

## **Meeting Minutes: Regular Board Meeting: November 14th, 2023, 6pm**

**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, Jim Hopkinson, Kosha Baxi Carstens. Ann Berens arrived at 6:18pm
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests:** River Forest resident Brett Gentile.

**Visitor Comments:** Ms. Gentile thanked the Library for its work and for being an inclusive space for her son.

### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: October 17, 2023
- b. October 2023 Revenue and Expense Reports
- c. October 2023 Bill Payment List and Credit Card Charges
- d. October 31, 2023 Fund Balance Report and Capital Reserve Fund
- e. Policy updates: Patrons VI – Meeting Room; Patrons IX – Code of Conduct; Patrons X – Child Safety; Patrons XI – Public Comment and Recording of Meetings; Staff II – Employee Tiers and Benefits; Staff III – Leaves of Absence

A motion to approve items a-e was made by Trustee Hopkinson and seconded by Trustee Delano. The motion passed on a roll call vote.

Roll Call Vote:

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

### **Patron Suggestions:**

There were no suggestions to report.

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

Director Compton presented metrics on how Hoopla is used by library patrons. Most patrons use 3 or fewer of their 12 monthly allowed downloads, but a few patrons do use all 12. Librarians regularly monitor Hoopla spending. If necessary, the Library has options for managing spending including lowering the number of downloads that a patron may check out each month, adding a monthly spending cap for the platform, or shifting budgeted funds from the audiobook on CD format to digital. There are no current plans to exercise any of these options. The Library's annual budget for e-content is \$78,335. As of October 31<sup>st</sup>, the Library has spent \$35,194.63, or 45% of the annual e-content budget.

## **President's Report:**

President Ruggeri noted that there is no Regular Board Meeting for December. The next meeting will be January 16, 2024.

President Ruggeri reported that Mike Grant, the president of the River Forest Park District Board, contacted her regarding the pooling water outside of the air handler unit. President Ruggeri explained to Mr. Grant that it was believed to be a temporary issue and assured him that the Library will monitor the rate of condensation during warmer months.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

Vice-President Hill reported that the air handler was off during the last week of October when temperatures dropped. Construction Solutions of Illinois did not respond to calls from the Library, and the controls subcontractors were not scheduled to come out until November 3<sup>rd</sup>, so President Ruggeri and Vice-President Hill approved \$1,425 for three temporary heating units for a week.

#### **Finance Committee**

- President Ruggeri stated that auditors from Lauterbach & Amen (L&A) are working with the Library's accounting consultant to provide numbers on materials depreciation. The final audit will be available once that task is complete, and the Finance Committee will meet to review the revised draft. L&A will be at the January Board Meeting to discuss the audit. The due date to file the audit has been extended to January 31, 2024.
- One of the Library's CDARs in the amount of \$200,000 will mature at the end of November. The Finance Committee will discuss reinvesting the proceeds of the CDAR.

#### **Policy Committee**

The Policy Committee met on November 6<sup>th</sup> and reviewed 7 policies, including some approved earlier in the meeting. The next committee meeting will be January 31<sup>st</sup> at 2pm.

#### **RFPL Foundation Liaison**

The Foundation is about to send out its annual appeal letters. It recently received a large, unexpected gift from an anonymous donor which will be helpful in reaching its fundraising goal for the year.

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

The Committee met the week of November 6<sup>th</sup>. The Park District held a public hearing on pickleball courts in Washington Park but has not yet made a final decision. Design work for Constitution Park is complete. The Village is

contemplating closing Keystone Ave. near Keystone Park at certain times of the day or making it one way to make it safer for children. The track and field project at the high school is almost done. It is part two of a five-part renovation.

### **Technical support budget- discussion**

At the previous Board Meeting, Director Compton reported that the Library may have used all of its prepaid hours with Outsource Solutions Group (OSG). OSG has since confirmed that the Library has used all of its hours. Replacing the server took 22.5 more hours than expected due to issues coordinating with Today's Business Solutions. OSG also used 15.5 hours to keep the old server running in the meantime.

Director Compton outlined a few options to move forward with OSG:

- Option 1: purchase a block of 50 hours at \$8,250. Expect to carry over 15-30 hours into the next fiscal year.
- Option 2: purchase a block of 75 hours at \$11,625. Expect to carry over 40-55 hours into the next fiscal year.
- Option 3: purchase time as needed. Estimate 6.25 hours per month at \$1,156.25 (\$6,359.38).

