

## **Meeting Minutes: Regular Board Meeting: June 20th, 2023, 6pm**

**Call to Order:** At 6:00pm, President Ruggeri called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Ann Berens, Scott Delano, Deborah Hill, Elan Long, Cathy Ruggeri. Jim Hopkinson was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests:** none

President Ruggeri started the meeting by reading the Library's Vision and Mission statements.

### **Consent Agenda:**

- a) Minutes of the Regular Board Meeting: May 16, 2023
- b) Minutes of the Special Board Meeting: June 1, 2023
- c) Minutes of the Special Board Meeting: June 8, 2023
- d) May 2023 Revenue and Expense Reports
- e) May 2023 Bill Payment List and Credit Card Charges
- f) May 31, 2023 Balance Sheet and Capital Reserve Fund

Trustees removed item f) from Consent Agenda consideration due to errors. Trustee Berens moved to approve the consent agenda items a - e; Trustee Delano seconded the motion. Minor corrections to items a) and b) were noted. The motion passed on a roll call vote.

Roll Call Vote:

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

### **Patron Suggestions:**

Director Compton reported that a patron praised Teen Librarian Anne Kowalski for helping them with an iPhone issue.

### **Director's Report:**

Director Compton reported that the Illinois Secretary of State's new budget will give all libraries in Illinois free access to a selection of online resources but the office has not yet released which resources will be available.

Director Compton noted one correction to her Director's Report: last fiscal year's highest circulating collection was J Fiction rather than Picture books. Picture books were the second highest circulating collection.

### **President's Report:**

President Ruggeri reported the following:

- The Smedinghoff Garden rededication was on June 3<sup>rd</sup>. She thanked Trustees Jim Hopkinson, Elan Long, Ann Berens, Deborah Hill, and Foundation Coordinator Sally Gregory for their participation.
- The Summer Reading Program Kickoff on June 8<sup>th</sup> was a success. Trustee Ann Berens was thanked for organizing the Foundation's participation in the event. The logistical changes made by the staff helped to minimize lines.
- The Juneteenth flag raising on June 12<sup>th</sup> brought together community members and public officials. Trustee Deborah Hill was thanked for speaking at the event.
- The Board was thanked for attending multiple special meetings in the past month.

## **New Business:**

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee met and information about its meeting will be noted in the Air Handler Relocation Project section of these minutes.

#### **Finance Committee**

President Ruggeri stated that the Finance Committee has not met since the last Board meeting. The next meeting will consider the upcoming audit.

#### **Policy Committee**

The Policy Committee will meet July 27<sup>th</sup> to discuss a Volunteer policy and the Staff Leaves of Absence policy.

### **RFPL Foundation Liaison**

- The Garden Rededication was a meaningful event attended by 83 people and was considered a big success.
- The Foundation had a strong presence at the Summer Reading Kickoff party, providing water, candy and bookmarks. Twenty-four people signed up for Foundation communications.
- Sally Gregory developed a new on-line form so people can sign up with the Foundation at events using a phone or tablet. This improvement eliminates handwriting problems and integrates directly into the Foundation's database.

### **Village of River Forest Collaboration Committee Liaison**

Trustee Berens reported that the Committee may meet over the summer and that all current members are interested in continuing on the Committee.

### **Closed session, pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office**

At 6:15pm Trustee Berens made a motion to move into closed session which was seconded by Trustee Delano and approved on a voice vote.

The meeting was opened again at 6:35pm.

### **Appointment of Library Trustee to fill vacant position- vote**

Trustee Long moved to appoint Kosha Baxi Carstens to the office of Library Trustee for a term through April of 2025 and until their successor has been elected and duly qualified. The motion was seconded by Trustee Berens and was passed on a roll call vote.

Roll Call Vote:

Ayes- Berens, Long, Ruggeri, Delano, Hill

### **Oak Brook Mechanical proposal to replace the Library's air compressor- vote**

During a recent visit, Oak Brook Mechanical (OMS) found that two pumps in the Library's air compressor need to be replaced. OMS thinks that the new compressor pumps will extend the life of the compressor which was replaced in 2020.

A motion to approve an amount not to exceed \$7,500 to replace the air compressor pumps was made by Trustee Delano, seconded by President Ruggeri. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Long, Ruggeri, Delano, Hill

### **Old Business:**

#### **Director's Annual Goals- vote**

Trustee Berens moved to approve Director Compton's annual goals; the motion was seconded by President Ruggeri. There was a brief discussion and one minor change to the goals before the motion was passed on a voice vote.

#### **Air handler relocation and mechanical room renovation**

President Ruggeri provided updates from the recent construction meeting with Williams Architects. Williams clarified how much sound dampening will come from the duct liner as well as the ceiling height that can be achieved in the room.

There were no updates on the brick wall surrounding the air handler unit. As of this meeting, Construction Solutions of Illinois (CSIL) has not proposed a solution to raise the height of the wall.

The Board left the meeting room to view the progress in the mechanical room. Issues noted included condensation from a sweating pipe dripping onto the floor, ceiling height across the room, and closet door size and placement.

Upon returning to the meeting room Director Compton agreed to ask Williams to provide a sketch of the configuration of the closet and door. Based on William's previous renderings, it appears that there is a conflict between the closet door and the pipes nearby.

#### **Boiler and air handler panel relocation- vote**

President Ruggeri provided an update on relocating the control panels. The Board voted to give conditional approval to the installation of the boiler and air handler control panels in the boiler room at its June 8, 2023 Special Board Meeting. CSIL has not yet provided a change order to Williams for this work. President Ruggeri also

noted that CSIL speculated that the air handler could be functional prior to the installation of a control panel by installing a temporary on/off switch.

**Change order to add duct liner- update**

President Ruggeri explained that CSIL had been instructed to proceed with the duct liner at the last construction meeting because the conditions set by the Board for its approval of this expense had been satisfied.

**Other duct and VAV work- vote**

Williams has not approved this portion of the change order and is waiting for further information from CSIL, therefore, the Board did not vote on the duct and VAV work.

**Ceiling height options- discussion**

The Board discussed the following ceiling options:

- a) 8-foot ceiling height across the entire room would be the least expensive option but would result in a lower ceiling overall.
- b) 8-foot ceiling on the west side with one soffit would create a 9-foot ceiling across the rest of the room to the east, but this option may create some design challenges.
- c) 8-foot ceiling on each side of the room using two soffits would create a 9-foot ceiling section in the middle of the room and would be the most expensive option.

Trustee Berens delivered a presentation on design options for the ceiling space using images from other public libraries.

The Board discussed potentially approving the one-soffit option contingent on reaching an agreement with Williams about lighting.

**Change order for baseboard enclosure and soffit(s)- vote**

Trustee Delano moved to approve \$2,500 for drywall work to enclose vertical pipes in the northwest corner of the room and one-soffit ceiling option contingent on reaching an agreement with Williams on lighting. The motion was seconded by Trustee Berens and passed on a roll call vote.

Roll Call Vote:

Ayes: Ruggeri, Delano, Hill, Long

Abstain: Berens

**Adjournment:**

The meeting was adjourned at 8:33 pm following a motion by Trustee Berens which was seconded by Trustee Delano. All approved and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary