

## Meeting Minutes: Regular Board Meeting: October 18th, 2022, 6:00pm

**Call to Order:** At 5:59pm, 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) was called in via phone and Shannon Duffy (RFPL, Operations Manager) attended in person

**Visitors and Guests:** Victoria Muraiti (RFPL, Materials Services Manager)

**Guest Comments:** Ms. Muraiti gave an overview of Library Signup Month. The Library hosted a raffle with prizes from local businesses. During the month, 41 new library cards were issued. She also presented on the Equity, Diversity, and Inclusivity (EDI) Committee's proposal to provide free menstrual products in all the Library's bathrooms.

### Consent Agenda:

- a. Minutes of the Regular Board Meeting: September 20th, 2022
- b. September 2022 Revenue and Expense Reports
- c. September 2022 Bill Payment List and Credit Card Charges
- d. September 30, 2022 Balance Sheet
- e. Policy updates: Staff XI- Infectious Materials

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

Trustees and Director Compton discussed the on-going issue of the Library's high gas bills including: a) the proposed boiler repair/replacement options from Oak Brook Mechanical (OMS) and Hartwig Mechanical; and b) the potential need to amend the budget later in the year to cover gas charges.

Trustees discussed the status of the September 2022 Revenue and Expense reports and the Balance Sheet that were not finalized. Trustee Berens withdrew her motion to approve the consent agenda and Trustees agreed.

Trustee Berens moved to remove items b and d from the consent agenda and to approve items a, c, and e. Trustee Hopkinson seconded the motion.

Roll Call Vote:

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

### Patron Suggestions:

Director Compton reported that there were no new suggestions last month.

## **Director's Report:**

Director Compton reported on the following topics:

- The Strategic Planning Committee held in person and virtual focus group sessions and individual interviews with a combined total of 43 participants. A Learning Report is currently being prepared based on feedback from the focus groups, community survey, and community scan. The report will be distributed to the Board on Friday for review prior to the Board's strategic planning retreat on October 27.
- Trustees asked clarifying questions regarding the burglar alarm, credit card usage, donations to Sarah's Inn collected at the Library, and insurance payments.
- As part of required Trustee training, Director Compton presented Serving Our Public 4.0, chapter 11.

## **President's Report:**

President Hill reported on the following topics:

- The Strategic Planning Committee Learning Report will be emailed to Trustees on Friday. All Trustees should read it before the Trustee Retreat next Thursday.
- Last week, President Hill and Director Compton met with contractors and representatives from Williams Architects about the air handler relocation and room renovation project. The project is scheduled to be completed by the end of May.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

- The Facilities Committee met on September 27<sup>th</sup>. The Committee discussed the boiler replacement. The next meeting date is not yet scheduled.

#### **Finance Committee**

- The Finance Committee met on September 22<sup>nd</sup> to discuss the draft audit, which is still in a preliminary stage. The Auditors are waiting for pension information from the Village. An extension has been filed for the annual audit, so it is now due December 31, 2022
- Property tax bills have not yet been issued. The Assessor indicates that tax bills may be issued prior to yearend. There was additional discussion of the timing of tax revenue and whether the Library's reserves would be adequate to manage through the delays.

#### **Policy Committee**

- The next Policy Committee Meeting is scheduled for January 9<sup>th</sup>.

#### **RFPL Foundation Liaison**

- The Foundation supported the Library at Hoot 'n' Howl by staffing the Information Table and added 24 names to the Foundation's email list.
- The Foundation is currently working on its annual appeal.
- The next regular Foundation meeting will be held on October 25th.

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

- The Collaboration committee met on September 21<sup>st</sup> at which the Park District presented the Keystone improvement project.
- The committee will meet again in November.

#### **Approval of the 2023 Calendar of Meetings**

Trustees approved the 2023 Calendar of Meetings on a voice vote.

#### **\$100,000 Bequest in Capital Fund- Vote**

The Library has received a \$100,000 gift in recognition of the donor's sister's love of the Library. The Board expressed appreciation for the bequest and considered options for accepting the gift. Trustee Long moved to accept the gift for deposit into the Library's capital account, Trustee Stierwalt seconded the motion.

Roll call vote

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

#### **Old Business**

##### **Air Handler Relocation and Mechanical Room Renovation- Update**

Construction will begin with placing fences on the lawn near the soccer field and removing one tree. The Library will reimburse the River Forest Park District for replacement trees that will be planted throughout the Village.

#### **Adjournment**

The meeting was adjourned at 6:56pm following a motion by Trustee Berens, seconded by Trustee Hopkinson.

Respectfully submitted,  
Elan Long, Secretary