Director Compton also received quotes from three other IT companies to see if OSG's costs were in line with what other companies are charging. Verity IT charges less during office hours and more during off-hours, but since the Library is open at night and on the weekends, the cost would likely be the same or higher than OSG. Its plan also does not include a dedicated account manager which is a benefit of the OSG service.

Another alternative is a monthly program offered by OSG. For \$2,808 a month, the Library would receive monitoring and patching, onsite and remote help for any individual ticket that is less than 7 hours and 59 minutes, no after-hours fees, and a dedicated account manager.

Trustees questioned how many projects go over 8 hours. Capital projects, which are budgeted separately, take longer, but regular tickets are completed in less than 8 hours. Discussion focused on optimal block size to purchase given cost and usage projections. The 50-hour block could be used up before May leaving a shortfall. Leftover time may be used when needed on regular service or a capital project. If possible, Trustees thought that buying 100 hours to get the lowest price was preferred if payment could be split into 2 installments. Trustees also asked whether the cost of unused hours could be applied to the more inclusive monthly plan if the Library opted for that plan in the future.

Director Compton will ask OSG to notify the Library in advance when hours start to run low rather than forcing purchases after the fact at the top rate. Trustees noted that the Library's IT systems have been more stable with higher availability since hiring OSG and that reliable technology is essential for a modern library. They also recommended that the

additional hours that had been expended on the server project be charged to the Capital account rather than the Operating account.

**Purchase of prepaid service hours from Outsource Solutions Group (\$8,250 or \$11,625) – vote**

Trustee Carstens moved to approve buying 100 prepaid hours from OSG at the current rate, contingent on the cost being split into two payments. If payment cannot be split, purchase of 75 hours is approved. The motion was seconded by Trustee Delano and passed on a roll call vote.

Roll Call Vote:

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

**2023 Levy Resolution – vote**

The Village of River Forest Finance Director recommended that the Library levy for a 5% increase over last year's levy amount. The levy resolution shows a higher levy amount over budget amount. The programming budget line is a little higher than the levy amount because it is partially grant funded, and the technology and consultant lines on the levy resolution are higher than the budgeted amounts.

Vice-President Hill moved to approve the levy resolution as presented. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

**Water heater replacement by Franzen Plumbing (\$2,448) or Reeg Plumbing (\$2,260) – vote**

The pilot mechanism on the Library's water heater is broken. Franzen Plumbing recommended replacing the entire unit, as it is about 9 years old and out of warranty. Reeg Plumbing also recommended replacing the entire unit. Director Compton is waiting to receive additional information from Franzen about its proposal.

The Library has a good history with Franzen Plumbing, and Reeg Plumbing has a good reputation in the Village. The Board decided to approve a set amount of money for a new water heater to be installed by the company selected by Director Compton after she completes her review of the proposals.

Trustee Long moved to approve up to \$2,600 for a new water heater. Vice-President Hill seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

**Old Business**

**Air handler relocation and mechanical room renovation**

The outside controls subcontractor was unexpectedly onsite on November 1. He was able to restart the unit, but it was not properly controlled. The inside and outside controls subcontractors were onsite November 3<sup>rd</sup> and reported to the Director that they had completed the controls work. They determined that the unit had turned itself off earlier that week because a freeze sensor had been triggered, and they said that they had fixed the issue. On November 13, Oak Brook Mechanical (OMS) was onsite for training on the new air handler unit. The trainer and OMS determined that the unit was off and that the sensor had been tripped again. The controls companies, engineers and manufacturer are emailing each other to resolve the issue. Testing and balancing will happen after the sensor issue is resolved. Library will now get alerts if the system shuts down.

S&D Prime Maintenance submitted a proposal to paint the floor in the new room for \$3,575. The Director has questions on the proposal that she is waiting for the architects to answer. Trustees agreed that, in the event the floor is ready to be painted before the January Board Meeting, President Ruggeri and Vice-President Hill can approve the proposal.

The Village approved raising the enclosure wall per Williams's field order, and that approval was communicated to the Park District. President Ruggeri informed Mike Grant, and Director Compton notified Park District Director Mike Sletten.

**Contract amendment no. 2 between RFPL and Construction Solutions of IL – vote**  
Under amendment no. 2, CSIL would provide the Park District with additional insurance and indemnification coverage.

Trustee Hopkinson moved to approve the amendment. Vice-President Hill seconded the motion. The motion passed on a voice vote. Trustee Berens noted that she abstained.

### **Adjournment**

The meeting was adjourned at 7:26pm following a motion by Vice-President Hill, which was seconded by Trustee Berens. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary