

Meeting Minutes: Regular Board Meeting: September 17, 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: Cathy Ruggeri, Scott Delano, Elan Long, Jim Hopkinson, Ann Berens, Kosha Baxi Carstens
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Former Trustee Deborah Hill by phone; River Forest residents Nate Root and Katie O'Neill in person.

Visitor Comments: Mr. Root and Ms. O'Neill introduced themselves and expressed interest in joining the Board of Trustees.

President Ruggeri recognized Ms. Hill's many contributions to the Library and Board of Trustees. Trustee Berens read a resolution approving the appointment of Ms. Hill as Distinguished Trustee Emerita of the River Forest Public Library. Trustee Hopkinson moved to adopt the resolution to appoint Deborah Hill as Distinguished Trustee Emerita of the River Forest Public Library. Trustee Berens seconded the motion which passed unanimously on a voice vote.

Emerita Resolution

Approving the Appointment of Ms. Deborah Hill as
Distinguished Emerita Trustee of the River Forest Public Library,
River Forest, Illinois

WHEREAS, in special recognition of her distinguished service to the River Forest Public Library, the Board of Trustees of the Library wishes to acknowledge Ms. Deborah Hill by appointing her Trustee Emerita of the River Forest Public Library; and

WHEREAS, Ms. Hill served the Library and the Village of River Forest as a steadfast and committed Library Trustee for more than ten (10) years from June 2014 through August 2024; and

WHEREAS, Ms. Hill provided strong leadership during her tenure as President (July 2020 to May 2023), Vice President (May 2018 to July 2020 and May 2023 to May 2024), and Secretary (May 2016 to May 2018); and

WHEREAS, Ms. Hill was instrumental in the successful effort to preserve and maintain adequate and accessible parking for patrons of the River Forest Public Library

WHEREAS, Ms. Hill's dedication, professional expertise and knowledge of the community were essential to the success of the major project to repurpose a mechanicals room for program and community space and to renew the Library's land lease; and

WHEREAS, Ms. Hill provided steady and thoughtful leadership throughout the Coronavirus disease pandemic which required adaptations to services, facilities, operations, and policies as well as hiring a new Library Director; and

WHEREAS, Ms. Hill served as chair of the Policy Committee for nine (9) years, leading the initiative to diligently review, craft and organize the Library's policies into a cohesive manual, and to create an organizational system to facilitate the timely review of policies; and

WHEREAS, Ms. Hill contributed significantly to the growth and outreach of the River Forest Public Library Foundation as a dedicated Director, supporter, and strategist; and

WHEREAS, Ms. Hill, her son Jacob and her extended family have been steadfast supporters of Library programming and collections; promoting the many offerings of the Library to their friends and neighbors within the River Forest community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the River Forest Public Library that it approves appointment of Ms. Deborah Hill as Trustee Emerita of the River Forest Public Library.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Ms. Hill for her dedication and service to the River Forest Public Library, and to the people of this village, state, and nation.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board and that copies be given to Ms. Hill, her son Jacob, other members of her family, and to other appropriate Village of River Forest Officials.

Approved by unanimous vote of the RFPL Board of Trustees, September 17, 2024
River Forest Public Library, River Forest, Illinois

Consent Agenda:

- a. Minutes of the Special Board Meeting: August 26, 2024
- b. July 2024 Revenue and Expense Reports
- c. July 2024 Bill Payment List and Credit Card Charges
- d. July 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. August 2024 Revenue and Expense Reports
- f. August 2024 Bill Payment List and Credit Card Charges
- g. August 31, 2024 Fund Balances Report and Capital Reserve Fund

Trustee Berens moved to approve Consent Agenda items a-g and Trustee Carstens seconded the motion. Trustees briefly discussed formatting in the expense report, copy machine revenues, and new hot spots. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported one suggestion from a patron to inform the Village about an upcoming document shredding program at the Library. She confirmed that the Library did inform the Village of this program.

Director's Report:

Director Compton offered comments in addition to her written report:

- The summer community art project, Take Flight, has been installed in the Library lobby. It was completed under the direction of Children's Services Associate LucyRose Till-Campbell with assistance from Children's Services Associate Marissa Walentschik. Patrons, staff, and trustees are encouraged to take photos standing in front of the installation. There is a polaroid camera at the Materials Services Desk to take the photos.
- Work on the new website is progressing, and she expects to show at the October Board Meeting.
- Director Compton researched the Library's usage stats over the past three summers to see if fewer people were using the Library due to the security threats this past summer and HVAC issues the previous year. She found that program attendance suffered more than patron visits both years. Children's program attendance was affected the most and began to recover in

August of this year. Circulation of physical materials decreased and digital checkouts increased which may be part of a larger trend and not specifically due to building issues.

- Director Compton presented information on Crisis Communication from a RAILS workshop that she attended recently.

President's Report:

President Ruggeri gave a security update. The person in question is currently in federal custody and will remain so at least until their next hearing on October 9th. They were deemed competent to stand trial. Director Compton is looking into adding part-time security monitors to the Library staff as a more cost effective long-term solution for safety than hiring outsourced security firms. President Ruggeri and Vice-President Delano are interviewing candidates for the Trustee vacancy. They are confident that the Board will be able to appoint a new Trustee at the October Regular Meeting.

New Business

Committee Reports

Facilities Committee

The Facilities Committee met on July 23rd. They discussed the room renovation project, reviewed the architect proposals received, and made a recommendation of Engberg Anderson for the next phase of the project. The Library's attorney is currently reviewing the proposed contract with Engberg Anderson. A 7-day letter was served on Construction Solutions of Illinois to complete the outstanding work in phase one of the project.

Finance Committee

The Finance Committee has not met recently. The Library received the first draft of the annual audit from Lauterbach and Amen and identified some issues to address. The Committee will meet to review the audit when a new draft is ready. The Library has invested some property tax money received this fiscal year into CDARS accounts.

Policy Committee

The Policy Committee has not met since the last Board Meeting and will be scheduling a meeting soon to review a proposed Parental Leave policy. Trustee Berens suggested the Committee review the policy on holding materials indefinitely.

RFPL Foundation Liaison

The Foundation is planning an After-Hours for Travelers event on October 19th. This will build on the success of the earlier After Hours event and will feature two speakers and more social time.

Village of River Forest Collaboration Committee Liaison

The Committee has not met all summer but plans to meet next week.

Motion to declare a vacancy in the Office of Library Board Trustee Deborah Hill due to resignation

Trustee Carstens moved to declare a vacancy in the Office of Library Board Trustee Deborah Hill due to resignation. The motion was seconded by Trustee Hopkinson and passed unanimously on a voice vote.

Approval of closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024 - vote

Trustee Berens moved to approve closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024. The motion was seconded by Trustee Delano and passed unanimously on a voice vote.

Old Business

Phase One Room Renovation Project- update

There was nothing new to report that wasn't covered in the Facilities Committee update.

Phase Two Room Renovation Project- update

The Live and Learn Grant was extended to June 30, 2026. The Library's attorney is reviewing the contract from Engberg Anderson.

Adjournment

The meeting was adjourned at 7:06 pm following a motion by Trustee Berens which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary