

Meeting Minutes: Regular Board Meeting: January 16, 2024, 6pm

Call to Order: At 6:04 pm, President Ruggeri called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano, Jim Hopkinson, Ann Berens. Kosha Baxi Carstens was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Edwin Rivera and Sydnee Marks, auditors from Lauterbach & Amen (L&A)

Visitor Comments: Mr. Rivera outlined three pieces of required communication from L&A issued in connection with the annual audit. The first is a letter indicating that there were no disagreements between the auditors and management during the course of the audit. The second is the Annual Financial Report which includes Management's Discussion and Analysis, all data collected during the course of the audit, and the analysis of that data. In L&A's opinion, the RFPL financial statements "present fairly, in all material respects, the respective financial position" of the Library's activities and funds, and consequently, the auditors issued an unmodified opinion which is the highest level of assurance. The third document prepared by L&A is a letter to management with recommendations to improve internal controls. Mr. Rivera noted that previous recommendations for best practices have been implemented by management and that L&A is available to help implement its current recommendations.

Trustees briefly discussed language in the Notes to the Financial Statements that says that the Library's services include "lending or renting materials" and asked Mr. Rivera to research and note for next year's audit that RFPL does not rent materials.

The Board thanked Mr. Rivera and Ms. Marks for their time, and they left the meeting.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: November 14, 2023
- b. Minutes of the Special Board Meeting: December 6, 2023
- c. November 2023 Revenue and Expense Reports
- d. November 2023 Bill Payment List and Credit Card Charges
- e. November 30, 2023 Fund Balance Report and Capital Reserve Fund
- f. December 2023 Revenue and Expense Reports
- g. December 2023 Bill Payment List and Credit Card Charges
- h. December 31, 2023 Fund Balance Report and Capital Reserve Fund
- i. Policy updates: Staff X- Workplace Harassment

A motion to approve items a-i was made by Trustee Berens and seconded by Trustee Hopkinson.

Trustees discussed interest income from matured CDARS and the possibility of investing money from the Capital fund into CDARS to take advantage of higher interest rates before they drop. There are timing issues to consider including when excess Operating funds are transferred to the Capital fund and when the final payment to Construction Solutions of IL (CSIL) will be due. It was agreed that the Finance Committee will discuss investment options at its next meeting which will be scheduled soon.

The motion was approved on a roll call vote.

Roll Call Vote:

Ayes: Hill, Long, Ruggeri, Delano, Hopkinson, Berens

Patron Suggestions:

Director Compton reported two patron suggestions. One was for a boba party or a food-related party for teens. This suggestion was passed along to the ATS Manager. The other suggestion was for a cozy bean bag reading area. The Children's Department has ordered some cozy seating for its graphic novel area.

Director's Report:

RFPL Marketing and PR Specialist Fran Arnold is getting quotes from three companies for building a new website for the Library. She is collecting feedback on the current website via a survey which RFPL staff are responding to now. Director Compton asked Trustees to complete the survey using a link that she will send following the meeting. The survey will eventually be opened up to patrons. Ms. Arnold expects to work with the selected vendor on requirements for the new site, including ideas for new functionality. Director Compton will request funds in next year's budget for this project.

Director Compton reported that the Bluey party in November was a huge success with 147 attendees. Children's staff spread the activities between the Barbara Hall Meeting Room and the Children's Room to help accommodate the number of participants. They plan to do more programs of this type and offer multiple time slots to help manage attendance.

President's Report:

President Ruggeri noted that she attended the Park District's Board meeting in December because the Library's air handler project was on its agenda. The Park District had asked the Village to send the Library a letter linking the resolution of the water pooling issue to the issuance of the certificate of occupancy for the new room. President Ruggeri sent an email to the Park District Commissioners explaining that the pooling issue occurred when the air handler was not properly controlled and that the Library will continue to monitor the issue. The Village Administrator was copied on the email. The Library has received the certificate of occupancy for the new room without any reference to the pooling issue.

President Ruggeri also clarified that to have a quorum at meetings, four Trustees need to be physically present at Board meetings and three Trustees need to be physically present for Committee meetings.

New Business

Committee Reports

Facilities Committee

The Facilities Committee met at 5:00pm, directly before the Board meeting. The Committee discussed the fact that the air handler unit turned off on Sunday morning and the ongoing efforts of IMEG and the controls subcontractor to address the controls issues. The Committee also discussed flooring proposals for the new room and voted to recommend that the Board approve the basalt standard flake epoxy flooring in a semi-gloss finish at a cost of \$4,000.

Finance Committee

The Finance Committee met on December 6th to discuss the audit and a plan to further invest in CDARS. The Committee agreed to invest \$220,000 in a 3-month CDAR that will mature in March. The Finance Committee will meet again soon to discuss next year's operating and capital budgets.

Policy Committee

The Policy Committee has not met since the last Board meeting. Its next meeting is scheduled for January 31st.

RFPL Foundation Liaison

The Foundation Board has scheduled a professional development session at Roosevelt Middle School at 6:00pm next Tuesday followed by its Annual meeting at the Library at 7:15pm. The Foundation has received close to \$90,000 in response to its Annual Appeal. This amount includes two major gifts from anonymous donors. The Library was asked to give the Foundation several months' notice in advance of receiving the previously approved \$150,000 grant.

Village of River Forest Collaboration Committee Liaison

The Committee will meet next Wednesday at the Library in the new meeting space.

Old Business

Air handler relocation and mechanical room renovation

The Board discussed open issues in the project including whether the appropriate materials for cold temperatures were used to raise the height of the wall, installation of the gate to the AHU enclosure, and repairing and reconfiguring the trash enclosure. The Village Building Inspector informed the Library that it needs to cap off the piping in the new bathroom if the bathroom will not be completed in the next six months. CSIL has prepared a change order for this work which has been approved by Williams. CSIL informed the

Library that it has completed the interior punch list; the next step is verification by Williams and IMEG. In the spring, Williams and IMEG will prepare a separate punch list for the exterior portion of the project.

Vice-President Hill presented the recommendation from the Facilities Committee that the Board approve spending \$4,000 to install a basalt standard flake epoxy flooring with a semi-gloss finish as quoted by Broadleaf Inc. The recommended spending was approved on a roll call vote.

Roll Call Vote:

Ayes: Delano, Hill, Hopkinson, Long, Ruggeri

Nays: Berens

Adjournment

The meeting was adjourned at 7:04pm following a motion by Vice-President Hill, which was seconded by Trustee Delano. All approved, and the meeting was adjourned.

Respectfully submitted,

Elan Long, Secretary