

Meeting Minutes: Regular Board Meeting: October 17th, 2023, 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: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano, Ann Berens, Jim Hopkinson, Kosha Baxi Carstens.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager).

Visitors and Guests: none

Consent Agenda:

- a. Minutes of the Regular Board Meeting: September 19, 2023
- b. May 31, 2023 Balance Sheet
- c. June 30, July 31, and August 31, 2023 Fund Balance Reports
- d. September 2023 Revenue and Expense Reports
- e. September 2023 Bill Payment List and Credit Card Charges
- f. September 30, 2023 Fund Balance Report and Capital Reserve Fund

A motion to approve items a - f was made by Trustee Hopkinson and seconded by Trustee Long.

There was further discussion of charges for Hoopla usage which had been raised at the September meeting. Director Compton provided additional background on the service. Unlike Libby, which charges the Library for a set number of licenses per title, Hoopla charges per individual download. Hoopla offers more formats than other digital platforms, with books, music, TV, movies and magazines; this flexibility and convenience drives usage by patrons. Director Compton will confirm whether there is a cap on how much the Library can be charged monthly and will report back on Hoopla usage metrics at the November Board meeting. It also was noted that second installment property tax bills are now available online.

The motion to approve the consent agenda passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported multiple suggestions/requests/recommendations:

- Suggested - a program on thank you cards and gratitude collages
- Requested - bean bag chairs for a cozy reading experience
- Recommended - that staff read *Emmy and the Incredible Shrinking Rat*.

Director's Report:

Director Compton noted several highlights in addition to those in her written report:

- Library Card Signup Month yielded 45 new card holders.
- There was a slight drop in circulation in September which is normal with the end of high summer use.
- RFPL PR and Marketing Specialist Fran Arnold celebrates 10 years with the Library in October.
- The Children's Services staff rearranged some items in their department, giving graphic novels a more prominent space. Graphic novels are the most requested items in the Children's Services collection.

President's Report:

President Ruggeri had nothing further to add that wouldn't be discussed later in the meeting.

New Business

Committee Reports

Facilities Committee

- Vice-President Hill reported that the punch list walkthrough of the former mechanical room happened on October 12th. The Library received a draft of the punch list on October 17th.
- During the punch list walkthrough, the most significant item identified by the engineers was that the air handler was not running. The engineers suggested that the problem has to do with the system controls and that the controls subcontractor will need to address this issue. Director Compton is working on scheduling the visit by the controls subcontractor as soon as possible. Once the controls work is completed, the system can be tested and balanced.
- The floor of the old mechanical room will be painted once the punch list items are completed. Carpeting in this room is planned for phase two of the project.
- The architects have prepared a field order to raise the exterior enclosure 16 inches. After that work is complete, the custom gate will be ordered, and the trash enclosure will be reworked if necessary.

Finance Committee

- President Ruggeri stated that a revised draft audit did not include some revisions the Library had requested. To finalize the audit, the auditors need information from the Library's accounting consultant and a letter from its attorney regarding any pending litigation. The Finance Committee will meet again after these issues are resolved.

- The Board returned to September’s decision to run a Balance Sheet twice a year. The Board considered whether there is meaningful information in the Balance Sheet that is not in the Fund Balance Report that would warrant preparing the Balance Sheet twice a year. The Library’s auditors do not rely on Balance Sheets in preparing the annual audit, and the Board receives a robust overview of the Library’s finances in the audit. The Board agreed that a Balance Sheet does not enhance the Board’s ability to provide effective oversight of the Library’s finances and, therefore, would not be necessary going forward.

Policy Committee

- The Policy Committee met on October 10th. A new policy pertaining to the Paid Leave For All Workers Act will be presented to the Board at its November meeting. This new legislation takes effect in Illinois on January 1, 2024.
- The Policy Committee discussed Oversight III- Investment of Public Funds. Under Illinois law, a public body can safeguard public funds either by limiting its deposits in any one bank to the amount of FDIC insurance or by using collateralization. Since the Library’s practice has been to use FDIC-insured accounts only, the Committee wanted the Board’s insight on whether to keep the collateralization option available in the policy for future Boards. The policy is reviewed every three years and could be amended by future Boards at any time; therefore, the Board agreed to delete this option at this time.
- Vice-President Hill moved to approve the Oversight III- Investment of Public Funds Policy as it appeared in the October 2023 Board of Trustees packet. The motion was seconded by Trustee Berens. It was unanimously approved on a voice vote.

RFPL Foundation Liaison

- The Foundation’s next meeting is scheduled for October 24th at 7pm. Its annual appeal letter is ready for production, and a constituent review has been completed. The draft budget has been prepared. Foundation Directors supported the Library at the Hoot N Howl program on Oct. 6th.

Village of River Forest Collaboration Committee Liaison

- The Committee will meet in early November.

Approval of the 2024 Calendar of Meetings- vote

Director Compton presented Board Meeting dates for 2024. The calendar was unanimously approved on a voice vote.

Outsource Solutions Group Monthly Charges- discussion

Director Compton outlined the rate increases for Outsource Solutions Group (“OSG”). The bulk of the increases are due to updates to the Library’s technology setup including a new server, a migration to Office 365, and protection against malware and ransomware. She reached out to a library director listserv to get IT company recommendations and will

report back with quotes to see if OSG's rates are comparable. Discussion included the Library's very poor IT systems and services prior to hiring OSG and the number of prepaid hours purchased over the life of the relationship. Director Compton will review and report on usage history, including whether the Library has any prepaid services hours left, and how many prepaid service hours the Library may need this year.

Old Business

Air handler relocation and mechanical room renovation

There is no longer an issue with water on the field near the air handler enclosure. Director Compton reached out to the Village regarding the raising of the exterior wall. Village Administrator Matt Walsh said it was a minor change that the Village could approve quickly. Director Compton has informed the Park District of the need to raise the wall. The contractor has asked the architects to share in the cost of raising the wall. The Library is currently waiting for a quote from S&D Maintenance for painting the floor in the former mechanical room and for a color recommendation from the architects. Board discussed whether baseboard should be installed in mechanical room during current phase.

Reimbursement to River Forest Park District for replacement tree planting (\$1,750)- vote

As part of its agreement with the River Forest Park District, the Library will pay the cost of new trees to replace the tree that was removed during construction. The Park District has selected a variety of trees for purchase and will use in-house staff for planting. The new trees may be located throughout River Forest parks, not necessarily in Centennial Park.

Vice-President Hill moved to approve tree planting reimbursement to the River Forest Park District in the amount of \$1,750. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:02 pm following a motion by Trustee Berens, which was seconded by Trustee Delano. All approved and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary