

Meeting Minutes: Regular Board Meeting: May 16th, 2023, Immediately following the 6:00 pm Annual Board Meeting

Call to Order: At 6:36 pm, 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, Ann Berens, Elan Long, Scott Delano, and Jim Hopkinson.
- Also Present: Emily Compton (RFPL Director) and Shannon Gruber (RFPL Adult & Teen Services Manager)

Visitors and Guests: River Forest resident Carol Schweig and Trustee Emeritus Tom Smedinghoff.

Trustee Berens read the Library's vision and mission statements to begin the meeting.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: April 18, 2023
- b. Minutes of the Special Board Meeting: May 1, 2023
- c. April 2023 Revenue and Expense Reports
- d. April 2023 Bill Payment List and Credit Card Charges
- e. April 30, 2023 Balance Sheet and Capital Reserve Fund

Trustee Berens moved to approve the consent agenda; Trustee Long seconded the motion which passed on a roll call vote

Roll Call Vote

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

Patron Suggestions:

Director Compton reported the following patron suggestions:

- A patron requested a sound bath program for kids; Director Compton passed the suggestion to the Children's Services Manager.
- A patron inquired about the Library hosting a book fair. Director Compton is looking into how the former Friends of the Library book fair was offered.
- A patron asked about how to find new downloadable audiobook titles.

Director's Report:

Director Compton asked if there were any questions about her report as included in the Board Packet and clarified some details in her report. There was discussion of the building temperature in the absence of the HVAC system and the requirements of the Live and Learn grant award.

President's Report:

President Ruggeri reported that there have been three applications for the 2-year Trustee appointment. Two Trustees will jointly interview the candidates and recommend a candidate to the Board at an Executive Session during the June meeting.

New Business

Committee Reports

Facilities Committee

Trustee Hill recommended that the Facilities Committee meet soon to discuss the ongoing air handler project and its progress.

Finance Committee

Trustee Ruggeri reported that the Finance Committee met on April 20th to discuss placing funds in CDs to take advantage of higher interest rates, and a Special Board Meeting was held on May 1, 2023 to approve CIBC Bank as an authorized financial institution for the Library. Director Compton expects the funds to be transferred into the CD's at CIBC this week.

Policy Committee

The Policy Committee will meet on July 27th to discuss volunteer policy and staff leaves of absence.

RFPL Foundation Liaison

- Trustee Hopkinson discussed the 10th Anniversary Rededication of the Anne T. Smedinghoff Memorial Garden scheduled for Saturday, June 3rd.
- Trustee Berens reminded everyone of the Foundation's sponsorship of the Summer Reading Kickoff event on Thursday, June 8th and requested participation from all who are available.

Village of River Forest Collaboration Committee Liaison

Trustee Berens reported that the Committee has not met recently, and no meeting is scheduled.

Strategic Plan 2023-2025

Director Compton presented the Strategic Plan and the action plan that the Management Team has been working on. Director Compton will be reporting on action items in her monthly Director's Report to the Board going forward. Trustee Hill moved to approve the Strategic Plan. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Hill, Hopkinson, Delano, and Ruggeri.

Abstain: Long

Director's Annual Goals

There was a brief discussion of Director Compton's proposed goals for the 2023-2024 year which are to be approved in June.

Approval of Closed Session Minutes from April 18, 2023 and Destruction of Audio Recordings of Closed Sessions

Trustee Hill moved to approve and release the minutes from a Closed Session on April 18, 2023 and to authorize the destruction of Closed Session recordings from June 15, 2021, April 19, 2022 and April 18, 2023, 18 months after the date of recording. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Hill, Hopkinson, Long, Delano, and Ruggeri.

Purchase of Prepaid Service Hours and Proposal for Two Computer Replacements from Outsource Solutions Group ("OSG")

Director Compton proposed purchasing 50 service hours from OSG for \$7,250 and the replacement of two computers for \$2,606.02. Discussion included the suggestion that Director Compton research alternate IT vendors in the next year or two to determine whether we can reduce costs with a different company.

Trustee Hill moved to approve the purchase of 50 service hours at a cost of \$7,250. Trustee Hopkinson seconded the motion which was approved on a roll call vote.

Roll Call Vote

Ayes: Delano, Hill, Hopkinson, Long, Ruggeri, and Berens.

Trustee Berens moved to approve the purchase of two replacement computers at a cost of \$2,606.02. Trustee Hill seconded the motion, and the motion was approved on a roll call vote.

Roll Call Vote

Ayes: Delano, Hill, Hopkinson, Long, Ruggeri, and Berens.

Old Business

- a. Air handler relocation and mechanical room renovation
 - i. Landscape repair update
 - ii. Ceiling height update
 - iii. Relocation of chiller valves (\$8,680 change order) - vote
 - iv. Boiler and air handler panel relocation options (\$6,630 - \$8,060 change order) - vote

Director Compton reported on the landscape repair status.

Director Compton reported that Williams Architects worked with CSIL to develop new ceiling renderings to account for piping the architects missed in their original drawings. Director Compton shared these renderings, and the options were discussed.

The Board toured the construction site and raised concerns about the new ductwork installed that would interfere with the new ceiling renderings. The Board decided not to vote on change orders and to meet with Williams Architects about its concerns.

Adjournment

The meeting was adjourned at 8:17 pm following a motion by Trustee Ruggeri which was seconded by Trustee Hopkins. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary