

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

**Call to Order:** At 6:00 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, Ruggeri, Hopkinson, Smedinghoff, Berens, Long, Stierwalt (arrived at 6:03 pm)
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager)

**Visitors and Guests:** Megan Traficano, Youth Services Director of the Oak Park Township, was present to discuss the Youth Engagement Program.

**Consent Agenda:**

- a. Minutes of the Regular Board Meeting: March 15th, 2022
- b. March 2022 Revenue and Expense Reports
- c. March 2022 Bill Payment List and Credit Card Charges
- d. March 2022 Balance Sheet

Trustee Hopkinson moved to approve the consent agenda. Trustee Berens seconded the motion.

Trustees decided to discuss the maturing CDARS accounts at the Finance Committee on June 2<sup>nd</sup> at 1:00 pm.

Roll Call Vote:

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

**New Business****Youth Engagement Program Presentation by Megan Traficano, Oak Park Township**

- Megan Traficano, Director of Youth Services at the Oak Park Township, presented on the Youth Engagement Program up for a two-year renewal with the Library. The Youth Engagement Program has been operating since 1996 in a partnership between taxing bodies in Oak Park and River Forest. The program intends to put youth engagement as a focus over the next two years specializing in responses to mental health needs and crises experienced by the youth of the partnered communities.

**Youth Engagement Program Intergovernmental Agreement 2022-2024 – Vote**

- Trustee Smedinghoff moved to approve the Youth Engagement Program Intergovernmental Agreement 2022-2024. Trustee Ruggeri seconded the motion.

Roll Call Vote:

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

**Committee Reports****Facilities Committee**

- The Facilities Committee has not met since the March Board meeting. The next Facilities Committee meeting will be posted on the Library's events calendar once scheduled.

**Finance Committee**

- The Finance Committee has not met since the March Board meeting. The next Finance Committee meeting is Thursday, June 2<sup>nd</sup> 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 quarterly RFPL Foundation meeting is Tuesday, April 26<sup>th</sup> at 7:30 pm. The Foundation will consider a grant proposal received from the Library.

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

- Trustee Stierwalt reported that the Village of River Forest Collaboration Committee discussed the Youth Engagement Program and Intergovernmental Agreement.

### **Lauterbach & Amen Proposal to Provide Professional Auditing Service (1-year engagement: \$7,900 or a 3-year engagement: Yr1 - \$7,900, Yr2 - \$8,100, Yr3 - \$8,300) – Vote**

Director Compton presented on the Lauterbach & Amen Proposal to Provide Professional Auditing Service:

- Lauterbach & Amen specializes in performing audits in the government sector and, incidentally, has experience working with Zabinski Consulting
- The Library received three strongly positive references for Lauterbach & Amen which highlighted:
  - Lauterbach & Amen communicated clearly with library staff and presented well to library boards
  - Lauterbach & Amen offer accountant/auditing training and advice throughout the year at no additional cost
- Trustee Berens moved to approve the three-year Lauterbach & Amen Proposal to provide Professional Auditing Services. Trustee Ruggeri seconded the motion.

Roll Call Vote:

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

### **Patron Suggestions:**

Director Compton reported that there were no patron suggestions since the Regular Board Meeting on March 15<sup>th</sup>.

### **Director's Report**

- Director Compton reported on the following items:
  - Beth Kirchenberg has accepted a librarian position with the Glen Ellyn Public Library. Beth provided excellent services to the Library's tween population and will be missed.
  - There are 31.75 prepaid service hours left with Outsource Solutions Group (OSG) of the 100 hours purchased to date. OSG will send regular monthly reports on service hour usage.
  - Trustees asked if the Library's programming survey implemented standards found in Project Outcome. Project Outcome is an online toolkit to assist in Library program measurement and analysis. Director Compton will investigate.
- As part of required Trustee training, Director Compton presented Serving our Public 4.0 Chapter 1: Core Standards and 2: Governance/Administration.

### **President's Report**

- President Hill announced that Director Compton will be speaking at Dominican University to reflect on her experience as an alum of Dominican University and local Library Director. Director Compton will be joined by Joanna Bertucci, Library Director at the Park Ridge Public Library and former Operations Manager at the River Forest Public Library. The event will be held at the Rebecca Crown Library on April 26<sup>th</sup> at 6:00 pm.

- President Hill reviewed a Trustee Tip sheet published by United for Libraries with best practices for trustees.

### **Old Business**

- a. Air Handler project update: Director Compton presented the Air Handler Replacement Estimates memo included in the packet:
  - All HVAC companies confirmed they would have to create an opening in the wall to replace the air handler inside of the building.
  - Oak Brook Mechanical (OMS) stated that the air handler could last another five years.
  - The Live & Learn Grant Committee will meet on April 28<sup>th</sup> to interview grant candidates. The grant should be awarded in the Spring.
  - The deadline to apply for permits with the Village to install the air handler outside of the building is August 2022.
  - Trustees discussed whether there was merit to bidding the project with two alternative options: 1) replacing the unit outside with the exterior masonry enclosure; and 2) replacing the unit inside. Director Compton will investigate bidding options with Williams Architects.
  - Trustees asked if Williams Architect could provide structural engineering costs associated with creating an opening in a wall to replace the air handler inside the building. Director Compton will investigate.

### **Adjourn to Closed Session**

5 ILCS 120/2c(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library. The Regular Board Meeting went into Closed Session at 7:56 pm.

### **Return to Open Session**

- President Hill called the Regular Board Meeting to open session at 8:22 pm for roll call vote.
- Trustee Ruggeri moved to approve the merit increase for Director Compton of \$3,000. Trustee Smedinghoff seconded the motion.

Roll Call Vote:

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

### **Adjournment**

The meeting was adjourned at 8:24pm following a motion by Trustee Smedinghoff, seconded by Trustee Stierwalt.

Respectfully submitted,  
Elan Long, Secretary