

Meeting Minutes: Regular Board Meeting: May 21, 2024, Immediately following the Annual Board Meeting at 6:00 PM

Call to Order: At 6:13 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, 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: none

Visitor Comments: none

Consent Agenda:

- a. Minutes of the Regular Board Meeting: April 16, 2024
- b. April 2024 Revenue and Expense Reports
- c. April 2024 Bill Payment List and Credit Card Charges.
- d. April 30, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Oversight IV- Indemnification & Insurance
- f. Non-resident Library Card Resolution

President Ruggeri asked to pull item e from the Consent Agenda, as the defined terms in the document were not used consistently.

A motion to approve Consent Agenda items a-d and f was made by Trustee Berens and seconded by Trustee Hopkinson. Discussion included matured CDARS rolling over, local use library cards, and Connections Programs. The motion was approved by a roll call vote.

Roll Call Vote:

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

A motion to approve the policy outlined in item e as amended was made by Trustee Berens, seconded by Trustee Delano. The motion was approved by a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported two suggestions: one to add a puppet theater in the Children's Room and the other to add more Nintendo Switch games overall.

Director's Report:

Director Compton offered comments in addition to her written report:

- Weeded books are brought to the Sheridan, dropped off at train stations, and sent to Better World Books.
- The process of making a new library logo is still in the initial creative phase. There is much lively discussion in the meetings.
- Damage to the limestone in the garden is being repaired. Insurance will pay the cost beyond the Library's \$1,000 deductible.

President's Report:

President Ruggeri had nothing additional to report beyond her comments in the Annual Meeting.

New Business

Committee Reports

Facilities Committee

The Facilities Committee had nothing new to report beyond the updates to be provided under Old Business.

Finance Committee

The Finance Committee has not met since February. CDARS will be rolled over for 4-week periods until needed for operating or capital expenses. The Library is getting ready for its annual audit.

Policy Committee

The Policy Committee has not met since the last Board meeting. The next meeting will be on September 11th at 3:00pm.

RFPL Foundation Liaison

The Foundation delivered two grant checks to the Library for Summer Reading Kickoff and garden maintenance.

Village of River Forest Collaboration Committee Liaison

Trustee Carstens had planned to attend the Collaboration Committee meeting in Trustee Berens's absence, but the meeting was rescheduled to June.

Director's Annual Goals

A motion to approve Director Compton's annual goals for Fiscal Year 2024-25 was made by Trustee Hill and seconded by Trustee Carstens.

The Board's discussion of the goals included clarification of the objective to develop remote services which could be offered during emergency closures. The goals were amended to include an objective to investigate conducting facilities assessment and space needs analysis studies which are generally recommended every ten years.

The Director's annual goals were approved as amended on a voice vote.

Quote from Demco to replace 2 tables and 8 chairs (\$4,732.74) - vote

Adult and Teen Services Manager Shannon Gruber received quotes from four different vendors for furniture to replace the tables and chairs in the study rooms. The Library is recommending the quote from Demco. The Board discussed the specifics of the furniture to be purchased.

Trustee Carstens moved to approve purchase of the study room furniture from Demco in the amount of \$4,732.74. The motion was seconded by Trustee Delano and approved by a roll call vote.

Roll Call Vote:

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

Following the vote, Trustee Carstens left the meeting.

Library Market website proposal (\$15,000)- vote

The Library received quotes from three companies with experience building library websites: Library Market, OC Creative, and Web Links, Inc. The Library recommended approving purchase of services from Library Market. Library staff preferred Library Market because they work exclusively with libraries and they provide the event calendar currently used, so they should integrate well. They have a robust training program with unlimited customer support and had glowing reviews from the reference libraries contacted.

Discussion focused on the designs of reference sites and proposals by all three companies. Director Compton clarified that the decision not to move ahead with OC Creative, which is currently working with the Library on logo design, is not a reflection on their branding work, but their higher cost and less robust training options.

Trustee Hopkinson moved to allocate \$15,000 for the Library Market website contract. The motion was seconded by Trustee Delano and approved by a roll call vote.

Roll Call Vote:

Ayes: Hopkinson, Ruggeri, Berens, Delano, Hill

Nays: Long

Old Business

Phase One Room Renovation Project- update

The gate was installed. Director Compton asked Construction Solutions of Illinois (CSI) for instructions on how to operate it as there is no handle. She reached out to Williams Architects to schedule a site visit to review progress on the interior punch list and to prepare the exterior punch list and to schedule a meeting to discuss change orders and closeout of the project.

Phase Two Room Renovation Project- Architect RFP

The edited RFP is in the packet. References to the second floor office space were taken out, and respondents now will provide proposed costs for services in a sealed envelope.

At 7:19pm, Trustee Berens moved to go into closed session- 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property. Trustee Delano seconded the motion which was approved by a roll call vote.

Roll Call Vote:

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

Closed Session- 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property.

At 7:42pm, the Board returned to open session. Present were Trustees Berens, Delano, Hill, Hopkinson, Long, and Ruggeri. Also present were Director Compton and Operations Manager Duffy. President Ruggeri stated that security procedures were discussed during the closed session.

Trustee Berens moved to spend \$10,000 of operating budget on security. Trustee Delano seconded the motion which was approved by a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:44 pm following a motion by Trustee Delano which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary