

Meeting Minutes: Regular Board Meeting: July 16, 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, Scott Delano, Jim Hopkinson, Ann Berens. Elan Long attended (non-voting) via phone. Kosha Baxi Carstens was absent.
- 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: June 18, 2024
- b. June 2024 Revenue and Expense Reports
- c. June 2024 Bill Payment List and Credit Card Charges
- d. June 30, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Patrons XIII. Security Cameras, Patrons V. Services to Patrons with Disabilities

A motion to approve Consent Agenda items a-e was made by Trustee Hill and seconded by Trustee Delano. Discussion included locks being installed on the public restroom doors, a plumbing bill for capping a pipe in the office space off the Children's Room, and Outsource Solutions Group (OSG) being on-site to install a camera and microphone for Zoom meetings in the Barbara Hall meeting room. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Hill, Ruggeri, Delano, Berens, Hopkinson

Patron Suggestions:

Director Compton reported three patron suggestions: for the Library to close on Juneteenth, a new puzzle collection, and for the Library to sell RFPL merchandise.

Director's Report:

Director Compton offered comments in addition to her written report:

- New tables arrived for the study rooms. Chairs will arrive later.
- The Library is currently working on making a new website. 100% of staff and 179 patrons responded to a survey regarding the new site.

President's Report:

President Ruggeri noted that she received a text from Mike Grant from the River Forest

Park District. He stopped by to inspect the condition of the field near the air handler unit and said it looked good. There is no Board meeting scheduled for August.

New Business

Committee Reports

Facilities Committee

The Facilities Committee had nothing to add that wouldn't be addressed later on in the meeting.

Finance Committee

The Finance Committee has not met since February. CDARS accounts continue to roll over. Property tax bills are due on August 1st. The Library has not received any second installment money yet.

Policy Committee

The Policy Committee met on July 8th to review the Security Camera policy as well as the three policies for separate consideration. It was noted that the Library's attorney advised to have an appeal procedure for banned patrons and for the Library not to ban a patron for more than a year at a time.

A motion to approve the three policies, Patrons IV. Computer Use and Internet Access; Patrons IX. Code of Conduct; and Patrons XV. Suspension of Library Privileges and Patron Ban Policy was made by Trustee Berens and seconded by Trustee Delano. The motion passed on a voice vote.

RFPL Foundation Liaison

The Foundation had nothing new to report.

Village of River Forest Collaboration Committee Liaison

The committee met on June 19th. They discussed holding a unified event in the fall and potentially creating a community welcome packet for new residents.

New RFPL Logo- discussion

Director Compton presented the Library's new logo to the Board. The colors used are representative of the color palette from each department. The Library's consultant, OC Creative, is currently working on branding guidelines. There were several rounds for the logo with consideration of the former logo, the lobby floor, and the garden. A dyslexic friendly font was considered to be more inclusive, but it was not chosen as it didn't work for the logo. Trustees recommended removing the period at the end of the "Your Journey Starts Here." tagline.

Holiday closure dates 2025- discussion

The proposed holiday closures are the same as 2024. The Board briefly discussed closing for Juneteenth which Director Compton will consider further later.

Old Business

Phase One Room Renovation Project- update

A Library team met with Andy Dogan from Williams Architects (WA) in June to discuss how to proceed with Construction Solutions of Illinois (CSI). WA reached out to CSI to schedule completion of the remaining punch list items but has not heard back yet. WA agreed to waive the Library's balance due to WA. A certificate of substantial completion was issued in January for the air handler unit, but the Library refused to sign it as the unit had begun shutting down on its own. WA will change the date of substantial completion when the certificate is reissued. WA prepared a credit change order to submit to CSI and submitted a proposal to the Library for phase two of the project.

Phase Two Room Renovation Project- update

In response to its request for proposals for architectural services, the Library received proposals from WA and Engberg Anderson. A third firm intends to submit a proposal. There will be a Facilities Committee meeting to discuss the proposals on July 23rd at 6pm.

At 6:42 pm, Trustee Berens 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 and under 5 ILCS 120/2c(1) to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library. Trustee Hill seconded the motion which passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Delano, Hill, Hopkinson, 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.

Closed Session- 5 ILCS 120/2c(1) to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library.

At 7:07 pm, the Board returned to open session. Present were Trustees Berens, Delano, Hill, Hopkinson, and Ruggeri. Trustee Long was present via phone. Also present were Director Compton and Operations Manager Duffy. President Ruggeri stated that in closed session, the Board discussed security issues and compensation for library staff.

Trustee Delano moved to approve 5 additional personal days for the Library Director to be used at her discretion during the current fiscal year. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote:

Ayes: Hill, Ruggeri, Delano, Berens, Hopkinson

Adjournment

The meeting was adjourned at 7:09 pm following a motion by Trustee Hill which was seconded by Trustee Delano. All approved, and the meeting was adjourned.

Respectfully submitted,

Jim Hopkinson, Acting Secretary