

## **Meeting Minutes: Regular Board Meeting: March 19, 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
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests:** None

**Visitor Comments:** n/a

### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: February 20, 2024
- b. February 2024 Revenue and Expense Reports
- c. February 2024 Bill Payment List and Credit Card Charges
- d. February 29, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Staff IX: Computer Use & Internet Access; Patrons IV: Computer Use and Internet Access

A motion to approve items a-e was made by Trustee Berens and seconded by Trustee Delano. Discussion included CDARS status and repair of a pipe which burst during the cold weather. After the deductible was paid, insurance covered the cost to repair the pipe and the damage caused by the burst pipe. The motion passed on a roll call vote.

Roll Call Vote:

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

### **Patron Suggestions:**

Director Compton reported a suggestion to clean up the pods in the Library's outside area. Operations Manager Duffy tried to sweep up some of the pods, but there were too many. Hulen Landscaping told the Library that it would do spring cleaning on April 1st; it can't come out any earlier because the ground would still be too frozen to use its tools.

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

- The American Library Association released 2023 data on book challenges. 2023 saw more book challenges than 2021 and 2022 combined. Challenges at public libraries increased by 92%. Most of the titles that were challenged had LGBTQ+ or BIPOC content. The film "The ABC's of Book Banning" was nominated for the Academy Award for Best Documentary Short Film and is highly recommended.
- Outsource Solutions Group replaced two switches and two laptops in less than the time quoted.

- The application for the Middle School and Teen Volunteer Program went live on the Library’s website today.
- Library staff discussed doing River Forest Reads again as part of the Summer Reading Program but were unable to find an author who could commit to a Library visit in time for the Bookplate which had the Summer Reading Program information. The staff prefers to have an author visit as part of the program because it adds so much value to the program. The staff hopes to offer River Forest Reads in the fall instead.

**President’s Report:**

President Ruggeri thanked Director Compton for participating in a panel discussion at the League of Women Voters of Oak Park-River Forest’s Second Tuesday event. About 20 people attended the discussion on book challenges that libraries are now facing. The panel also discussed steps that librarians are taking to support each other when a book is challenged.

The Board will deliver Director Compton’s performance review at the April Board meeting. Ahead of that meeting, Director Compton will prepare a self-evaluation, and President Ruggeri will share it with the Board prior to the April Board meeting.

**New Business**

**Committee Reports**

**Facilities Committee**

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

**Finance Committee**

As the Library receives property tax revenue, it has been investing in CDARS. In addition to the CDARS listed on the February Fund Balances Report, another \$150,000 was invested in 6-month CDARS at the beginning of March. With the receipt of additional property tax money, another \$150,000 will be invested as follows: \$50,000 in a 3-month CDAR and \$100,000 in a 6-month CDAR. Some of the current CDARS may be rolled over once they mature. A \$220,000 CDAR was rolled over on March 14<sup>th</sup> for an additional 4 weeks. This CDAR will be transferred from the Operating Account to the Capital Account if the Board approves transferring the excess revenues over expenditures amount from FY 2022-2023 and the annual budgeted transfer amount.

***FY 2023-2024 Amended Operating and Capital Budgets- vote***

No changes were made to the Amended Operating Budget since the February Board meeting. On the Amended Capital Budget, Director Compton allocated the construction expenses to Phase One and Phase Two of the project and moved the remaining Construction Solutions of Illinois (“CSIL”) contract cost to FY 2024-2025.

Trustee Delano moved to approve the FY 2023-2024 Amended Operating and Capital Budgets. Trustee Carstens seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

***FY 2024-2025 Operating and Capital Budgets- vote***

Since the last Board meeting, the Connections Grant was finalized, so that number was updated in the Operating Budget. There were some language changes in the revenue section of the Capital Budget. Director Compton told the Board that the Library's IT contractor recommends that PC's be replaced every 5-6 years but that the Library can defer replacing 4-5 of the PC's budgeted for replacement during FY 2024-2025 if it wishes to defer that expense. The Director also noted that old PC's are recycled. The \$60,000 in the Capital Budget for the skylight is based on an older building plan that did have an escalation provision to increase the cost estimates over time, but the escalation rate probably did not keep up with the recent rise in construction costs.

Trustee Carstens moved to approve the FY 2024-2025 Operating and Capital Budgets. Vice-President Hill seconded the motion which was approved by a roll call vote.

Roll Call Vote:

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

***FY 2022-2023 Excess Revenues (\$170,080) Capital Reserve Transfer- vote***

The annual audit determined that the Library's excess revenue amount for the prior FY was \$170,080.

Trustee Hopkinson moved to approve transfer of excess revenue in the amount of \$170,080 to Capital Reserves. Trustee Delano seconded the motion which was approved by a roll call vote.

Roll Call Vote:

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

***FY 2023-2024 Budgeted (\$50,000) Capital Reserve Transfer- vote***

Vice-President Hill moved to transfer the budgeted amount of \$50,000 to Capital Reserves. Trustee Berens seconded the motion which was approved on a roll call vote.

Roll Call Vote:

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

**Policy Committee**

The Policy Committee will next meet on April 3<sup>rd</sup> at 2:30pm.

**RFPL Foundation Liaison**

The Foundation included a thank you in the Bookplate for its Annual Appeal. Trustee Berens reported that the Foundation's after-hours event was very successful with 54 people in attendance and \$1,500 in donations. The Foundation had a goal of 24 first-time donors from the event, and there were 33 new donors.

**Village of River Forest Collaboration Committee Liaison**

Lincoln School's PTO raised money for a new playground. On February 14<sup>th</sup>, there were two lockdowns at the high school that were stressful but, thankfully, uneventful. The Director reported that the River Forest Park District's master plan calls for a playground at the site of the current baseball field next to the Library.

### **OC Creative Branding Proposal**

Ahead of the work that will lead to a new website, the Library decided to do a minor refresh of its brand. RFPL Marketing and PR Specialist Fran Arnold recommended OC Creative for the work. OC Creative will work within the Library's budget and came with positive references from libraries in LaGrange and Downers Grove. Another company was considered, but its pricing was not competitive. The branding refresh will happen before a new website is built as it will change the visual tone of the new website. A change to the language in the contract from "agency's" to "OC Creative's" was suggested. No objection was raised to OC Creative using work product from the project for promotional use. The Board discussed the ownership status of the Library's current brand elements. Director Compton will research this issue.

### **Old Business**

#### **Phase One Room Renovation Project- update**

The baseboard was reinstalled in the Community Room, and Broadleaf touched up a portion of the floor at the west wall. The Community Room is now in the reservation system, so patrons may reserve it. Tables and chairs have been moved into the room. The Library will allow up to 16 people to use the room at one time. A whiteboard blocks off the sink piping, and RFPL posters have been hung to improve the look of the room. The Library has been told that the contractor cannot test the freezestat alarm moving in and out of occupied mode; however, the system has not shut down during the recent cold weather. Williams has not received the requested confirmation that the masons used the proper cold weather material in raising the wall height. CSIL has not responded to a Library inquiry about insurance obligations. The Library has not yet signed off on the certificate of substantial completion.

### **Adjournment**

The meeting was adjourned at 6:54pm following a motion by Trustee Berens, which was seconded by Vice-President Hill. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary