

Meeting Minutes: Special Board Meeting: August 26th, 2024, at 4:30 PM

Call to Order: At 4:40pm, President Ruggeri called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Elan Long, Ann Berens, Scott Delano, Kosha Baxi Carstens, Jim Hopkinson
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: none

Visitor Comments: none

With no changes or objections, the minutes of the July 16, 2024 Regular Board Meeting were deemed approved.

Old Business

Phase two room renovation project

Proposals for architectural services (Aria Group, Engberg Anderson, and Williams Architects) – discussion

The Library received three proposals for phase two of the room renovation project. The proposals came from Aria Group (AG), a local firm that has worked on many experience-focused projects; Engberg Anderson (EA), a large firm with substantial experience working with libraries; and Williams Architects (WA), which worked on phase one of the project. The fees in the three proposals for the design phase were fairly comparable; the discussion focused on each firm's specific merits and capabilities. Discussion included the Library's experience with WA during phase one; the small size of the project vis-a-vis other projects EA would be working on; and Aria Group's experience working with libraries and grants.

The Board discussed whether a space needs analysis or facilities assessment would be useful in determining the room's design and decided it would be best to focus on completing the project promptly and to address the studies on a separate timeline. Phase two of the project will be paid for with grants from the River Forest Public Library Foundation, a Live & Learn Construction Grant, additional fundraising, and money from the Library's capital fund.

Resolution to Waive Requirements of Competitive Bidding Process for Architectural Services and to Accept Proposal for Architectural Services – vote

Trustee Berens made a motion to adopt a resolution to waive the competitive bidding process and accept EA's proposal. The motion was seconded by Trustee Carstens and passed on a roll call vote.

Roll Call Vote:

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

New Business

Outsource Solutions Group proposal to replace one staff computer (up to \$1,653.52) - vote

A staff work station computer died and needs to be replaced. It was on the list of computers to be replaced in this current fiscal year.

Trustee Delano made a motion to approve payment of up to \$1,700 to Outsource Solutions Group for replacement of a staff computer. The motion was seconded by Trustee Hopkinson and passed on a roll call vote.

Roll Call Vote:

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

President Ruggeri noted that the Library has received a couple of applications to fill the vacant Trustee seat. Interviews will be held in September.

Adjournment

The meeting was adjourned at 5:43pm following a motion by Trustee Berens which was seconded by Trustee Carstens. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary