

Meeting Minutes: Regular Board Meeting: July 18th, 2023, 6 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, Ann Berens, Jim Hopkinson. Kosha Baxi Carstens was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: River Forest residents Carol Schweig, Kurt Schweig, Pat Tyma, Mindy Credi, and Margaret Jones

Visitor Comments: Ms. Schweig read a prepared statement regarding her concerns about what she sees as the Library's promoting of LGBTQ+ materials in displays in the building, on the website, and in printed materials. She questioned the content of some Library programs, including the book selected for River Forest Reads. She also expressed concerns regarding the content of some materials and programs that she characterized as sexually explicit. Ms. Schweig ran out of her allotted comment time while reading her statement, and Ms. Credi finished reading it as her public comment. Ms. Tyma echoed the concerns voiced by Ms. Schweig and Ms. Credi.

Consent Agenda :

- a. Minutes of the Regular Board Meeting: June 20, 2023
- b. May 2023 Balance Sheet (corrected) and Capital Reserve Fund
- c. June 2023 Revenue and Expense Reports
- d. June 2023 Bill Payment List and Credit Card Charges
- e. June 30, 2023 Balance Sheet and Capital Reserve Fund
- f. Policy update: Oversight I – Board Responsibilities

President Ruggeri requested removing items b, c, and e.

Trustee Berens made a motion to approve items a, d, and f. The motion was seconded by Trustee Hill and passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions :

Director Compton reported a compliment for Adult and Teen Services Associate Angela Caringella on helping a patron find a book.

Director's Report :

Director Compton reported that June programming attendance included numbers from the Library's Summer Reading Program kickoff and the Juneteenth flag raising event. So far, adults have logged 1,254 books for the Summer Reading Program. 5th-8th graders have logged over 92,000 minutes, and younger children have logged 4,609 days of reading. To date, readers have earned 1,929 badges in the program.

Director Compton highlighted that Adult and Teen Services Librarian Brian Wolowitz was featured in the Wednesday Journal.

Trustee Hill commended Adult and Teen Services Manager Shannon Gruber's summer beach reads blog entry.

President's Report:

President Ruggeri reminded the Board to be careful not to open spam emails. She also reminded everyone that there is no Board meeting in August. The next regular Board meeting will be on September 19th.

New Business

Committee Reports

Facilities Committee

- Trustee Hill reported that the Facilities Committee joined the biweekly construction meeting on July 13th. Construction Solutions of Illinois (CSIL) and Williams Architects were also present. The Committee attempted to get an updated timeline on the air handler relocation project and clarified some choices regarding the ceiling height and boiler panel. CSIL confirmed that the air handler could be operational without a panel by installing a temporary on/off switch.
- While on-site, Oak Brook Mechanical (OMS) discovered that a two-way valve had been installed instead of the necessary three-way valve. CSIL and Williams confirmed that IMEG had mistakenly specified the two-way valve in the plans. At IMEG's expense, CSIL will install the three-way valve at no additional cost to the Library. OMS also believed that the water dripping from the vertical pipes in the northwest corner of the room was due to damage to the pipes rather than to condensation. CSIL stated that they would send out a plumber to fix the pipes but, as of the Board Meeting, had not done so.

Finance Committee

- President Ruggeri stated that the next Finance Committee meeting will be held shortly after the Library receives a draft of the annual audit from Lauterbach and Amen, most likely in August.
- There was discussion regarding two CDARs that mature in August. It was agreed that the Committee would discuss the maturing CDARs at its August meeting.

- Property tax bills are delayed, and the Library may not receive tax revenue until December. The Library currently has funds to cover 8-9 months of expenses in the Operating Fund.

Policy Committee

- Next meeting is not yet scheduled.

RFPL Foundation Liaison

- The next quarterly meeting will be July 25th.

Village of River Forest Collaboration Committee Liaison

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

Holiday Closure Dates 2024

Director Compton presented holiday closure dates for 2024 to the Board. There was a short discussion of the Christmas Eve and New Year's Eve closures which differ from prior years because those holidays each fall on a Sunday which has shorter hours.

Approval of closed session minutes from June 20, 2023

A motion to approve and release minutes from the June 20, 2023 closed session and to destroy the tape after December 20, 2024 was made by Trustee Hill. The motion was seconded by Trustee Delano and passed on a roll call vote.

Ayes: Hill, Ruggeri, Berens, Delano, Long

Abstain: Hopkinson

Old Business

Oak Brook Mechanical proposal to replace the Library's air compressor - update

OMS was on-site to repair the Library's air compressor by replacing two pumps. The repair cost \$2,540. While working on the compressor, OMS noticed 2 leaks in the system outside the construction zone that will need to be fixed.

Air handler relocation and mechanical room renovation

Director Compton outlined current open issues in the project. CSIL has estimated that the air handler would be turned on in 2-3 weeks. Given that the siding material specified is no longer available, CSIL was asked to select a readily available material so as to avoid delay. There haven't been any updates on raising the wall of the AHU enclosure. CSIL provided an updated change order proposal for the boiler panel, and Williams recommended that Director Compton sign it. Director Compton requested that CSIL pay an invoice from the River Forest Park District for damage to its sprinkler system but has not received confirmation from CSIL that it will pay it. She also requested payment for an invoice from the Library's alarm company which handled a construction issue that would otherwise have been covered under the contract with CSIL. CSIL does not want the plastic sheeting in the Children's Room removed until the end of the project.

The Facilities Committee discussed the various ceiling height options and thought the one-soffit option would increase the volume of the room. They discussed two lighting options: pendant lighting and surface mounted fixtures. Williams believes that the rough electrical work can be finished without the final fixtures being selected.

A vote on the ceiling and lighting options was postponed until the Board has more information on how much the options will cost and how much credit will be received for the flat panels specified in the contract.

Adjournment

The meeting was adjourned at 7:28 pm following a motion by Trustee Hopkinson which was seconded by Trustee Berens. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary