



**River Forest Public Library  
Annual Board Meeting  
May 16, 2023  
6:00 PM**

**Meeting Location:  
Barbara Hall Meeting Room  
River Forest Public Library  
735 Lathrop Avenue**

**Agenda**

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Annual Meeting: May 17, 2022
5. Honoring Trustee Smedinghoff – Vote: Trustee Emeritus
6. Installation of New Trustees
7. Election of Officer Slate for FY 2023-24
  - a. President: Cathy Ruggeri
  - b. Vice President: Deborah Hill
  - c. Treasurer: James Hopkinson
  - d. Secretary: Elan Long
8. FY 2023-24 Committee Appointments
9. Annual Reports
  - a. President's Report
  - b. Committee and Liaison Reports
    - i. Facilities Committee
    - ii. Finance Committee
    - iii. Policy Committee
    - iv. RFPL Foundation Liaison
10. Adjournment of Annual Meeting

\* All topics on the Agenda are potential Action Items. *Note: Board members who have suggestions about upcoming issues are welcome to contact the President, Chair or a Committee member. Suggestions will be noted, however, the Open Meetings Act, prohibits discussion outside of posted public meetings.*

## Meeting Minutes: Annual Board Meeting: May 17, 2022

**Call to Order:** At 6:00 pm, President Hill called the Annual Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Ruggeri, Berens, Hopkinson, Long, and Smedinghoff (attended remotely)
- Trustees Absent: Stierwalt
- Also Present: Emily Compton (RFPL Director) and Katie Cangelosi (RFPL Operations Manager)

**Visitors and Guests:** River Forest resident Kristen Coe

### Minutes

Trustee Hopkinson moved to approve the minutes of the May 18<sup>th</sup>, 2021 Annual Board Meeting. Trustee Long seconded the motion. A roll call vote was taken.

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

### Approval of Officer Slate for FY 2022-23

- President: Deborah Hill
- Vice President: Cathy Ruggeri
- Treasurer: Tom Smedinghoff
- Secretary: Elan Long
  - Trustee Berens moved to approve the Officer Slate for FY 2022-23. Trustee Hopkinson seconded. A roll call vote was taken.
    - Ayes: Hill, Ruggeri, Berens, Hopkinson, and Long

### FY 2022-23 Committee Appointments

- Finance Committee: Ruggeri (Chair) and Smedinghoff
- Facilities Committee: Stierwalt (Chair), Berens, Long, Hopkinson, and Ruggeri
- Policy Committee: Hill (Chair), Berens, Long and Ruggeri
- RFPL Foundation Liaison: Long

### Annual Reports

- **President's Report**
  - President Hill reported on the past year including that the Library's pandemic procedures helped to keep both staff and patrons safe and allowed the Library to return to normal operating hours with functions relatively unscathed.
  - President Hill thanked Director Compton for her capable leadership and work this past year leading several initiatives including:
    - Forging a new, stronger, phase in technology with a new IT provider and updated equipment and services.
    - A contract with a new auditing firm.
    - Representing the Library by being responsive and congenial as she has advocated for the air handler project.
  - President Hill also thanked the Trustees for their work the past year including:
    - Trustee Berens for her positive energy brought to both the Library Board and Foundation. Trustee Berens's planning for the Dooley concert included promoting it in advance and offering popcorn, glow sticks and bookmarks at the event to spread word of the Foundation to attendees.
    - Trustee Ruggeri who provided consistent attention to the Library's financials throughout four audit drafts. Trustee Ruggeri also revamped the procedure for Director evaluations based on a training by United for Libraries. The new

procedures laid the groundwork for a more efficient evaluation and goal-setting process.

- **Facilities Committee**

- Trustee Berens reported on behalf of Trustee Stierwalt the following activity for the Facilities Committee during fiscal year 2021-22:
  - Trustee Stierwalt thanked Director Compton for identifying technology needs including upgrading staff computers, phone system, and internet speed. Director Compton also worked to update long-term planning documents to better anticipate future facility projects.
  - Highlights of facility projects in the past year include:
    - Returned to full operating hours, made furniture available to allow longer visits to the Library, and eliminated capacity limits.
    - Increased regular HVAC inspections to three inspections per year.
    - Library's limestone was cleaned and ivy was removed from the building.
    - The Village of River Forest approved the Library's Development Review Board application for the air handler project.
    - The Library's chilled water pump was replaced.
    - The Library entered into a new 50-year land lease with the River Forest Park District.
    - The Library refreshed the Middle School and Teen area with new paint and furniture.

