



River Forest Public Library
River Forest, Illinois

Annual Board Meeting - Agenda*
July 21, 2020 5:00 PM

Meeting Location:

River Forest Village Hall
1st Floor Community Room
400 Park Avenue, River Forest, IL 60305

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Annual Meeting May 21, 2019
5. Annual Reports
 - a. Report from Committees
 - i. Facility Committee
 - ii. Finance and Development Committee
 - iii. Policy Committee
6. Approval of Officer slate for FY 2020-21
 - President: Deborah Hill
 - Vice President: Katie Bevan
 - Treasurer: Tom Smedinghoff
 - Secretary: Jim Hopkinson
7. Adjournment of Annual Meeting

*All topics on the Agenda are potential Action Items.

Meeting Minutes: Annual Board Meeting: May 21, 2019

Call to Order: At 7:30 pm President Smedinghoff called the annual meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Calabrese-Berry, Hill, Long, and Smedinghoff
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager)

Visitors and Guests

- Trustee Elect Hopkinson
- Trustee Elect Stierwalt

Minutes

Annual Board Meeting: May 15, 2018

- Trustee Long moved to accept the minutes of the May 15, 2018 Annual Board meeting noting a correction to the terms of the officers on page 2. Trustee Hill seconded the motion and a vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, Long, and Smedinghoff

Installation of New Trustees

President Smedinghoff administered the Oath of Office to Mr. James Hopkinson and Ms. Karen Stierwalt confirming them as Trustees of the River Forest Public Library. Their terms will expire April 30, 2025.

Approval of Secretary (to fill unexpired term)

President Smedinghoff asked for a motion to appoint Trustee Alice Calabrese-Berry as RFPL Board Secretary as Trustee O'Connor's term has ended. Trustee O'Connor previously held the position of Secretary. Trustee Hill made a motion to approve Trustee Calabrese-Berry as RFPL Board Secretary, Trustee Bevan seconded, and the motion passed unanimously.

2019-20 Committee Appointments

President Smedinghoff announced the committee appointments for FY 2019-2020 as follows:

- Facilities Committee
 - Alice Calabrese-Berry
 - Karen Stierwalt
- Finance Committee
 - Katie Bevan
 - Jim Hopkinson
- Policy Committee
 - Deborah Hill
 - Jim Hopkinson
 - Elan Long
 - Karen Stierwalt

- VRF Collaboration Committee Liaison
 - Elan Long
- RFPL Foundation Liaison
 - Elan Long

Annual Reports

- **President's Report**
 - President Smedinghoff commented that FY 18-19 was a very busy year for RFPL Trustees and staff. President Smedinghoff thanked Trustees and staff for their attendance at additional meetings and for their hard work in committee and Board meetings.

- **Facility Committee**
 - Trustee Calabrese-Berry reported that the following has been accomplished during the last year:
 - In May 2018 the Facilities committee met to select an architect for the circulation area renovation project. An RFP was issued, and three architects were interviewed. At the May 9th meeting the committee voted to enter into negotiations with Williams Architects and the Board approved the contract. The Board approved schematic design in August and the project went out to bid in January 2019. At the February 2019 Board meeting the Board voted to reject all 19 bidders for the circulation area renovation project as the bids came over budget. Williams made changes to the project scope and rebid the project in April/May 2019. The Board will vote to accept or reject the low bidder at the May 21st Regular Meeting.
 - Building updates and projects for the year included:
 - Replacement of broken VAV box in October
 - Main hot water pump replacement in August
 - Replacement of a ballast and upgrade of lights in public restrooms
 - Installation of automatic door openers for the public restrooms
 - Replacement of furnace flue vent
 - Upgrade to second floor lighting to LED lighting.
 - Additionally RFPL made the following replacements due to the damage resulting from extreme cold temperatures in January/February 2019.
 - Replacement of fire sprinkler system
 - Replacement of boiler digital control panel
 - Repair of frozen pipes in the south mechanical room.
 - FY 19-20 Capital projects include:
 - First floor interior renovation project
 - Children's room shelving project
 - Children's room painting and carpet replacement
 - Air handler replacement project design

- Trustee Calabrese-Berry thanked committee members Joan O'Connor and Ates Dagli for their commitment to building and facilities projects.

- **Finance Committee**

- Trustee Bevan reported that the following has been accomplished during the last year and shared goals for the committee for FY 19-20.
 - RFPL administration has settled into our new banking with Community Bank Oak Park River Forest (now Byline Bank) and that relationship continues to be very positive.
 - Interest earnings were higher than projected for the fiscal year and the CD reserve ladder is in place and on schedule.
 - The committee continues to review big picture financials. This year the committee will focus on the operating budget in light of the Illinois Minimum Wage increase and the capital budget, as RFPL administration continue to receive professional assessments of mechanical systems.
 - For the new fiscal year, Trustee Bevan would like the committee to create a formal system for spending down reserves, develop a user friendly financial summary document, and work with RFPL Foundation to determine the best way to incorporate gifts from RFPL Foundation in RFPL's budget.

- **Policy Committee**

- Trustee Hill welcomed Trustees Jim Hopkinson and Karen Stierwalt to the Policy Committee. Trustee Hill explained that the Policy Committee reviews policies on a 3 year cycle and that the committee meets 4 times a year. The committee reviews policies in groups during their meetings and then brings them to the Board for approval throughout the fiscal year. For FY 2019-20, the committee will work on policies related to Staff and Library Operations. The committee will meet in June 2019 to begin their review of staff policies.

