

Meeting Minutes: Regular Board Meeting: January 17th, 2023, 6pm - DRAFT

Call to Order: At 5:59 pm, President Hill 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, Ann Berens, Jim Hopkinson, Elan Long, Tom Smedinghoff, Karen Stierwalt.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Amanda Standerfer of FastForward Libraries joined via conference phone; Fran Arnold, Marketing & PR Specialist; and Shannon Gruber, Adult & Teen Services Manager, were also present.

Guest Comments:

- Ms. Standerfer, along with Trustee Berens, Trustee Stierwalt, Ms. Arnold, Ms. Gruber, and Director Compton, presented a draft of the new Strategic Plan. The Board and guests discussed each of the five focus areas: Community; Spaces; Events, Services, and Collections; Staff, and Resources. After considering the action and purpose statements for each area, the Board discussed draft Vision and Mission statements. Next steps for the Strategic Planning team are to finalize the Strategic
- Ms. Arnold presented marketing strategies for the Library, both inside and outside of the building. She highlighted the use of data to understand which communications tactics are most successful in reaching patrons and in bringing new people into the library.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: November 15th, 2022
- b. November 2022 Revenue and Expense Reports
- c. November 2022 Bill Payment List and Credit Card Charges
- d. November 30, 2022 Balance Sheet
- e. December 2022 Revenue and Expense Reports
- f. December 2022 Bill Payment List and Credit Card Charges
- g. December 31, 2022 Balance Sheet
- h. Policy updates: Operations III. Events and Programs

Trustee Berens moved to approve the consent agenda. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported the following suggestions from patrons:

- A seven-year-old patron requested more chapter books in the Children's Services department.
- A patron requested an AED course for the public.

Director's Report:

Director Compton reported on the following topics:

- Additional tax revenue was received in January, bringing the total to 44% of expected tax revenue for the fiscal year.
- RFPL Middle School & Teen Librarian Anne Kowalski joined the LACONI Youth Services Board.

Trustees asked for clarification of the attendance report on programs for children and asked about the return of popular programs for children which were paused during COVID such as Librarypalooza.

President's Report:

President Hill reported on the progress of the air handler relocation project to provide additional program and services space. The masonry enclosure is complete, and the project is on schedule. The air handler unit should arrive by early April and demolition work in the mechanicals room will begin about 3 weeks prior. A payment to the contractor is expected to be reviewed by the Board at its February meeting.

New Business

Committee Reports

Facilities Committee

- The Facilities Committee met on January 9th. The Committee discussed future planning for HVAC projects. The next meeting is TBD.

Finance Committee

- The Finance Committee hasn't met since the last Board meeting. The Committee will meet in February to begin the budget process and review the audit if the auditors complete it in time for the meeting.

Policy Committee

- The Policy Committee met on January 9th. They reviewed 6 policies and the By-Laws. The Events and Programs policy was recommended for approval at this meeting; the By-Laws and policies on Computers and Internet use by patrons and staff will come before the Board in March. The committee will meet in February for further discussion of the Employment policy.

RFPL Foundation Liaison

- The Foundation's annual meeting will take place on January 24th with 2022 results, elections of outside directors and officers, and 2023 budget approval on the agenda. The Foundation gave grants of \$78,850 to the Library last year. The annual appeal has done well and continues with a Bookplate insert in January.

Village of River Forest Collaboration Committee Liaison

- The Committee has not met since the last Board meeting but will meet on January 18th.

Natural gas spending limit increase of \$19,000 - vote

Director Compton asked for an increase in the Library's natural gas spending limit. The proposed increase is covered by additional money received in replacement taxes and reduced spending for insurance.

Trustee Smedinghoff moved to approve the \$19,000 increase. The motion was seconded by Trustee Berens and passed on a roll call vote.

Roll Call Vote:

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

Old Business

Air handler relocation and mechanical room renovation

To avoid construction delays, Director Compton requested authority to approve potential changes to the project if the cost of any change is between \$5,000 and \$20,000. Director Compton would approve any such expenditure only after obtaining the approval of two Trustees.

Trustee Smedinghoff moved to approve the spending authority subject to approval of two Trustees. Trustee Hopkinson seconded. The motion passed on a roll call vote.

Adjournment

The meeting was adjourned at 8:13 pm following a motion by Trustee Ruggeri, seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary