

## Meeting Minutes: Regular Board Meeting: June 21, 2022

**Call to Order:** At 6:00 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Berens, Hill, Long, Ruggeri, Stierwalt, Smedinghoff, and Hopkinson (attending via phone)
- Also Present: Emily Compton (RFPL, Director) and Shannon Gruber (RFPL, Adult & Teen Services Manager)

President Hill called a vote to allow Trustee Hopkinson to participate in the meeting remotely.

Roll call vote:

- Ayes: Berens, Hill, Long, Ruggeri, Smedinghoff, Stierwalt

There were no visitors or guests.

### Consent Agenda:

- Minutes of the Regular Board Meeting: May 17, 2022
- May 2022 Revenue and Expense Reports
- May 2022 Bill Payment List and Credit Card Charges
- May 31, 2022 Balance Sheet
- Policy updates: Staff II – Employee Tiers and Benefits

Trustee Berens moved to approve the consent agenda. Trustee Smedinghoff seconded the motion. Discussion of the consent agenda consisted of clarification of the Employee Tiers and Benefits policy and the Special Programs budget line.

Roll Call Vote:

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

### Patron Suggestions:

Director Compton reported multiple patron comments:

- Patron asked that we do not have the band play in front of the entrance at our next event because it was intimidating to go around them to enter the building.
- Two patrons asked that the Library invite patrons to march with us in the next Memorial Day parade.
- President Hill received a request to make RFPL t-shirts available to patrons.

### Director's Report:

Director Compton reported on the following items:

- Summer Reading Kickoff attendance was 752
- Juneteenth Flag Raising had approximately 100 attendees.

Trustees commended Director Compton's participation with local leaders in DEI/Anti-Racism training and Fran Arnold's work with the RFPL Foundation which were noted in the report. As part of required Trustee training, Director Compton reviewed the standards and RFPL compliance status defined in *Serving Our Public 4.0, Chapter 4: Access*.

## **President's Report:**

The Library had multiple forward-facing events in the community recently. President Hill noted that at the Memorial Day Parade, people would start cheering for the Library as soon as they saw the banner coming. The positive feelings toward the Library were wonderful to see especially for our newer staff members who had not experienced the parade previously. Summer Reading Kickoff had a big turnout of enthusiastic patrons creating a festive atmosphere. The Juneteenth Flag Raising event held in the garden included the Library in a very nice way.

## **New Business:**

### **Committee Reports**

#### **Facilities Committee**

- The Facilities Committee recommended the proposed replacement of two outdoor book drops. Director Compton discussed protective options for the book drop, such as reflective tape and bollards. She will follow up with Roosevelt Middle School to coordinate installing bollards near the drive-through book drop. Trustee Long moved to purchase the book drops and bollards as proposed. Trustee Stierwalt seconded.

Roll call vote

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

#### **Finance Committee**

- The Finance Committee met Thursday, June 2, at 1pm. Trustee Ruggeri reported that the audit is in progress and the final audit will be presented at the October board meeting.
- Second installment property tax bills are expected to be late due to an Assessor issue.
- Previously, the Finance Committee set up laddered CDs to maximize interest earned on funds that did not need to be liquid in the near term. Because interest rates are currently very low and cash flow is more uncertain with delayed property tax receipts, we are moving away from using the ladders to lock in funds for longer periods for the time being.

#### **Policy Committee**

- President Hill reported that the Policy Committee did not meet this month. The Committee is on schedule with policy review.

#### **RFPL Foundation Liaison**

- Trustee Long reported that the Foundation had a positive presence at the Summer Reading Kickoff party, visiting with current donors and introducing people to the ways it supports the Library.
- There was a garden plaque sale this month.
- The next Foundation meeting is Tuesday, July 26<sup>th</sup>.

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

- Trustee Stierwalt reported that the committee last met in May.

## **FastForward Libraries Strategic Plan Proposal**

Director Compton presented the services of strategic plan consultant, Amanda Standerfer and her firm, FastForward Libraries. They come highly recommended for smaller libraries. Discussion focused on Standerfer's reputation and on which services might be most valuable for RFPL. Director Compton was asked to prepare a wish list from FastForward's list of consulting services to present at the next meeting. There was also discussion of lessons from the previous strategic planning process.

### **Emergency Paid Sick Leave Policy Extension**

Director Compton explained Covid continues to affect staffing and recommended extending the Emergency Paid Sick Leave policy to the end of the calendar year. Trustee Berens moved to extend Emergency Paid Sick Leave to the end of the calendar year. Trustee Ruggeri seconded.

Roll Call vote:

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

### **Approval of Closed Session Minutes**

President Hill asked for approval of June 15, 2021 Closed Session minutes. Trustee Smedinghoff moved to approve the June 15, 2021 minutes. Trustee Ruggeri seconded.

Roll call vote:

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

President Hill asked for approval of the release of the Closed Session minutes for July 21, 2020, August 13, 2020 and June 15, 2021. Trustee Long moved to release the minutes of all three closed sessions. Trustee Smedinghoff seconded.

Roll call vote:

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

President Hill proposed standardizing how executive session minutes are released for clarity and consistency. Illinois statute requires that closed session minutes be made available for public inspection and does not require posting on the website. A consistent process is cleaner for staff and the public. The decision was made to make the closed session minutes available upon request.

### **Resolution Authorizing the Destruction of Audio Recordings of Closed Sessions**

President Hill called for a vote authorizing the destruction of audio recordings of closed sessions that are over 18 months old. The meeting minutes for all recordings to be destroyed have been released. Trustee Smedinghoff moved to approve the resolution. Trustee Stierwalt seconded.

Roll call vote:

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

### **Old Business:**

#### **Director's Annual Goals**

Director Compton presented her revised Director's Annual Goals proposal. There were a few clarifying questions before President Hill requested a vote to approve the Director's Annual Goals.

The motion passed on a voice vote.

### **Air Handler Project**

- Director Compton explained the need for an addendum to the existing Williams Architects contract to expand the scope of the bid package to include the air handler unit and its installation. The fees for said expansion are \$20,500 which include mechanical engineering services required to specify the system requirements including the air handler unit and ductwork.
- Trustee Ruggeri reported on a visit from Johnson Controls in anticipation of providing estimates on air handler replacement options. Johnson Controls provided verbal opinions on logistics related to installing the unit, including removing pieces of limestone for access and on ductwork configurations.
- Williams Architects has confirmed that the approximately 400 square feet of space will be usable space. The ductwork required will not impede the use of the room. The ceiling height is planned to be 9 feet 6 inches with ductwork enclosed.
- Trustees discussed the air handler bid specification process. The current air handler was manufactured by York which is the type of unit proposed by Oak Brook Mechanical and will be estimated by Johnson Controls. The bid package will request a specific manufacturer/model “or a comparable unit” which enables bidders to specify a different manufacturer’s unit that also meets the required specifications. Representatives from York, a company that manufactures air handler units, estimate there is now a 38-week lead-time for an exterior unit. Trustees discussed moving forward with the bid process vs. waiting for additional information.

Trustee Smedinghoff moved to approve the additional fee of \$20,500 for Williams Architects to complete and issue the bid package; Trustee Ruggeri seconded the motion.

Roll call vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff
- Nays: Stierwalt

### **Adjournment:**

The meeting was adjourned at 7:44 pm following a motion by Trustee Long, seconded by Trustee Berens.

Respectfully submitted,  
Elan Long, Secretary