

Meeting Minutes: Regular Board Meeting: February 20, 2024, 6:00pm

Call to Order: At 6:00pm, 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, Ann Berens. Kosha Baxi Carstens was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: River Forest Board of Park Commissioners Liaison Lynn Libera

Visitor Comments: Ms. Libera introduced herself as the liaison for the River Forest Board of Park Commissioners.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 16, 2024
- b. January 2024 Revenue and Expense Reports
- c. January 2024 Bill Payment List and Credit Card Charges
- d. January 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Oversight V: Compliance, Operations II: Reference Services

A motion to approve items a-e was made by Trustee Berens and seconded by Trustee Hopkinson.

A question was raised regarding a \$3,000 payment to Overdrive described as a “participation/content credit.” Overdrive charges an annual fee for participating in Overdrive’s consortium of libraries which gives RFPL access to e-content from other libraries and also sets aside funds for the Library to purchase e-content that may be accessed by patrons of other libraries.

The Library owns the self-checkout machines, but there are annual costs for software and maintenance which are accounted for in the Automation Administration expense line.

Next month’s financials will reflect the new CDARS accounts that were opened at CIBC in February with funds from the capital account. As of January 31st, the funds to be invested in those new CDARS had been transferred to the Library’s operating account at CIBC pending investment in the CDARS.

The Liebner Fund holds approximately \$94,000 in principal; 4% of the fund is transferred to the Library each year.

The motion was approved on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton received another suggestion to read “Emmy and the Incredible Shrinking Rat.” The book has been very popular in the Children’s Department.

Director’s Report:

The Library received just under \$53,000 as its first property tax disbursement for the current calendar year. In response to a question at the January Board meeting, Director Compton reported on museum pass usage over a 12-month period. 112 passes were checked out from the two providers between February 1, 2023 and January 31, 2024, which equates to about \$2 a pass. Director Compton also reported that she signed up to volunteer with United for Libraries, which is coordinating regional response teams of librarians throughout the state of Illinois to help support library workers addressing book challenges. Their first meeting was a training session on communications, active listening, and actions that may need to be taken.

President’s Report:

President Ruggeri stated that her report would be covered elsewhere in the meeting as the various topics were addressed.

New Business

Committee Reports

Facilities Committee

The Facilities Committee met on January 16th and on February 20th, directly before the Board meetings. Broadleaf completed its work on the epoxy floor in the new Community Room. On February 20th, the Committee discussed controls and settings for the HVAC system, costs incurred by the Library during the construction project, and the procedure to engage an architect for phase two of the construction project.

Finance Committee

The Finance Committee met on February 6th and discussed draft amended Operating and Capital Budgets for the current fiscal year and draft Operating and Capital Budgets for the next fiscal year. As the receipt of property tax revenue has become more predictable, more funds are being invested in CDARS accounts.

- FY2023-24 amended Operating and Capital Budget drafts
 - o Operating Budget: Amendments to the Operating Budget include increasing the line item for Technical Support (IT) from \$23,500 to \$30,000 and lowering the line item for Automation from \$44,500 to \$38,000.
 - o Capital Budget: Amendments to the Capital Budget include additions of the Live and Learn Grant money (\$50,000) and the excess revenue over expenses amount from the last fiscal year (\$170,080). HVAC expenses were lowered because budgeted updates weren’t done this year. Remaining construction costs will be moved to the Capital Budget for the next fiscal year. Some previously incurred expenses will be categorized as phase two expenses, including the cost of the epoxy

flooring and the consulting fee charged by Williams Architects to apply for the Live and Learn Grant.

