

Meeting Minutes: Regular Board Meeting: April 18th, 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.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

To begin the meeting, Trustee Berens read the new mission statement from the Strategic Plan.

Visitors and Guests: Scott Delano, Trustee-elect; Rashida Daryko, River Forest resident; Betsy Kelly, River Forest Township Senior Services; Mike Grant, River Forest Park District liaison.

Guest Comment:

Ms. Kelly presented upcoming programs for seniors in River Forest, including those for Celebrating Seniors Week.

Ms. Duffy gave a report on the Operations Manager role at the Library. She outlined duties associated with her role in four areas: Building Management, Finances, Human Resources, and Administration. Trustees thanked her for her service to the Library.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: March 21, 2023
- b. March 2023 Revenue and Expense Reports
- c. March 2023 Bill Payment List and Credit Card Charges
- d. March 31, 2023 Balance Sheet and Capital Reserve Fund

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

A few minor edits were made to the March 21st Regular Board Meeting Minutes. Trustees suggested rethinking how we report transfers in the expense report to more accurately reflect monthly expenses and reconsidering post-pandemic Zoom expenses. The consent agenda was approved with the edits to the minutes in a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported a patron requested stepstools for the second floor and the Library has purchased two.

Director's Report:

Director Compton reported on the following topics:

- Outsource Solutions Group (OSG) installed new server equipment. Some vendors, including PC Res, need to migrate over to the new server before OSG can remove the old server.
- While attending the Directors 2.0 conference, Director Compton attended seminars on a variety of topics including building professional relationships, EDI, and HR. She developed relationships with directors from nearby libraries by working in a group together.
- Axis Air installed 12 units to temporarily heat the building during the air handler relocation project. The total cost to rent the units for 4 weeks was \$10,850. The new air handler should be running in two weeks.
- The Action Plan for implementing the new Strategic Plan will be presented to the Board in the near future.

President's Report:

President Hill reported on the following topics:

- People can sign up to walk with staff in the Memorial Day parade.
- Signup for the Trustee LACONI banquet at the Nineteenth Century Club is in early May.
- The Live and Learn grant has a 24-month completion time so the new bathroom would need to be completed by then if the grant is awarded. An extension can be requested.

New Business

Committee Reports

Facilities Committee

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

Finance Committee

The Finance committee has not met since the last Board meeting and will meet on Thursday, April 20th.

Policy Committee

The Policy Committee has not met since the last Board meeting. It will meet on Thursday, April 20th to discuss oversight policy and new policy requirements.

RFPL Foundation Liaison

The Foundation Board of Directors met just prior to the Library Board meeting today.

Village of River Forest Collaboration Committee Liaison

The committee was supposed to meet in March but rescheduled.

Old Business

Strategic Plan

The Board will vote on the Strategic Plan at the May Regular board meeting.

Air Handler Relocation and Mechanical Room Renovation

Director Compton reported that Construction Solutions of Illinois (CSI) completed the demolition and plumbing. According to the schedule, the library should be able to take the plastic sheet down in the Children's Room, but Director Compton will ask if that is advisable considering drywall work is not complete.

After the air handler was delivered, the River Forest Park District asked for additional landscaping work to be completed. The library had \$15,000 budgeted for landscaping costs. CSI provided the library with a quote of \$24,362 for the remaining landscaping plus the additional work, which would have pushed the landscaping costs over budget by \$9,801. Director Compton asked the Park District for a quote from their contractors of choice. McAdams Landscaping quoted \$9,978.13 to complete the repairs. The Library asked CSI for a landscaping credit to allow acceptance of the McAdams proposal, and they agreed. After receiving credit from CSI, the Library will spend \$488.89 above the original \$15,000 landscaping budget.

The Board discussed the costs and logistics of watering. Director Compton will get clarification on the amount the library will be responsible for. Mike Grant, liaison from the Park District offered to assist.

Trustee Hopkinson moved to approve the McAdams proposal of \$9978.13. The motion was seconded by Trustee Berens and passed on a roll call vote.

Roll Call Vote:

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

Trustee Vacancy

The Board discussed the Trustee job description to be posted on the Library website. Anyone interested in filling the open seat for the remaining 2 years of the term is invited to respond within 30 days.

Closed Session

Trustee Long moved to go into Closed Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library (ref 5 ILCS 120/2c(1)). The motion was seconded by Trustee Ruggeri and passed on a voice vote.

Return to Open Session

A motion to return to Open session was made at 7:47pm by Trustee Berens and seconded by Trustee Ruggeri. The motion passed on a roll call vote.

Roll Call Vote:

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

Trustee Hopkinson moved to set Director Compton's salary at \$103,000 effective May 1, 2023. The motion was seconded by Trustee Smedinghoff and passed on a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:49 pm following a motion by Trustee Smedinghoff which was seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary