

Meeting Minutes: Regular Board Meeting: November 16th, 2021 - DRAFT

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
- Trustees Absent: None
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager).

Visitors and Guests: James Gomez representative of Tighe, Kress & Orr (TKO) to present the Library audit.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 19, 2021
- b. October 2021 Revenue and Expense reports
- c. October 2021 Bill Payment List and Credit Card Charges
- d. October 31, 2021 Balance Sheet
- e. Policy updates: Patrons X. Child Safety, Patrons XII – Meeting Room
- f. Illinois Libraries Presents Intergovernmental Agreement

President Hill stated that the Library is still working on providing an accurate balance sheet and that item d should be removed from the consent agenda.

Trustee Berens moved to approve items a.-f. not including item d of the consent agenda. Trustee Smedinghoff seconded the motion. There was discussion and clarification of some expense lines and an update to the minutes of the October 19, 2021 Board meeting. A roll call vote was taken to approve items a-f, not including item d, and minutes as revised.

Roll Call Vote:

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

Patron Suggestions: There were no patron suggestions.

Report of the Audit for FY ending 4/30/21

Trustee Smedinghoff introduced James Gomez from Tighe, Kress & Orr (TKO) to present the Library audit. Mr. Gomez reported that RFPL had received an unmodified clean opinion from TKO and that the audit report included a management letter due to journal entries necessary to match transactions to the correct time period. There was discussion of the audit report including the issues with timing transactions, operating reserves and the River Forest Public Library Foundation. RFPL had about 11 months in operating reserves at the fiscal year end which is in line with best practice of between 6-12 months.

Guest Speaker: Amy Grossman, Children's Services Manager, presentation on the RFPL Racial Equity Committee

Amy Grossman, Children's Services Manager, presented on the work of the Racial Equity Committee from its inception through 2021. The goal of the Racial Equity Committee is to guide library staff on a path toward learning, understanding, and applying racially equitable practices at RFPL. This year the Committee has organized monthly newsletters, in-person training sessions, and the beginning of a diversity audit of the Children's collection. In 2022, the Committee hopes to widen their focus to Equity, Diversity, and Inclusion to be able to bring more topics to the table. Victoria Muraiti, Material Services Manager, will be committee chair in the new year.

Director's Report

- Director Compton reported these comments in addition to her written Director's Report:
 - The Library has collected 47% of expected property tax income, which is in keeping with the three previous years.
 - The Village of River Forest did not levy flat for 2021, but is not levying against the new tax from the Sheridan.
 - Director Compton is coordinating with a potential practicum student from Dominican University to organize mutually beneficial projects for the Spring semester.

President's Report

- President Hill commended Director Compton for achieving two large milestones for the Library: the Development Review Board (DRB) has approved the Library's air handler application and the River Forest Park District has approved and signed the Library lease.
- Trustees are welcome to join the final DRB meeting on Thursday, November 18th where the minutes of the October meeting are scheduled to be approved and become Findings of Fact. Trustees are also welcome to join the River Forest Village Board meeting on Monday, November 22nd where the Village Trustees will take a final vote to approve the Library's planned development application.

New Business

Approval of the 2022 Calendar of Meetings

Trustee Hopkinson moved to approve the 2022 Calendar of Meetings. Trustee Ruggeri seconded the motion. The motion passed on a voice vote.

Committee Reports

Facilities Committee

- Trustee Stierwalt reported that Oak Brook Mechanical was in the Library early November to replace the chilled water pump and perform regular HVAC maintenance.
- The next Facilities Committee meeting is Wednesday, December 15th at 9am.

Finance Committee

- Trustee Smedinghoff thanked everyone who was involved in the audit, in particular Trustee Ruggeri who helped to work through the financial statements with Library staff and TKO.

Capital Improvement Funds Transfer (FY20-21 \$80,000 and FY19-20 \$8,894) – discussion and vote

- The Finance Committee recommends transferring \$80,000 of the total excess of operating revenue over expenditure for FY20-21 (\$161,264) at this time and the remaining amount later in the fiscal year. TKO informed the Library that they should recognize the first 60 days of property tax in the previous fiscal year, which was \$8,894. The Committee also recommends that the \$8,894 of property tax transferred to FY19-20 also be transferred to the capital improvement fund.
- President Hill moved to approve the Capital Improvement Funds Transfer (FY20-21 \$80,000 and FY19-20 \$8,894). Trustee Ruggeri seconded the motion. A roll call vote was taken.

Roll Call Vote:

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

Policy Committee

- President Hill reported that the Policy Committee will meet Thursday, January 13th at 1pm.

RFPL Foundation Liaison

- Trustee Long reported that the Foundation:
 - Is currently mailing its Annual Appeal letter campaign and has updated its website to match the current campaign materials.
 - Is interviewing a candidate for the coordinator position
 - Plans to do an insert in the Winter Bookplate.

Village of River Forest Collaboration Committee Liaison

- Trustee Stierwalt reported that there was a meeting on November 3rd that focused on the District 200 curriculum change for incoming students.
- Trustee Stierwalt stated that if the Library were to need a community contact for future projects she can help find the right person at these meetings.

Old Business

- a. Air Handler Project Update: Director Compton reported that she received final language on the conditions of the Development Review Board air handler application. The conditions were as expected including the specification that RFPL develop a plan along with the Park District and District 90 to address safety concerns related to Project construction. Director Compton also reported that Library staff held focus groups last week on ideas for using the space. Director Compton will compile the notes, send them out to participants, and then share the agreed findings with the Board.

Adjournment

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

Respectfully submitted,
Elan Long, Secretary