- **Finance Committee**

- Trustee Ruggeri reported on behalf of Trustee Smedinghoff the following activity for the Finance Committee during fiscal year 2021-22:
  - The Library ended the year in a strong financial position and was able to make both budgeted property tax transfers and excess revenues over expenses transfers from fiscal years 2019-20 and 2020-21 to the capital improvement fund.
  - The Library's auditors also made recommendations to improve Library financial practices which Director Compton and Ms. Cangelosi have implemented throughout the fiscal year.
  - The Library passed an amended budget to reflect increased expenses on technology initiatives and progress on the air handler project.

- **Policy Committee**

- President Hill reported the following activity for the Policy Committee during fiscal year 2021-22:
  - President Hill thanked Trustee Ruggeri for creating a new method for tracking Library policy review timetable. President Hill also thanked Shannon Gruber, Adult and Teen Services Manager, for her work creating a shared access for Library Trustees to review the policies as needed.
  - President Hill also noted the cooperation between the Committee and Library staff in reviewing the Library's Collection Management Policy.

- **RFPL Foundation Liaison**

- Trustee Long reported the following activity for the RFPL Foundation during fiscal year 2021-22:
  - The Foundation granted \$39,065 to the Library to support garden maintenance, the Dooley Band program, IL Libraries Presents programs, the Middle School and Teen area refresh, and progress on the air handler project.
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- Foundation growth has continued with a 40% increase in the number of donors. Tribute gifts were up 89% and are being displayed in the Library's lobby. Two garden plaque tributes were added to the Anne T. Smedinghoff Memorial Garden.
- The Foundation's engagement with the community included a presence at the Dooley Band concert, monthly e-newsletters, and hand-written notes to donors.
- The Foundation elected its first outside directors, Alice Calabrese-Berry and Janet Hanley. Janet was also elected Treasurer.
- Sarah Richards Burton left as RFPL Foundation Coordinator in June. Sally Gregory stepped into the role in late November and has worked to improve Foundation operations.

### **Adjournment**

The meeting was adjourned at 6:19 pm following a motion by Trustee Berens, seconded by Trustee Hopkinson.

### **Emeritus Resolution**

Approving the Appointment of Mr. Thomas J. Smedinghoff as  
Distinguished Emeritus Trustee of the River Forest Public Library,  
River Forest, Illinois

**WHEREAS**, in special recognition of his distinguished service to the River Forest Public Library, the Board of Trustees of the Library wishes to acknowledge Mr. Thomas J. Smedinghoff by appointing him Trustee Emeritus of the River Forest Public Library; and

**WHEREAS**, Mr. Smedinghoff served the Library and the Village of River Forest as a steadfast and committed Library Trustee for 12 years from May 2011 to May 2023; and

**WHEREAS**, Mr. Smedinghoff provided strong leadership during his tenure as President (May 2016-July 2020), Vice President (May 2014-May 2016), and Treasurer (May 2020-May 2023); and

**WHEREAS**, Mr. Smedinghoff, as President, provided steady leadership in the renovation of the circulation area and staff space, the remodeling of the Children's Room, and during the initial phase of the addition of a second meeting room; streamlined Board meetings by introducing the consent agenda; increased transparency by posting full Board meeting documents; and helped shepherd the Library through its initial response to the COVID-19 pandemic; and

**WHEREAS**, Mr. Smedinghoff served as a member of the Finance and Development Committee at its inception and for 11 years thereafter (May 2011-May 2019 and July 2020-May 2023) and as Chair for two years (July 2020-May 2022), thereby sharing his financial acumen and prudence for long-term financial planning; and

**WHEREAS**, Mr. Smedinghoff's strong work ethic and legal and institutional knowledge have greatly benefitted the Library throughout his tenure as a Library Trustee; and

**WHEREAS**, Mr. Smedinghoff and his wife, Mary Beth, 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 Mr. Thomas J. Smedinghoff as Trustee Emeritus of the River Forest Public Library.

**BE IT FURTHER RESOLVED** that this Board herein extends its deepest appreciation to Mr. Smedinghoff for his 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 Mr. Smedinghoff, his wife, Mary Beth, other members of his family, and to other appropriate Village of River Forest Officials.

Approved by unanimous vote of the RFPL Board of Trustees, May 16, 2023  
River Forest Public Library, River Forest, Illinois