

## Meeting Minutes: Regular Board Meeting: July 19th, 2022 - DRAFT

**Call to Order:** At 4:00 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Ruggeri, Hopkinson, Berens, Long, Smedinghoff and Stierwalt (joined via phone and arrived in-person at 4:05 pm)
- Also Present: Emily Compton (RFPL, Director) and Shannon Gruber (RFPL, Adult & Teen Services Manager)

**Visitors and Guests:** Andy Dogan, Williams Architects.

### Consent Agenda:

- a. Minutes of the Regular Board Meeting: June 21, 2022
- b. June 2022 Revenue and Expense Reports
- c. June 2022 Bill Payment List and Credit Card Charges
- d. June 2022 Balance Sheet

Trustee Berens moved to approve the consent agenda. Trustee Smedinghoff seconded the motion.

Roll Call Vote:

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

### Patron Suggestions:

Director Compton reported one patron comment:

- A patron requested that we do a Secret Summer Adventure display featuring teen books.

### Old Business

#### Air Handler Project

- Andy Dogan of Williams Architects presented, Air Handling Unit / Program Space Phase 1 Project Update. Mr. Dogan presented an overview of the project scope, details of the exterior enclosure and interior space configuration, described the air handler unit details, and discussed the project schedule. Trustees asked clarifying questions and discussed next steps.

#### FastForward Libraries Strategic Planning Proposal Options

- Director Compton presented three options for the strategic planning for consultants.
- Trustee Stierwalt inquired about the Learning Report step in the process and what the deliverable would be.
- Trustees discussed which option is most appropriate for the Library.
- Trustee Berens thinks that the Library needs to choose the most comprehensive option. She also thinks if we are going to do a community survey, it should be professionally conducted.

- Trustee Long agrees with Trustee Berens that the Library should invest money in this process.
- President Hill thought that the measurable tied to the specific points of the previous strategic plan were very helpful in recognizing strengths and opportunities.
- Trustee Smedinghoff believes that the Learning report analysis of data from surveys is only as good as the data is gathered, so he thinks we need professional assistance creating a survey.
- Trustees discussed the merits of paying for a consultant-led focus group vs. staff-led focus group.
- Trustees discussed the purpose of the strategic plan and how important it is to the Library.
- President Hill suggested cutting down the number of focus group meetings to decrease the costs.
- Trustee Smedinghoff asked if we have to sign a contract committing to all of these options or can we add/delete services as we go along.
- Trustee Hopkinson feels comfortable voting today on one of the options that Emily presented.
- President Hill recommends adding consultant-led focus groups to Option 3.

Trustee Long moves to approve \$14,400 for services from FastForward Libraries Consulting. Trustee Berens seconds the motion.

Roll call vote:

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

### **Book Drops**

Director Compton discussed installing the drive-up book drop at Roosevelt Middle School with the District 90 Facilities Manager. He did not recommend bollard installation. Book drops are on order and should arrive the second half of August.

Trustee Berens asked if there was another option and Director Compton said he does not recommend anything being installed around the book drop.

### **Director's Report**

- Director Compton reported on the following items:
  - The first draft of the audit will arrive before the Finance Committee meets in September and will be ready to present at the October Board meeting.
  - There has been a summer increase in our statistics.
  - Melaina Maraldi, Children's Department Manager, gave six class tours of the Library in June.
- As part of required Trustee training, Director Compton presented Serving our Public 4.0 Chapter 5: Building Infrastructure & Maintenance and Chapter 6: Safety.

Trustee Hill asked that Director Compton to update the Emergency Succession Plan.

Trustee Berens asked if the Library has held a fire drill while the building was open. Director Compton is meeting with the River Forest Fire Department Chief in August and will ask him about

scheduling one. Trustee Berens also asked if there has been Active Shooter training. Director Compton said that the River Forest Police Department has reviewed all of the Library's emergency plans.

### **President's Report**

- President Hill has nothing to report.

### **New Business:**

#### **Committee Reports**

##### **Facilities Committee**

- The Facilities Committee has not met since the June Board meeting.

##### **Finance Committee**

- The Finance Committee has not met since the June Board meeting. The next meeting is September 12<sup>th</sup> at 3:00pm.
- Trustee Ruggeri reported that there may be a four-month delay in Cook County issuing second installment property tax bills. There will also be interest-free loans available, but the Library should have adequate reserves to operate without a loan.

##### **Policy Committee**

- The Policy Committee will be meeting Monday, September 12<sup>th</sup> at 2:00pm.

#### **RFPL Foundation Liaison**

- Trustee Long reported that the Foundation has received a couple of memorial gifts. The quarterly meeting is Tuesday, July 26<sup>th</sup> at 7:00pm.
- Foundation members will be at the movie night on Thursday, July 21<sup>st</sup> that is hosted by the Library and the River Forest Park District.
- The Foundation is less than 100 names away from reaching their goal to build a base of contactable constituents to 1000 names.

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

- The Collaboration committee is meeting Wednesday, July 20<sup>th</sup> and Trustee Stierwalt will report back.

### **OSG Proposal**

Director Compton recommends replacing 9 public computers and purchasing 50 prepaid service hours for installation at the cost of \$21,546.26. This purchase would come out of the Capital budget for technology replacements. Director Compton also proposed purchasing 75 prepaid service hours from the Operating budget for regular IT service needed throughout the fiscal year.

Director Compton explained that the Library does not have to replace its server this fiscal year, as originally planned. Trustee Berens asked how much it would cost to replace the server. Director Compton said we will not know until we are request a quote.

Trustee Hill recommends prepaying for 100 services hours instead of paying separately.

Trustee Smedinghoff asked why they would install Windows 10 instead of Windows 11. Trustee Long said this is likely to keep all of the Library computers on the same system.

Trustee Ruggeri moves to approve the purchase of 9 computers for \$13,546.67 and purchase 100 prepaid service hours for \$14,000. Trustee Berens seconded.

Roll call vote:

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

### **Approval and release of the April 19, 2022 executive session minutes**

Trustee Berens move to approve the April executive session minutes. Trustee Ruggeri seconded.

The motion passed on a voice vote.

### **Adjournment**

The meeting was adjourned at 6:06 pm following a motion by Trustee Berens, seconded by Trustee Hopkinson.

Respectfully submitted,  
Elan Long, Secretary