

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

Call to Order: At 6:00pm, 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, Elan Long, Tom Smedinghoff. Jim Hopkinson attended via phone. Karen Stierwalt was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Shannon Gruber, Adult & Teen Services Manager.

Guest Comment:

Ms. Gruber reported a variety of updates in the Adult & Teen Services Department. Foreign language audio-visual materials are now labeled as World Language materials. Response has been positive to Teen Librarian Anne Kowalski's recategorization of the teen nonfiction materials. Adult & Teen Librarian Brian Wolowitz created an area within the fiction section for classic novels. Additional categorization and display changes were made to improve browsing and access in Essays, Humor, Poetry, Criticism, Travel, Memory Care and New Books.

Adult & Teen Services Department began tracking the number of students in the Middle School section after school, reporting 724 in February and 546 in March month-to-date.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: February 21, 2023
- b. February 2023 Revenue and Expense Reports
- c. February 2023 Bill Payment List and Credit Card Charges
- d. February 28, 2023 Balance Sheet and Capital Reserve Fund
- e. Policy updates: Board Bylaws; Staff IX: Computer & Internet Access; Patrons IV: Computer & Internet Access

The February 21st, 2023 Regular Board minutes and Board Bylaws were approved with some minor edits.

Trustee Ruggeri moved to approve the consent agenda; Trustee Long seconded the motion.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported the following patron requests:

- To walk in the Memorial Day Parade with the Library

- More benches
- More graphic novels requested by a child patron

Old Business

Air handler relocation and mechanical room renovation

- Trustee Ruggeri reported on a meeting with Williams Architects and Construction Solutions of Illinois (CSI) regarding the upcoming work and the schedule. Work is scheduled to be completed in 9 weeks and the Library will be without an air handler for seven weeks. The manufacturer of the air handler expects to ship it from Minnesota by March 23rd. Director Compton is working with the Park District for approval of the earlier delivery date. CSI advised against delaying the work, as summer construction season will make subcontractors more scarce.
- Director Compton gave some updates on the project. The Children's Room was scheduled to be closed for four weeks. This has been reduced to one week to complete demolition. After demolition is finished, CSI will put plastic sheeting up to section off the work area, keeping the rest of the room open to staff and patrons. While the room is closed, staff will still be allowed entry to collect books and materials for patrons. There will be a pop-up library with books and toys in the Barbara Hall meeting room and a mobile desk in the lobby outside the Children's Room. All scheduled programs will remain on the calendar. Director Compton will ask the contractors to cover the books within the work area to protect them from dust. The Board discussed the dust issues and recommended not having any access openings in the dust barrier.
- Williams Architects recommended a heating company, Axis Air to install temporary heaters in the library. Axis Air recommended 16 heating units throughout the building, each covering 500 square feet. The cost for this service would be \$13,600 plus \$300 for delivery and pickup. Cost will be reduced if fewer units are used or the time period is shorter.
- A new line will be added to the FY22-23 Capital budget under the air handler project for Supplemental Heating.

Trustee Smedinghoff moved to approve up to \$14,000 for auxiliary heating, Trustee Ruggeri seconded. A roll call vote was taken and the motion passed.

Ayes: Hill, Long, Ruggeri, Smedinghoff

Nays: Berens

Director's Report:

Director Compton reported on the following topics:

- Audit has been filed and posted.
- Thank you to Children's Services Manager, Melaina Maraldi, and Children's Services Librarian, Jose Cruz, who will be working out of the conference room due to construction and to staff, who are helping relocate items.

- Trustee Long mentioned that the film, “The Librarians”, won two prizes at the Paris Short Films Festival in March. The film by Martina Reese, a River Forest filmmaker, was shot in the Library in 2019.

President’s Report:

President Hill reported on the following topics:

- President Hill and Trustee Ruggeri talked to a local Girl Scouts troop, who asked for more gum and candy at the library--and more physical books.
- Thank you to Director Compton and Trustee Ruggeri for their work on the audit.
- The Library is not subject to a new state law on efficiency requiring an efficiency committee. Thank you to Trustee Smedinghoff for researching this.
- President Hill and Trustee Ruggeri provided emergency purchase authorization for a new server after a major server failure on March 8th. The server was to be replaced in the next fiscal year but following the failure Outsource Solutions Group (OSG) is not confident that it will last that long and lead time for delivery is 2 to 6 weeks. OSG agreed for the Library to split the necessary service hours’ purchase between this year and next at the lowest hourly rate offered by OSG.

New Business

Server Replacement- Update

- OSG Prepaid Service Hours Proposal (\$7,250)- vote

Trustee Ruggeri moved to approve the amount. The motion was seconded by Trustee Berens and passed on a roll call vote.

Ayes: Ruggeri, Smedinghoff, Berens, Hill, Long

Committee Reports

Facilities Committee

The Facilities Committee met on March 6th to hear updates and discuss upcoming projects over the next 5 years.

Finance Committee

The Finance Committee met on February 28th to discuss the audit. The Committee asked the auditors to correct certain items, such as that there is no litigation pending against the Library and that the Library does not own, but rather leases, the land underlying the Library building. The audit recommends that the Library have a formal capital purchasing policy and an audit of capital assets. Director Compton will talk to Lauterbach & Amen about these items. The Committee also discussed CDARS and how to manage cash flow as the CDs mature.

- FY 2022-2023 Amended Operating and Capital Budget- vote
 - Line was added for supplemental heating. Additional money added to technology to account for a new server.
- FY 2023-2024 Operating and Capital Budgets- vote

Trustee Smedinghoff moved to approve the amended budgets and budgets for the next fiscal year, Trustee Long seconded and a roll call vote was taken

Ayes: Berens, Hill, Long, Ruggeri, Smedinghoff

- FY 2021-2022 Excess Revenues (\$196,085) Capital Reserve Transfer- vote
- FY 2022-2023 Budgeted (\$45,000) Capital Reserve Transfer- vote

Trustee Smedinghoff moved to approve the two transfers; Trustee Ruggeri seconded the motion. The motion passed on a roll call vote.

Ayes: Hill, Long, Ruggeri, Smedinghoff, Berens.

Policy Committee

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

RFPL Foundation Liaison

The Foundation quarterly Board meeting will take place before the RFPL Board meeting on April 18th. Spring grant proposal deadline is approaching soon (April 1st).

Village of River Forest Collaboration Committee Liaison

The Committee will meet in April. Ann Berens replaces Karen Stierwalt as Library Board representative.

Motion to Declare a Vacancy in the Office of Library Board Trustee Karen Stierwalt Due to Resignation

President Hill moved to declare a vacancy in Trustee Stierwalt's seat and Trustee Ruggeri seconded. The motion passed unanimously on a voice vote.

The Board is looking for a new trustee who has a financial background. Interested parties should talk to President Hill.

Adjournment

The meeting was adjourned at 7:21 pm following a motion by Trustee Smedinghoff which was seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary