

## **RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Meeting Minutes: Regular Board Meeting: October 15, 2024 at 6:00 PM**

**Call to Order:** At 6:00 pm, President Ruggeri called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Scott Delano, Elan Long, Jim Hopkinson, Ann Berens. Kosha Baxi Carstens was called in at 6:05pm and arrived in person during the meeting.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests:** Lynn Libera, Commissioner, River Forest Park District, as Liaison

**Visitor Comments:** none

### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: September 17, 2024
- b. September 2024 Revenue and Expense Reports
- c. September 2024 Bill Payment List and Credit Card Charges
- d. September 30, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy updates: Patrons XII – Donations – Non Library Materials

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee Hopkinson seconded the motion. Trustees briefly discussed the new security budget line and the expense of study room furniture. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Delano, Hopkinson, Long, Ruggeri, Berens

### **Patron Suggestions:**

Director Compton reported that a local student with alopecia noticed that the Library didn't have any picture books about alopecia, so their family donated two of them. She also noted one suggestion to turn the Library into a haunted house for Halloween.

### **Director's Report:**

Director Compton shared a mockup of the new website with the Board.

### **President's Report:**

President Ruggeri gave a security update. The person in question had a hearing last week in federal court and was found to be in violation of the conditions of their

release. They were sentenced to six months in custody and two and a half years of supervised release. The time they have already served counts towards the six months, so they will most likely be released around February 5<sup>th</sup>. They must refrain from visiting the Library and cannot contact anyone connected to the Library while they are on supervised release. Software will be installed on their phone and computer to supervise their email correspondence. Hearings on Cook County charges will resume after the Federal custody has been completed. Director Compton is currently working on hiring security to be stationed inside the Library during all operating hours. The cost of adding security is expected to be \$60-\$65,000 per year.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee reported that they do not yet have a contract with Engberg Anderson (EA) for Phase 2. EA has the rider from the Library's lawyer, so they expect a signed agreement soon. IMEG was at the Library this morning to review the Phase 1 punch list and determined that it was not complete. They will prepare a report noting the items still to be completed.

#### **Finance Committee**

The Finance Committee has not met recently. Lauterbach and Amen met with Director Compton and Committee Chair Ruggeri to answer questions about the draft audit, including accounting for the Live and Learn grant and CDARs interest; the Village has provided the necessary information for the audit. A new draft should be ready for the committee to review soon.

#### **Policy Committee**

The Policy Committee met and worked on the proposed paid parental leave policy. The committee voted to recommend that the Board adopt the policy.

#### **Staff III: Leaves of Absence – vote**

The policy passed on a unanimous voice vote.

#### **RFPL Foundation Liaison**

The Foundation has its quarterly meeting next week; Annual Appeal letters will be distributed at the meeting. The After Hours event scheduled for October 19<sup>th</sup> has been cancelled. Foundation directors helped staff the Library's Hoot 'N Howl event.

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

The Committee met on September 25<sup>th</sup>. The Village is looking at constructing a bike trail on Thatcher; traffic patterns at Harlem and LeMoyne are settled, and Lake & Lathrop project is an ongoing issue. Work on the Harlem viaduct is being coordinated with both Villages and the Illinois Dept. of Transportation. The construction project in District 200 has begun and is on track and on budget. The

District 200 Board approved having student members. Although they cannot vote, the students will provide additional representation. The Committee's next meeting is scheduled for November 13<sup>th</sup>.

**Approval of 2025 Calendar of Meetings - vote**

Trustee Delano moved to approve the 2025 calendar of meetings. Trustee Hopkinson seconded the motion.

The motion passed on a unanimous voice vote.

**Quote to replace Kingsley drive-up book drop (\$5,086.08) – vote**

A D90 school bus hit the Library's drive-up book drop. An insurance check came in from the bus company, but it was \$500 short of the full replacement cost. Director Compton is pursuing the insurance company, the bus company, and D90 for full payment of the book drop replacement. She is holding the check until full restitution is received. She will revisit with D90 the need for bollards to protect the next book drop.

Trustee Delano moved to approve the quote to replace the drive-up book drop pending reimbursement of an equivalent amount from a third party. Trustee Carstens seconded the motion which passed on a roll call vote.

Roll Call Vote:

Ayes- Hopkinson, Long, Ruggeri, Berens, Delano, Carstens

At 6:50pm, Trustee Berens moved to go into closed session pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office. The motion was seconded by Trustee Delano.

The motion passed on a voice vote.

**Closed session, pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office**

The Board returned to open session at 7:24pm with all previous attendees present except visiting Commissioner Libera.

**Appointment of Library Board Trustee to fill vacant position – vote**

Trustee Carstens moved to appoint Simon Saddleton to the office of Library Trustee for a term through April of 2025 and until their successor has been elected and duly qualified. The motion was seconded by Trustee Berens.

The motion passed on a voice vote. Trustee Hopkinson abstained from voting.

**Old Business**

**Phase One Room Renovation Project- update**

The enclosure is sealed, and the gate handle has been installed. The Library has keys to the gate.

**Phase Two Room Renovation Project- update**

The Library is finalizing its contract with EA.

**Adjournment**

The meeting was adjourned at 7:27pm following a motion by Trustee Berens which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary