

Meeting Minutes: Regular Board Meeting: April 16, 2024, 6:00pm

Call to Order: At 6:04pm, 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: Megan Traficano, Director of Youth and Family Services from River Forest Township, and Laura Devitt, Youth Engagement Program Manager from Oak Park Township

Visitor Comments: Ms. Traficano and Ms. Devitt spoke about the Youth Engagement Program Intergovernmental Agreement (IGA). The program is designed to help local youth navigate mental health issues. The program is funded by Oak Park and River Forest taxing bodies except for the Village Boards. They receive referrals from a range of sources including RFPL staff. Youth interventionists are regularly present at the Library and frequently work with RFPL Middle School and Teen Librarian Anne Kowalski.

Trustee Berens moved to approve a two-year commitment to the Youth Engagement Program IGA. Trustee Delano seconded the motion.

The Board discussed the cost of the program versus the relative budgets of the participating organizations and inquired whether a more equitable funding formula could be implemented. Currently, the Library pays the same amount as the Park District despite having a much smaller budget. The team is working to reengage the two Village Boards to participate in the agreement again which would help. Ms. Traficano stated that she would revisit the way the funding is structured and that she restructured the cost allocations when she inherited the program two years ago.

The motion passed on a roll call vote.

Roll Call Vote:

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

Abstained- Long

Consent Agenda:

- a. Minutes of the Regular Board Meeting: March 19, 2024
- b. March 2024 Revenue and Expense Reports
- c. March 2024 Bill Payment List and Credit Card Charges
- d. March 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Patrons I- Borrowing Privileges; Patrons II- Circulation; Patrons III Patron Confidentiality

A motion to approve Consent Agenda items a-e was made by Trustee Berens and seconded by Trustee Hopkinson. Discussion included checkout receipt information and the cost of stamps. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported suggestions to have more tween programs, space to put items down at the self-checkout machines, and more hands-on STEM classes for kids. There was also a compliment for the Children's Services team.

Director's Report:

- Director's Report in the Board packet inadvertently omitted mention of RFPL PR and Marketing Specialist Fran Arnold, who is organizing the efforts to redesign the Library's logo and website.
- The Library signed up to walk in the Memorial Day Parade again this year. Trustees and patrons are invited to join with staff for this event.
- Director Compton had her first meeting with the Village for the Juneteenth flag raising at the Library on June 17th. The event is always held on a Monday. This year, the Village has set aside money to buy books from AfriWare Books which would be donated to the Library.

President's Report:

President Ruggeri noted that last week was National Library Week and last Tuesday was National Library Workers Day. She encouraged the Board to read Director Compton's blog entry on the RFPL website and thanked the Foundation for bringing lunch for the staff. She also noted that the Zoning Board voted against recommending changes to the zoning code after a long public comment period.

New Business

Committee Reports

Facilities Committee

The Facilities Committee met on April 12th to discuss open items in Phase One and having Williams Architects come out for the punch list once the gate is installed. They also discussed study space furniture and the request for proposal to architects with respect to Phase Two.

Finance Committee

The Finance Committee has not met since the last Board Meeting. Director Compton and President Ruggeri are monitoring the Library's CDARS accounts. There was a recent rollover of \$220,000 which will continue to roll over every four weeks until the Library receives an invoice from Construction Solutions of Illinois. The preliminary excess revenue amount looks strong.

Policy Committee

The Policy Committee met on April 3rd. They worked through 7 policies and plan to meet again on September 11th at 3pm.

RFPL Foundation Liaison

The Foundation has a quarterly meeting April 23rd at 7pm. Trustee Hopkinson noted that the Foundation is also investing money in CDs. They will stop rolling over some of the funds when the money is needed to pay grant commitments.

Village of River Forest Collaboration Committee Liaison

Trustee Carstens will go to the next committee meeting in place of Trustee Berens. The committee is interested in ideas for a project that they can work on together.

Old Business

Phase One Room Renovation Project- update

The supporting documents to request a credit change order from Williams are ready. Patrons and staff have been using the room and have scheduled 10 upcoming programs in the space. Two patrons have noted issues with not being able to dim the lights.

At 6:38pm, Trustee Long moved to go into closed session. The motion was seconded by Trustee Delano and passed on a voice vote.

Closed Session- 5 ILCS 120/2c(1) To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library.

At 7:16pm, the Board returned to open session. Present were Trustees Berens, Carstens, Delano, Hill, Hopkinson, Long, and Ruggeri. Also present were Director Compton and Operations Manager Duffy.

Trustee Carstens moved to set Director Compton's salary at \$108,000 annually as of May 1st, 2024. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:17pm following a motion by Trustee Berens, which was seconded by Trustee Delano. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary