

Meeting Minutes: Regular Board Meeting: May 17, 2022

Call to Order: At 6:20 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Ruggeri, Hopkinson, Berens, Long, Stierwalt (joined at 6:55 pm), and Smedinghoff (attended remotely)
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager)

Visitors and Guests: River Forest resident Kristen Coe.

Guest Comment: Kristen Coe made a public comment regarding the air handler project and expressed that this project represents an opportunity to offer community centric solutions and has gained strong local support through the Library's work with the Park District Board, Development Review Board, and Village Board and Staff. Given how divisive some local issues have been in recent years, Ms. Coe wants to recognize the Library's work in bringing the different bodies together in support of a project that benefits the community as a whole.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: April 19, 2022
- b. April 2022 Revenue and Expense Reports
- c. April 2022 Bill Payment List and Credit Card Charges
- d. April 30, 2022 Balance Sheet

Trustee Hopkinson moved to approve the consent agenda. Trustee Berens seconded the motion.

Trustee Berens asked why the natural gas expense line was higher than anticipated. Director Compton replied that the Library temporarily needed to turn off temperature controls during the night because of issues with some of the VAV boxes, but the Library has now been able to reinstate its nighttime heating schedule. The Library is also seeing an increased cost in the heating bill. Director Compton will monitor natural gas expenses in fiscal year 2022-23.

Trustee Berens asked why the capital account balance on the balance sheet differed from the capital fund reserve sheet. Director Compton replied that the balance sheet reflects checks that were issued but not cashed as of the end of the month, and the capital reserve fund reflects the Library's closing balance on the monthly statements.

The following amendments were made to the consent agenda:

- Total expenses on the Revenue Report will reflect the correct amount of \$130,822.21.
- The minutes will reflect that Megan Traficano was representing the Oak Park Township under New Business.
- A grammatical error on page two will be corrected

Trustee Hopkinson moved to approve the consent agenda with the listed amendments. Trustee Berens seconded the motion. A roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported one patron comment:

- A patron suggested that the Library offer a current medical journal. Shannon Gruber, Adult and Teen Services Manager, is in the process of adding Mayo Clinic Health Letter to the Library's collection.

Director's Report:

- Director Compton reported on the following items:
 - Congratulations to staff members Anne Kowalski, Maria Maia, and Ariel Schick who graduated with their MLIS degrees.
 - **Further** congratulations to Anne Kowalski who has been promoted to the Adult and Teen Services Librarian position.
 - The Library has 28.5 prepaid service hours remaining with Outsource Solutions Group (OSG).
 - Over the past year, the Library has seen an increase in circulation and programming statistics. Director Compton hopes to continue to see this positive momentum in the next year.
 - The Library is coordinating with a Village of River Forest planning committee for a Juneteenth event. More information will be coming soon regarding a flag raising event on June 13 to be held at the Library at 11:30 am.
- As part of required Trustee training, Director Compton presented Serving Our Public 4.0, Chapter 3: Personnel.

President's Report:

- President Hill had nothing to report since the Regular Board Meeting in April.

Committee Reports

Facilities Committee:

- The Facilities Committee made a recommendation to the full Board to bid the exterior air handler project and not to engage architects on an interior replacement at this time. The next Facilities Committee meeting is June 2 at 2 pm. The Board concurred with the recommendation.

Finance Committee:

- The Finance Committee has not met since the April Board meeting. The next Finance Committee meeting is Thursday, June 2, at 1pm.

Policy Committee:

- The Policy Committee reviewed Library policies that will be up for discussion at the June Regular Board Meeting. The next Policy Committee meeting is Tuesday, September 13, at 5pm.

RFPL Foundation Liaison:

- Trustee Long reported that the Foundation has timely filed its federal and state 2021 tax forms. Sally Gregory has been working on collecting and organizing files for records retention and policy initiatives.
- Trustee Berens circulated dates of upcoming events that Trustees can attend.

Village of River Forest Collaboration Committee Liaison:

- Trustee Stierwalt was absent.

Strategic Plan Extension:

President Hill reported that the Library's Strategic Plan expired on April 30, 2022. Director Compton plans to start strategic planning work this year, including working with a professional consultant, soliciting thorough community feedback, and involving staff throughout the process. To allow time to complete this process, the Library will need to extend the current Strategic Plan for one year through April 30, 2023.

Trustee Ruggeri moved to extend the Library's Strategic Plan through April 30, 2023. Trustee Hopkinson seconded the motion.

The Trustees discussed the merits of extending the Strategic Plan in order to thoughtfully solicit community feedback.

The motion passed on a voice vote.

Director's Annual Goals:

Director Compton stated that she received feedback from Trustees on the Library's annual goals and will update the goals document for the June Regular Board Meeting.

Old Business:

- a. Air Handler project: status of permits and bid package:
 - Williams Architects reported that it can submit permits to the Village of River Forest by May 27. Director Compton will follow up with the Village about a week later to check the permits' status. If there are no major changes to the permits as submitted, Williams Architects is prepared to go out to bid the week of June 13, with a pre-bid meeting on June 27 and a request for responses by July 8. There is a 60-day price hold once bids are received.
 - The lead time for purchasing the air handler is estimated at 12-16 weeks.

Adjournment:

The meeting was adjourned at 7:07 pm following a motion by Trustee Hopkinson, seconded by Trustee Long.

Respectfully submitted,
Elan Long, Secretary