

**Meeting Minutes: Regular Board Meeting: March 15th, 2022**

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

- Trustees Present: Ruggeri, Hopkinson, Stierwalt, Smedinghoff, Berens (attended remotely), Long (arrived at 6:30)
- Trustees Absent: Hill
- 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: February 15, 2022
- b. February 2022 Revenue and Expense Reports
- c. February 2022 Bill Payment List and Credit Card Charges
- d. February 28, 2022 Balance Sheet
- e. Policy updates: Patrons IV – Computer and Internet Access; Staff IX – Computer and Internet Access

Trustee Smedinghoff moved to approve the consent agenda. Trustee Ruggeri seconded the motion.

A change was requested to the February 15<sup>th</sup> minutes for page 3, 7<sup>th</sup> bullet point to reflect “The Budgeted Capital reserve funding budget line will be removed from the proposed 2022-23 capital budget”.

Trustees questioned why there was a difference in the balance of the Byline capital checking account reported on the Capital Reserve Fund report and the balance for this account reported on the Balance Sheet. Director Compton will investigate.

Trustees discussed the \$1,213.17 charge for Comcast (described as “monthly internet charge”) and whether this would be the regular monthly charge for the internet. Director Compton replied that this amount is not our normal monthly payment and included a one-time installation fee of \$199 and also included the Library’s monthly phone service.

Director Compton reported that the Library had not received any returned funds yet from the \$7,500 placed in escrow with the Village in connection with the air handler project.

Trustees discussed how to define capital expenses and whether the expenses for the firewall and computer upgrades should be put in the operating or capital budget. It was agreed to leave those technology charges in the operating budget.

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt.

**Patron Suggestions:**

Director Compton reported on patron comments:

- A patron emailed the Library to express appreciation for the Library’s digital offerings.
- A patron discussed updated masking requirements with Director Compton. They did not agree that children should be masked during inperson programs. The Library will continue to evaluate services and requirements.
- A patron submitted a written suggestion into the suggestions box that stated “The Library rocks”.

## **Director's Report**

- Director Compton reported on the following items:
  - The Library has received just over the budgeted \$1,358,000 in property tax receipts.
  - Brian Wolowitz, Programming Librarian, coordinated a marriage proposal at the Library. The story of the marriage proposal is posted on the Library's website. Brian also worked with Fran Arnold, Marketing and PR Specialist, to update the Library's program evaluation form to gather patron feedback about program offerings.
  - Dannie Moore, Assistant Children's Services Manager, was nominated for the I Love My Library Award. Dannie was nominated for their work on creating inclusive and accessible story times and Children's collection.
- As part of required Trustee training, Director Compton presented Serving our Public 4.0 Chapter 12: Technology.
  - Trustees discussed whether the Library's website is ADA compliant. Director Compton will investigate compliance and possible future updates. Director Compton noted that the website is no longer supported by a third party and that updates are now being done in house.

## **President's Report**

- President Hill was absent.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

- Trustee Stierwalt reported that the Facilities Committee met in March and began discussion on long term facility planning.
- The next Facilities Committee meeting is Tuesday, April 5th at 5:30pm.

#### **Finance Committee**

2022-23 Operating Budget –Vote: Trustee Smedinghoff reported that the Finance Committee had voted to bring the Operating Budget to the Regular Board meeting for discussion and roll call vote. Discussion before the roll call vote included:

- Correcting the amended 2021-22 budget's total expenses column.
- Decreased IMRF budget because the IMRF contribution rate was lowered for the 2022 calendar year.
- Flat Newsletter budget will be monitored since there are not plans to change the Bookplate frequency and cost increases are possible.

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

2022-23 Capital Budget – Vote: Trustee Smedinghoff reported that the Finance Committee had voted to bring the Capital Budget to the Regular Board meeting for roll call. Discussion before a roll call vote included

- Trustees considered what would happen if the Library cannot secure the funds for the budgeted air handler project. The Capital budget reflects the most recent cost estimates for the air handler project. The Trustees agreed that approving the Capital budget does not bind the Board to proceed with the project as budgeted and that the project and its costs may change as the Library gathers more information on the project and available grants.
- Trustees considered the issue of capital budget compression, i.e., whether the capital budgets' expenditures are consistently higher than amounts transferred into the capital account. The Trustees discussed that there have been excess revenues over expenditures available to be moved into the capital account in prior fiscal years, and there have been funds available in the past for large renovation projects. The Trustees discussed looking into forecasting methods for capital account funds.

- Trustees noted that putting expenditures funded with RFPL Foundation grants in the Strategic Initiatives line makes it difficult to track total expenses by actual category in the future.

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Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

Capital Reserve Transfer \$81,274 and \$45,000 – Vote: Trustee Smedinghoff reported that the Finance Committee had voted to approve the transfer of the \$81,274 in excess revenues over expenditures for FY 20-21 and bring to the Regular Board meeting for a vote.

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

Trustee Smedinghoff made a motion to transfer the budgeted amount of \$45,000 for fiscal year 21-22 into the capital account. Trustee Ruggeri seconded the motion. Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.
- The next Finance Committee meeting is Thursday, June 2nd at 1pm.

### **Policy Committee**

- The Policy Committee has not met since the February Board meeting. The next Policy Committee meeting is Tuesday, May 10<sup>th</sup> at 5pm.

### **RFPL Foundation Liaison**

- Trustee Long reported that:
  - The Foundation has formed Committees that have begun meeting
  - The Library’s grant proposals are due for review.
  - Trustee Long presented on “The Future of Libraries” at the Library’s “Coffee Monday” program on March 7.
  - The Foundation’s tribute list displayed at the Library has been updated.
  - Sally Gregory continues to be a valuable addition to the Foundation.

### **Village of River Forest Collaboration Committee Liaison**

- The next Village of River Forest Collaboration Committee Liaison meeting is March 16<sup>th</sup> at 6pm.

### **Office 365 Migration Proposal: \$8,750 – Vote**

Director Compton reported that the migration from Google Workspace to Office 365 is planned for April 2022 due to Google discontinuing free Google Workspace subscriptions.

- Director Compton noted that Office 365 is a more secure environment and that the ability to transfer documents from the server to the Office 365 cloud-based platform will reduce the cost for the server update.
- Director Compton explained the \$8,750 fee is for service hours with OSG to migrate to Office 365 and for licensing.
- The Office 365 annual licensing fee is \$700.
- OSG secured a discounted annual cost for the licensing fee for the Library.
- Director Compton noted that the project to upgrade the storage of 11 computers took less time than initially anticipated but did not have at hand how many of the 50 service hours purchased from OSG were remaining.
- Trustee Stierwalt moved to approve the Office 365 Migration Proposal for \$8,750. Trustee Smedinghoff seconded the motion. A roll call was taken:

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

**Old Business**

- a. Air Handler project update: Director Compton reported on the following:
- There were no duplications in the most recent cost estimates for the air handler project.
  - HVAC companies have been onsite to give a professional opinion on alternative options for the air handler project.
  - At least one company has confirmed they will need to go through a wall of the room to replace the air handler inside of the building.
  - The State of Illinois has not yet said when it will award the Live and Learn Construction Grants. They are normally awarded in the spring.

**Adjournment**

The meeting was adjourned at 7:06pm following a motion by Trustee Smedinghoff, seconded by Trustee Long.

Respectfully submitted,  
Elan Long, Secretary