

Meeting Minutes: Regular Board Meeting: February 21st, 2023, 6pm

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: Deborah Hill, Cathy Ruggeri, Ann Berens, Jim Hopkinson, Elan Long, Tom Smedinghoff. Trustee Karen Stierwalt was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Monika Adamski, Lauterbach & Amen (L&A), joined via conference phone to discuss the 2021-2022 audit.

Guest Comments/Audit Discussion:

Ms. Adamski answered a variety of questions from the Board regarding the Library's annual audit. Based on the discussion of the draft audit, the following actions were agreed upon.

- Ms. Adamski will have her team look into differences in 2020-2021 results as reflected in this year's vs last year's audits. She thinks these changes are due to classification differences between L&A and the company that conducted last year's audit.
- Trustee Ruggeri will send Ms. Adamski language used in last year's audit regarding excess revenues over expenditures available to be transferred to the Library's capital reserve fund.
- Director Compton will follow up with Village of River Forest staff regarding the Library's Other Post-Employment Benefits (OPEB) liability, particularly the source of the obligations.
- L&A will issue the final audit following a partner review and a technical review which will begin after all the issues are resolved -between the Library and the audit team. Ms. Adamski will provide an updated draft to the Library's Finance Committee by February 28th.
- Based on the expected timing of responses from L&A, the Finance Committee agreed to meet February 28th at 1:30pm to review the updated audit draft.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 17, 2023
- b. January 2023 Revenue and Expense Reports
- c. January 2023 Bill Payment List and Credit Card Charges
- d. January 31, 2023 Balance Sheet
- e. Policy updates: Staff I: Employment

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

There was a brief discussion regarding the Drug and Alcohol section of the Employment policy prior to the vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported that two patrons requested more chair yoga programs.

Director's Report:

Director Compton reported on the following topics:

- Trustee Smedinghoff received two phishing emails. Outsource Solutions Group (OSG) blocked the senders and are looking for a further solution.
- OSG is installing an additional antivirus software on the Library's computers.
- Play area visits are separated from Children's Program statistics in the Director's Report.
- The Adult & Teen Services Department began tracking how many middle schoolers come through the space after school. On one day, 49 students visited the space; 200 students were present between February 1st and 9th.

Trustee Long noted that at current visitor levels, the Library is on track to have 100,000 annual visitors again, returning to pre-pandemic visit levels.

President's Report:

President Hill reported on the following topics:

- President Hill commended Director Compton on representing the library so admirably at the River Forest Police Department's quarterly safety meeting.
- Following discussion at the Policy committee, Director Compton will advise the Board of planned holiday closure dates prior to finalizing the schedule each year.

New Business

Committee Reports

Facilities Committee

The Facilities Committee has not met since the last Board meeting.

Finance Committee

- The 2022-2023 fiscal year amended operating budget reflects the increase in the natural gas budget line.
- The 2022-2023 fiscal year amended capital budget accounts for the RFPL Foundation's grant being partially spent on an Apple laptop, as well as excess revenue from the previous fiscal year. The budget for Technology was lowered to reflect actual costs. The Air Handler Project section was updated using the bid package cost breakdown.
- Director Compton used property tax estimates to determine revenue for the 2023-2024 fiscal year. She proposed a 5.9% increase in overall personnel expenses to

account for minimum wage ladder increases, compression increases, and merit increases of 3-4.5%. She lowered the budget for IMRF to reflect the Library's new rate. Water and natural gas budgets were raised to reflect the current fiscal year's spending. The Board will vote on the budget at the March meeting

Policy Committee

- The Policy Committee met in February to finalize proposed revisions to the employment policy and will meet again on April 20th.
- Director Compton provided dates for 2023 holiday closures in the Board packet.

RFPL Foundation Liaison

The Foundation Board had its annual meeting in January. The Foundation met most of its 2022 goals. Jim Hopkinson was elected the Foundation Board President for 2023. Rachel Goldrick was elected as a new outside director; Rachel is a CPA with young children who brings a new perspective to the board.

Village of River Forest Collaboration Committee Liaison

No report this month.

Old Business

Air handler relocation and mechanical room renovation

- Payment application (\$95,340.74) - vote
- Trustee Ruggeri outlined some remaining work to be completed and explained that there would be no additional charges for that work. Subcontractor lien waivers lag a month behind so that the waivers will be provided with the next pay application.

Trustee Long moved to approve the payment. Trustee Berens seconded the motion which passed in a roll call vote.

Roll Call Vote

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

Adjournment

The meeting was adjourned at 7:52 pm following a motion by Trustee Smedinghoff which was seconded by Trustee Hopkinson.

Respectfully submitted,
Elan Long, Secretary