- **RFPL Foundation Liaison**

- Trustee Long reported on the activity of RFPL Foundation during RFPL's fiscal year:
 - June 2018: Foundation mailing asking for donor communication preferences. Although this mailing did not ask for donations, the Foundation received roughly \$1,800 in donations.
 - August 2018: Kicked off the Children's room campaign
 - September, October, and November 2018: Working on adding names to the donor list and cleaning up the donor database.
 - December 2018: Annual appeal letters were mailed.
 - March 2019: At the March meeting Directors worked to develop goals and teams to handle Foundation related projects. The Foundation made a committed gift to RFPL and launched the "close the gap" campaign to fund the Children's room project.

- April 2019: Foundation will be present at the RFPL Summer Reading Kickoff Party on June 12th.
 - As of 4/30/19, the Foundation has 629 constituents, 141 active donors, and received 2 major gifts.
 - 100 gifts of \$100 or less
 - 13 gifts of \$101-\$250
 - 10 gifts of \$251-\$500
 - 4 gifts of \$501-1,000
 - 2 gifts of \$1,001-\$2,500
 - 2 gifts of \$10,00-\$50,000
 - President Smedinghoff thanked Trustee Long for her hard work for the Foundation this year.
- **VRF Collaboration Liaison**
 - Trustee Calabrese-Berry reported on her participation in the VRF Collaboration Committee.
 - Over the past year, the Collaboration Committee launched rfhappenings.com, a community calendar that lists activities and events for all the taxing bodies in River Forest.
 - Trustee Long will be RFPL's liaison for the 19-20 fiscal year. A future project for the committee is to be determined.

Adjournment

- At 7:50 pm Trustee Bevan moved to adjourn the Annual Meeting. Trustee Long seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Alice Calabrese-Berry
Secretary

Policy Committee; Preliminary Work Schedule 3 Year Review Cycle				
2017-18		Required reviews and updates		Board Meeting
June	IV.I	Employment		Jun-17
	IV.II	Tiers and Benefits		Jul-17
	V.II	Emergency Succession Plan		Jul-17
Sep	IV.XI	Workplace Harassment		Sep-17
	II.I	Collection Management		Feb-18
	III.X	Child Safety		Sep-17
Dec		<i>nothing currently scheduled</i>		
Mar	III.IV	Equipment and Computer Use		Mar-18
	IV.VIII	Computer Use		Mar-18
2018-19		Patrons		Board Meeting
June	III.I	Borrowing Privileges		Jun-18
	III.II	Circulation		Jun-18
	III.IV	Patron Confidentiality		Jun-18
	III.V	Service to Patrons with Disabilities		Jun-18
	III.VI	Meeting Room		Jul-18
	III.VII	Exhibits/Foyer Displays		Jul-18
	III.VIII	Community Bulletin Board and Pamphlet Display		Jul-18
Sep	III.IX	Code of Conduct		May-18
	III.XI	Public Comment		Apr-19
	III.XII	Gifts and Donations - Non Library Materials		Sep-18
Dec		<i>any further updates required</i>		
Mar	III.IV	Equipment and Computer Use		Mar-19
	IV.VIII	Computer Use		Mar-19
	V.I.	Board By-laws		Mar-19
2019-20		Staff, Operations		Board Meeting
June	IV.I	Employment		June-19
	IV.II	Tiers and Benefits		June-19
	IV.III	Leaves of Absence		Sept. 2019
	IV. IV	Professional Development		Sept. 2019
July	IV.V	Expense Reimbursement		Sept. 2019
	IV.VI	Accidents and First Aid		Sept. 2019
	IV.VII	Dispute Resolution		Oct. 2019
	IV.VIII	Employee Discipline		Oct. 2019
	IV.X	Workplace Harassment		Oct. 2019
	IV.XI	Blood Borne Pathogens		Oct. 2019
Oct	II.I	Collection Management		Feb-20
	II.II	Reference Services		Feb-20
	II.III	Programs		Jan-20
Mar	III.IV	Equipment and Computer Use		Mar-20
	IV.VIII	Computer Use		Mar-20
2020-21		Oversight		Board Meeting
May		Telework Policy		May-20
		Families First Coronavirus Response Act (temporary pol		May-20
June	I.I	Board Responsibilities		July-20
	I.II	Fiscal Accountability		September-20
	I.III	Investment of Public Funds		October-20
January	I.IV	Indemnification and Insurance		
	I.V	Compliance		
		<i>any further updates required</i>		
	III.IV	Equipment and Computer Use		Mar-21
	IV.VIII	Computer Use		Mar-21
	V.I.	Board By-laws		May-21
2021-22		Patrons, Operations		
	III.I	Borrowing Privileges		
	III.II	Circulation		
	III.III	Patron Confidentiality		
	III.V	Service to Patrons with Disabilities		
	III.VI	Meeting Room		
	III.VII	Exhibits & Displays		
	III.VIII	Community Bulletin Board and Pamphlet Display		
	III.IX	Code of Conduct		
	III. X	Child Safety		
	III.XI	Public Comment		
	III.XII	Donations - Non Library Materials		
	III. XIII	Security Camera		
		<i>any further updates required</i>		
	III.IV	Equipment and Computer Use		Mar-22
	IV.VIII	Computer Use		Mar-22
2022-23		Staff		
2023-24		Oversight, Operations		