

Meeting Minutes: Regular Board Meeting: October 19th, 2021

Call to Order: At 6:00 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Berens, Long, Ruggeri, Hopkinson, Stierwalt, Smedinghoff (remote attendance)
- Trustees Absent: None
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager).

Visitors and Guests: Erica Sanchez and Shakeesta Williams, Trustees of the Maywood Public Library.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: September 21, 2021
- b. August 2021 Revenue and Expense reports
- c. September 2021 Revenue and Expense reports
- d. September 2021 Bill Payment List and Credit Card Charges
- e. September 31, 2021 Account Balances
- f. Policy updates: Patrons XI. Public Comment, Patrons XII – Donations – Non-Library Materials

Trustee Hopkinson moved to approve items a.-f. of the consent agenda. Trustee Ruggeri seconded the motion.

Trustee Hopkinson asked why expense lines of: 1) print periodicals and 2) online learning tools are high. Director Compton reported that many purchases in this line are annual charges and neither line is expected to go over budgeted amounts.

Trustee Long asked why copy machine revenues had a significant increase from August to September revenue reports. Ms. Cangelosi stated that the update is from an accounting cleanup project and the September revenue report is accurate.

Trustee Long asked when there would be another Bookplate charge for the printing budget line. Director Compton said she would look into the printing line. Trustee Long also asked that the \$500 Dooley grant charges be placed in the Special Programs budget line. Ms. Cangelosi will make the change for November financials. Trustee Long also suggested that Director Compton begin working with staff to define strategic initiatives for this fiscal year. Trustee Long asked that an updated balance sheet be included in future packets. Ms. Cangelosi stated she is working with accountants for an updated and accurate balance sheet, and it should be ready for the November Board packet.

A roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions

Director Compton reported that:

- A patron suggested that each Trustee's RFPL email address be listed on the website instead of a contact form. The Trustees agreed with this suggestion, and the website will be updated.

Director's Report

- Director Compton reported these comments in addition to her written Director's Report:
 - The circulation statistics show a downward trend in checkouts from July to September. Director Compton reviewed the same months for the past 5 years and found a consistent

downward trend from July to September. Circulation and programs typically trend higher in the summer during the months of the Library's summer reading program.

- The Library participated in the River Forest Park District's annual Halloween Hoot n' Howl program and reported having over 1,000 people in attendance, which is comparable to pre-COVID attendance numbers.
- The Trustees discussed the timing of property tax receipts. Director Compton will follow-up with the Finance Director at the Village of River Forest to gather insight on property tax disbursements.
- Trustee Long asked that newsletters from the Racial Equity Committee be sent to the Trustees. Director Compton will forward recent topics to the Trustees.

President's Report

- On October 21st, Director Compton will present the air handler planned development application to the Village of River Forest's Development Review Board. Trustees are welcome to attend to support Director Compton and the Library's application.
- The 50-year Library lease renewal will go on the Park District Board of Commissioners November meeting agenda, where it is expected to be approved with a start date of December 1st.

New Business

Committee Reports

Facilities Committee

- Trustee Stierwalt reported that maintenance is going as planned and discussion continues to focus on the air handler project. The limestone cleaning has been completed.
- The next Facilities Committee meeting is November 11th at 11am.

Finance Committee

- Trustee Smedinghoff reported that the Committee worked through a draft of the audit. Director Compton reported that she met with representatives from Tighe, Kress & Orr (TK&O), along with Trustee Ruggeri and Katie Cangelosi, on October 18th to provide the Committee's feedback to the accountants. Next steps in the audit process are:
 - TK&O will prepare another draft of the audit from these comments.
 - Director Compton will send this draft to the Trustees for review. Trustees should send in their comments with enough time to prepare a final audit before the November Board meeting on November 16th.
 - The final audit will be included in the November Board packet, and a representative from TK&O will be present for the discussion.
- 2021 Levy Discussion and Vote: Director Compton reported that she met with the Finance Director of the Village of River Forest and found their levy number should have been higher than what was originally reported at the Finance Committee. Director Compton reported that the 2021 levy number for the Library is \$1,417,644.
 - Trustee Smedinghoff asked if the Village of River Forest can object to the amount that the Library is levying for. Director Compton replied the Village cannot object because the authority lies with the Library.
 - The Board discussed the possibility of the Village of River Forest maintaining a flat levy for 2021 and what communication, if any, is needed from the Library if that were to happen.
 - Trustee Long stated that due to COVID considerations, the operating budget was created with a lower estimation of property tax than had been made in the past. Trustee Ruggeri responded that the time periods for the revenue and expenses in the Levy Budget don't match up. The