- FY2024-25 Operating and Capital Budget drafts
 - o Operating Budget: Director Compton explained her methodology in calculating the property tax amount. The Interest revenue line has been increased due to the CDARS accounts. The biggest expense is the Personnel category. Director Compton budgeted for laddered raises to get the Library to the required \$15/hour minimum wage and for merit raises of 3.5 - 5%. The Personnel budget also includes funds to comply with the Paid Leave For All Workers Act and funds to cover shifts as needed in the event scheduled staff members are unavailable. IMRF operates on a calendar year, so part of that line item expense is estimated. The budgets for Staff Recognition and for Staff Training and Development have been increased. All Programming line items (other than Connections Programs) and the overall budget for Library Materials have been increased. The Library hopes to coordinate more all ages programs in the next fiscal year. State funding for databases may decrease the Library's cost for subscriptions.
 - o Capital Budget: The proposed budget includes 10 PC replacements. The Library may defer a few of these replacements, but Outsource Solutions Group ("OSG") recommends deferring only 4-5 at most. \$20,000 has been budgeted for the development of a new Library website. Facilities plans include skylight work, resealing the sidewalk, and HVAC upgrades. \$15,000 has been budgeted for contingencies.

- The final version of each of the 4 budgets will be voted on at the March Board meeting.

Policy Committee

The Policy Committee met on January 31st and worked on two policies to be discussed and voted on by the Board: Operations I- Collection Management, and Patrons XIV: Middle School and Teen Volunteer Program.

- The Library staff investigated having adult volunteers, but anyone over the age of 18 requires a background check for which the Library would have to pay. Staff recommended limiting volunteers to middle school and teens for now as it rolls out the volunteer program since that is the initial target audience.
- The Board discussed the policies and suggested minor changes to the volunteer program forms and Collection Management policy.

A motion to approve the two policies was made by Trustee Berens and seconded by Trustee Delano.

Ayes: Delano, Hill, Hopkinson, Ruggeri, Berens

Abstain: Long

RFPL Foundation Liaison

The Foundation is hosting the “After Hours for Book Lovers” event at the Library on Friday evening, February 23rd. Registration was closed early after capacity of 63 paid attendees was reached. Ann Berens led the committee of Rachel Goldrick, Kosha Carstens, and Sally Gregory. RFPL PR and Marketing Specialist Fran Arnold provided support with public relations, promotion, and a slideshow.

Village of River Forest Collaboration Committee Liaison

The Committee met on January 23rd in the new Community Room at the Library. D90 has promoted Tina Steketee to Principal of Roosevelt Middle School effective July 1st with Larry Garstki’s retirement. At OPRF High School, the track and field project is complete, and the athletic project has gone out to bid.

OSG proposals to replace two ethernet switches and two laptops (\$9,876.13)

Director Compton presented two proposals from OSG: one to replace two ethernet switches and another to replace two staff laptops. Both projects will be funded from the capital technology budget. Director Compton explained that there may be enough prepaid hours for both projects and, if not, the laptop setup work can be deferred to next fiscal year. The Board discussed approving funds beyond the proposed cost because the quoted prices are not fixed since the market fluctuates.

A motion to approve \$11,000 for two laptops, two switches, and OSG’s time to set up the hardware was made by Trustee Delano and seconded by Vice President Hill.

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

Old Business

Air handler relocation and mechanical room renovation

The pipes for the new bathroom were capped as required by the Village Inspector. S&D will reinstall the baseboards in the Community Room. Staff is working on adding the Community Room to the reservation system on the website. The River Forest Fire Chief inspected the room and set the maximum occupancy at 26 people.

There are a few open construction issues. IMEG suggested to Construction Solutions of Illinois (“CSI”) that the AHU system be tested going in and out of occupied mode to confirm that the freeze stat issue has been resolved. The gate for the enclosure has been ordered and should be here in May. A representative from Williams was onsite to review the progress on the interior punch list and prepared a list of items from the punch list that still need to be completed. Williams has concluded that no changes need to be made to the trash enclosure. Williams has not yet received confirmation from CSI that the masons used the proper cold weather materials in extending the height of the enclosure. Director Compton

will prepare a list of credit requests in anticipation of the project's conclusion and final billing.

Adjournment

The meeting was adjourned at 7:00pm following a motion by Trustee Hopkinson, which was seconded by Vice-President Hill. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary