

## Meeting Minutes: Regular Board Meeting: September 20th, 2022

**Call to Order:** At 6:00pm President Hill 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, Ann Berens, Elan Long, Tom Smedinghoff, Karen Stierwalt
- Trustees Absent: Jim Hopkinson
- Also Present: Emily Compton (RFPL, Director) and Shannon Duffy (RFPL, Operations Manager)

**Visitors and Guests:** Jim McClanahan, Scott Delano

### Consent Agenda:

- a. Minutes of the Regular Board Meeting: July 19, 2022
- b. July 2022 Revenue and Expense Reports
- c. July 2022 Bill Payment List and Credit Card Charges
- d. July 31, 2022 Balance Sheet
- e. August 2022 Revenue and Expense Reports
- f. August 2022 Bill Payment List and Credit Card Charges
- g. August 31, 2022 Balance Sheet
- h. Policy updates: Staff IV – Staff and Trustee Development; Staff V – Expense Reimbursement; Staff VI - Accidents & First Aid

Trustee Berens moved to approve the consent agenda items a– h. Trustee Smedinghoff seconded the motion. Trustees asked for clarification of the payments for IT support services, WIFI fees, and the balance sheets for July and August. Minor edits were made to Staff IV-Staff and Trustee Development and Staff VI-Accidents & First Aid.

Roll Call Vote:

Ayes: Hill, Long, Ruggeri, Smedinghoff, Stierwalt, Berens

### Patron Suggestions:

Director Compton reported several patron comments:

- Request to separate sci-fi from other books.
- Request to add Chicago museums to the Museum Adventure Pass program.
- “Thank you, Libby and Hoopla, for getting me through the pandemic.”
- Request for online renewal of library cards.

### Old Business

#### Air Handler Project

- Andy Dogan from Williams Architects joined via phone to discuss the Construction Solutions of Illinois, Inc. (“CSI”) bid. Because the lowest bid was in line with cost expectations, CSI’s references were acceptable, CSI understands the scope and schedule of the work and will do the project according to the specifications, Mr. Dogan stated that CSI has met the statutory requirements for being a responsive

and responsible bidder. Mr. Dogan saw no reason to reject the bid and recommended the Trustees vote to accept it. Mr. Dogan answered questions from the Board on several aspects of the project.

- There were two alternate options in the bid package:
  - Upgrade to fiberglass acoustic ceiling tile to improve acoustics and to muffle noise from the air handler and ductwork system. Mr. Dogan stated that CSI's price for the upgraded ceiling tile was very good and recommended the Trustees accept this option.
  - Install vinyl floor tiles for a temporary finish to the floor before the second phase of the project when they would likely be replaced. Mr. Dogan did not think that CSI's flooring price was particularly competitive. Room could be used with concrete flooring that will be poured as part of Phase One; contractor could be asked to stain or seal the floor in lieu of temporary vinyl flooring.
- The room will meet all requirements for public use at the completion of Phase One and would be available for use in programming and services at that time. At the end of Phase One, two walls of the room will have drywall, and the concrete walls will be painted. Phase One includes rough-in plumbing for the bathroom and for a sink in the room.
- Two weeks after awarding of the bid, CSI should provide a project schedule, a list of subcontractors, and proof of insurance and performance bond.
- The bid price includes \$15,000 for contingencies. Timing of payments is estimated as follows:
  - First payment request in October, to be approved at the November regular Board meeting and paid within 30 days of approval.
  - A 40-50% deposit on the air handler unit upon the order date.
  - 30-35% of payments will be due after April 30, 2023.
  - Williams's fee of \$8,400 to manage the project is included in the fees the Trustees have already approved.
- Trustees thanked Mr. Dogan for his presentation, and he left the meeting.

Trustee Smedinghoff moved to approve the bid plus the alternate acoustic ceiling tile. Trustee Ruggeri seconded.

Before voting, Trustees discussed the project, including the overall cost, the opportunity to increase usable space inside the building, strategic planning goals, and the impact on the Library and on the community of the additional space.

Roll Call Vote:

Ayes: Long, Ruggeri, Smedinghoff, Berens, Hill

Nays: Stierwalt

### **Director's Report**

- The Strategic Planning Committee created a survey to solicit feedback on how people use the Library, what they value about their interactions with the Library, how they receive information about the Library, and how they would like the Library to focus its resources in the future. The survey is live until October 7. The next step in the strategic planning process is in-person and virtual focus groups.

- Hartwig Mechanical inspected the Library's HVAC system, and its recommendations will be on the agenda at the September 27 Facilities Committee meeting.
- FSS Technologies is installing the new burglar alarm system and could handle fire alarm monitoring. Timing of a change may be dependent on the existing fire alarm monitoring contract.
- As part of required Trustee training, Director Compton presented Serving Our Public 4.0 Chapter 8: System Member Responsibilities and Resource Sharing.

### **President's Report**

President Hill reported that the Dooley Band concert on September 10<sup>th</sup> was a great success. Before the concert, the River Forest Public Library Foundation hosted a wine and cheese event for donors with behind-the-scenes tours of the building. RFPL Foundation President Long gave a talk about how donations to the RFPL Foundation help the Library.

### **New Business:**

#### **Memorandum of Understanding Between RFPL and the RFPL Foundation**

Trustee Ruggeri explained revisions to the agreement and the issues relating to insurance coverage for the RFPL Foundation under the Library's insurance policies.

Trustee Smedinghoff moved to approve the memorandum. Trustee Berens seconded. The motion was passed on a unanimous voice vote.

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee met on August 19<sup>th</sup> and discussed Oak Brook Mechanical's recommendation to replace the Library's boiler and hot water valves. The Committee will meet again on September 27.

#### **Finance Committee**

The Finance Committee has not met since the last Board meeting. The Committee will meet with the auditor on September 22<sup>nd</sup> to discuss the first draft of the audit.

The delayed second installment property tax bill is expected to be due by the end of the year. The Cook County Assessor estimates that tax bills will be mailed in November, and tax-funded organizations should begin receiving tax payments in December. Future billing cycles may be delayed.

Trustee Ruggeri confirmed that the Library has sufficient funds in the operating fund to cover 2.5 to 3 months of expenses beyond December. Actual operating expenses are running about 4% ahead of last year and 5% under this year's budget.

#### **Policy Committee**

Committee chairman Hill reported that the Committee met on September 12. The Committee is on schedule with policy reviews and will meet again on January 9, 2023.

#### **RFPL Foundation Liaison**

- In July the Foundation made grants of \$500 for the Dooley Band concert and \$3000 for Children's Services' resources for Story Time and other programs and services.

- 45 donors attended a wine and cheese event before the Dooley Band concert. This was the Foundation's first donor appreciation event.
- The Foundation will start working on the Annual Appeal in the next few weeks.
- The next quarterly meeting is on October 25.

**Village of River Forest Collaboration Committee Liaison**

The Collaboration Committee met in July and is meeting again on September 21. Trustee Stierwalt will ask the other representatives to help promote the RFPL strategic planning survey and focus group registration.

**Adjournment**

The meeting was adjourned at 7:41 pm following a motion by Trustee Long which was seconded by Trustee Berens.

Respectfully submitted,  
Elan Long, Secretary