

Meeting Minutes: Regular Board Meeting: June 18, 2024 at 6:00 PM

Call to Order: At 6:00 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: May 21, 2024
- b. May 2024 Revenue and Expense Reports
- c. May 2024 Bill Payment List and Credit Card Charges
- d. May 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Patrons VII. Exhibits & Displays; Patrons VIII. Community Bulletin Board & Pamphlet Display

A motion to approve Consent Agenda items a-e was made by Trustee Berens and seconded by Trustee Hopkinson. Discussion included front-loaded bills such as periodicals and membership dues and including a date or library-approved stamp on community bulletin board posters. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported one suggestion to clarify how library hours are listed on the website. This will be taken into consideration as work on the new website begins.

Director's Report:

Director Compton offered comments in addition to her written report:

- New study space furniture was ordered and should arrive in late July.
- Teen Librarian Anne Kowalski went above and beyond her usual duties by representing the Library at the Roosevelt Centennial Celebration and the River Forest Pride Parade, and also running the orientation session for 17 teen volunteers.
- The Juneteenth flag raising was a success with approximately 100 people in attendance. This year saw the addition of a singer during the festivities.
- The State of Illinois is offering public libraries access to select databases for free. There are over 50 databases ranging in topics from general interest to academic to

legal. Also included in the package are free live tutors for students. The databases should be accessible in late summer.

President's Report:

President Ruggeri noted the community outreach that the Library staff has taken part in, including the recent Memorial Day parade.

New Business

Committee Reports

Facilities Committee

The Facilities Committee had nothing to add to what will be addressed in Old Business.

Finance Committee

The Finance Committee has not met since February. The Library received over \$21,000 in property taxes in May, increasing the FY2023-24 total to \$1,568,000, which is about 5% more than budgeted. The Library is currently holding \$470,000 in capital fund CDARS which are being rolled over for four weeks at a time until needed. Operating fund CDARS are beginning to mature, and some of these may be rolled over for four weeks at a time.

Policy Committee

The Policy Committee has not met since the last Board meeting. The next meeting is currently scheduled for September 11th and will most likely be moved to an earlier date to consider some issues that need to be addressed before the fall.

RFPL Foundation Liaison

The Foundation is currently holding reserve funds in laddered CDs which have a higher return. Foundation directors were present with cold water and cicada-themed bookmarks at the Summer Reading Kickoff party. Following Trustee Hopkinson's report there was discussion of the Kickoff party timing with more competing events on the last day of school. Library staff will touch base with D90 in planning next year's Kickoff.

Village of River Forest Collaboration Committee Liaison

The committee will meet on June 19th. They will be discussing ideas for a community-wide program or activity. Trustee Berens plans to suggest a Long Table event which promotes community conversation.

Sprinkler System Repairs (up to \$7,510)- vote

Alarm Detection Services did a routine sprinkler system inspection and found some deficiencies. Operations Manager Duffy is seeking multiple quotes to bring the system into compliance. The quotes received to date vary in amount with the higher quote being \$7,510. The Board asked that the staff obtain additional clarification of the inspections and work needed before accepting one of the quotes.

A motion to approve purchase of sprinkler system inspections and repairs in the amount not to exceed \$7,510 was made by Trustee Delano and seconded by Trustee Hill. The motion passed on a roll call vote.

Roll Call Vote:

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

Old Business

Phase One Room Renovation Project- update

Williams Architects (“WA”) was on-site to review the previously prepared interior punch list and to prepare a punch list of exterior items. Most of the interior items have been completed; the exterior issues which remain include installing a handle on the gate. Andy Dogan of WA will be at the Library on June 20th to talk about the Library’s change order request, completing the punch list, WA’s fees, and closeout of the project. IMEG will be on-site on June 19th to review the state of completion of the previously prepared punch list of the mechanical elements of the project. Director Compton noted that, even with the extreme heat that week, there was no water on the field from the air handler unit.

Phase Two Room Renovation Project- update

The Facilities Committee will discuss next steps with the RFP, including issuing the RFP to additional architectural firms. The Library has not received any proposals yet in response to the previously issued RFP. The Live and Learn grant was awarded to be spent by spring 2025; if necessary, the deadline could be extended.

At 6:44 pm, Trustee Carstens moved to go into closed session under 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 Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

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

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 7:23 pm, 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. President Ruggeri stated that security procedures were discussed during the closed session.

Adjournment

The meeting was adjourned at 7:25 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