed that these costs do include bringing the interior room up to useable code, which can be moved forward to phase 2 of

the project to make the initial costs more feasible. Andy also stated that the Library can send the project out to bid to see anticipated costs, and the Library would not be under obligation to accept any bid.

- c. The Trustees discussed various possible scenarios on how to proceed with the project and decided more information is needed. Director Compton and Andy Dogan will follow-up with the following pieces of information:
 - i. Competitive opinions on the remaining life span of the current air handler.
 - ii. Competitive opinions and quotes to replace essential components of the air handler without replacing the full unit.
 - iii. Competitive opinions and quotes to replace the air handler within the existing room.
 - iv. Competitive quotes to add a redundant heat source to the current HVAC system.
- d. President Hill thanked Andy for joining the Board meeting to discuss the quote and answer questions.

Patron Suggestions:

Director Compton reported one patron comment

- A patron asked if the Library barcode prefix can be printed near the self-check machines. Director Compton stated that due to potential security issues, the Library decided against this suggestion.

Director's Report

- Director Compton reported on the following items:
 - Children's Services Manager, Melaina Maraldi, will start on March 7th. Melaina brings nearly 10 years of Children's Library experience to the role and staff are excited to welcome her onboard.
- As part of required Trustee training, Director Compton presented Serving our Public 4.0 Chapters 9: Public Services and 10: Programming.
- Trustee Ruggeri asked on behalf of Trustee Long if District 90 should bear some of the costs of students using Sora to access Overdrive. Director Compton replied that the Library pays per titles instead of per usage, so there will not be added costs per usage.

President's Report

- President Hill reported that the Teen and Middle School area refresh has made such an improvement to the space. President Hill thanked all staff involved in the project.

New Business

Committee Reports

Facilities Committee

- Trustee Stierwalt reported that the Facilities Committee did not meet in February. The Facilities Committee is reviewing historical data for long term facility projects.
- The next Facilities Committee meeting is Thursday, March 3rd at 4pm.

Finance Committee

- Amended 2021-22 Operating budget: Director Compton summarized the following Operating budget amendments:
 - Increase Technical Support by \$9,000 to \$20,000 (from \$11,000) to include 50 hours of pre-paid time with Outsource Solutions Group.
 - Decrease Books by \$5,000 to \$66,300 (from \$71,300) as staff shortages have resulted in fewer purchases.
 - Increase the Replacement Tax revenue line by \$4,000 (from \$9,000 to \$13,000) to balance revenues and expenditures, as the Library has received well over \$13,000 in Replacement Tax this year.

Trustee Smedinghoff moved to approve the Amended 2021-22 Operating budget. Trustee Berens seconded the motion. A roll call vote was taken:

Roll Call Vote:

- Ayes: Hill, Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Berens.

- Amended 2021-22 Capital Budget: Director Compton summarized the following Capital budget amendments:
 - Decrease Grant revenues line to match received revenues at \$30,000.
 - Increase Excess of Revenues over Expenditure line to reflect numbers received from the FY 20-21 audit.
 - Decrease Air Handler Replacement line to match expected expenses at \$40,000.
 - Decrease Redundant Heat Source line to \$0. The project is not scheduled to happen in the current fiscal year.
 - Trustee Ruggeri asked that an additional line be added to the amended Capital budget to include excess revenue \$8,894 from FY 19-20 as determined by the audit.

Trustee Smedinghoff moved to approve the Amended 2021-22 Capital budget with the suggested addition of a revenue budget line FY 19-20 Excess of Revenues over Expenditures for \$8,894. Trustee Berens seconded the motion. A roll call vote was taken:

Roll Call Vote:

- Ayes: Hill, Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Berens

- Draft 2022-23 Operating & Capital Budget – discussion: Director Compton reported that the proposed budgets for FY 22-23 will be voted on at the March 15th Regular Board meeting. The Trustees discussed the following:
 - Trustee Smedinghoff asked that future versions of the proposed budget include a column with the previous fiscal year's budget, and a column with the % of total budget for each line.
 - Trustee Ruggeri asked why the Legal/Consultant line was increased. Director Compton replied that the Library expects to hire a consultant for strategic planning in the next fiscal year.
 - Trustee Ruggeri asked if an additional expense line would be added for RFPL Foundation Grants. Director Compton replied that after discussing the idea with Zabinski Consulting Services, she has decided to not add an additional expense line.
 - President Hill asked if Director Compton is comfortable with the suggested Property Tax revenues line. Director Compton replied that the Village of River Forest Finance Director says that the budget number does not affect the amount the Library is able to levy – whichever is the lower of CPI or 5%.
 - Trustee Ruggeri asked on Trustee Long's behalf if the RFPL Foundation Grants revenue line was estimated high. The Trustees discussed that this line should be lowered to cover expected expenses that the Foundation has agreed to fund, which include set amounts towards garden maintenance and strategic initiatives. The Trustees also discussed what are considered to be Strategic Initiatives.
 - Trustee Stierwalt asked Director Compton and Ms. Cangelosi to look at three years of Maintenance Services expenses to forecast budgeting trends.
 - Trustee Ruggeri asked what the capital line of Budgeted Capital Reserve funding is. Director Compton replied that those funds are currently in the capital reserve accounts and can be used for capital projects in FY 22-23. The Capital Reserve Funding budget line will be removed from the Capital Budget.

- Trustee Ruggeri asked what the capital Technology line included. Director Compton replied that the \$17,000 is for group 3 of PC replacements and is a quote for hardware and IT labor (OSG).
- The budgets will be discussed again on March 3rd at the Finance Committee meeting and then be brought to the Board for a final vote on March 15th.
- The next Finance Committee meeting is Thursday, March 3rd at 3pm.

Policy Committee

- The next Policy Committee meeting is Tuesday, May 10th at 5pm.

RFPL Foundation Liaison

- The RFPL Foundation Annual Meeting was held on January 25th:
 - Outside directors and officers were elected for the year and committees were appointed.
 - The Foundation reviewed the significant growth of the Foundation in 2021 in terms of number of donors, value of donations received, and number of constituents.
 - RFPL Foundation gave \$39,065 to the Library last year
- The Foundation hopes to continue to grow in 2022. Work to achieve 2022 goals is beginning or underway in committees and RFPL Foundation Coordinator Sally Gregory continues to improve operations.

Village of River Forest Collaboration Committee Liaison

- Trustee Stierwalt reported that the Village of River Forest Collaboration Committee met in January. Trustee Stierwalt asked if the Library participated in the Youth Network Services.

Director Evaluation Format - discussion

Trustee Ruggeri reported on a new approach for Library Director performance evaluation from a United For Libraries training. The method is called Negotiated Interview Approach and uses a collaborative approach. This method includes a Director self-evaluation and time for Trustees to discuss performance in a closed executive session at the April Board Meeting. The Trustees discussed the merits of the negotiated interview approach and decided to adopt this method. Director Compton will prepare a self-evaluation before the April Board Meeting.

Adjournment

The meeting was adjourned at 8:18pm following a motion by Trustee Hopkinson, seconded by Trustee Smedinghoff.

Respectfully submitted,
Ann Berens, Trustee