revenue is for calendar year 2022 while the expenses are for FY '21-'22. Director Compton replied that she asked the Finance Director if the Library should amend its budget because of how close the 2021 Levy amount and the fiscal year 2021-2022 budget numbers are, and the Finance Director said the Library should not amend its budget unless expenditures change drastically.

- Trustee Smedinghoff asked if the Library could levy higher than the estimate provided by the Village of River Forest. Director Compton replied that the Village of River Forest provides the highest number that the Library can levy which is the lower of consumer price index increase or 5%.
- Trustee Hill moved to approve the 2021 Levy. Trustee Ruggeri seconded. A roll call was taken.

Roll Call Vote:

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

Policy Committee

- President Hill reported that the Policy Committee met on October 7th and discussed policies to be approved in November and January. The Policy Committee will meet again in January.

RFPL Foundation Liaison

- Trustee Long reported that the RFPL Foundation is meeting October 26th. Included on the agenda will be the Annual Appeal for donations.

Village of River Forest Collaboration Committee Liaison

- Trustee Stierwalt reported that the next Village of River Forest Collaboration Committee meeting will be in early November.

Outsource Service Group (OSG) contract discussion and vote

- Trustee Berens moved to approve the OSG IT Contract, \$10,222.92 annually plus \$4,125 in service hours. Trustee Long seconded the motion.
- Director Compton reported that last summer she began researching alternative IT support companies. She considered three companies, compared in the Board packet memo, which were recommended by similarly sized libraries. OSG offers the most comprehensive services at the Library's price point.
- The Board discussed whether to sign on to the contract with \$4,125 in pre-paid service hours, which are charged in a discounted block. After discussing, the Board decided not to purchase a pre-paid block of time, and asked Director Compton to track hours used for the first three months of service with OSG before purchasing any blocks of time.
- The motion was amended to remove the \$4,125 in service hours. A roll call was taken.

Roll Call Vote:

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

Designation of the Illinois Funds Principal Authority

- Trustee Hopkinson moved to approve the Designation of the Illinois Funds Principal Authority. Trustee Ruggeri seconded the motion. A roll call was taken:

Roll Call Vote:

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

Old Business

- Air Handler Project Update: Director Compton reported that she will be presenting the air handler application to the Development Review Board on October 21st. The application has been revised with amendments suggested by the Village of River Forest's Technical Review Committee. At the DRB's request, Houseal Lavigne Associates reviewed the application and its report was favorable. Director Compton reported that Williams Architects bid a similar project with Forest Park Public Library this Fall, with disappointing results; only two bids were received and at much higher cost than anticipated. Williams Architects explained that there are both supply chain issues and contractors' calendars are full at this time of year. Therefore, Williams Architects recommends the Library wait to bid on the air handler project until January, in hopes of receiving lower bids. Depending on the outcome of the bid process, construction would be anticipated to commence in either Spring or Fall of 2022.
 - Director Compton reported that Williams Architects will continue with the permit process. Permits are valid for one year once they are issued.
 - Trustee Stierwalt asked when the Library could order the air handler. Director Compton replied the air handler could not be ordered until a bid contract was approved and signed.
 - Director Compton said the Library will use the extra time to discuss the construction plan and path through the adjacent fields with both the River Forest Park District and Roosevelt Middle School.
 - Director Compton reported that Mark Sullivan from Oak Brook Mechanical stated that the air handler will last through the winter.

Adjournment

The meeting was adjourned at 7:08pm following a motion by Trustee Berens, seconded by Trustee Ruggeri.

Respectfully submitted,

Elan Long, Secretary