

## 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 was taken.
    - Ayes: Hill, Ruggeri, Berens, Hopkinson, and Long

### FY 2021-22 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 and 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 was a key participant at the Dooley concert where she distributed popcorn and Foundation flyers to attendees.
    - Trustee Ruggeri who provided consistent attention to the Library's financials throughout four different 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 2021-2022:
  - 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 pre-pandemic operations in regards to business hours and furniture.
    - Increased regular HVAC inspections to three inspections per year.
    - Library's limestone was cleaned and ivy 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 a new 50-year building 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 the fiscal year 2021-2022:
  - The Library ended the year in a strong financial position having ended the year accepting the budgeted amount of property taxes and performing a revenues over expenses transfer from fiscal year 2020-2021.
  - 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 expenses on technology initiatives and progress on the air handler project.

- **Policy Committee**

- President Hill reported the following activity for the Policy Committee during the fiscal year 2021-2022:
  - 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 regard to reviewing the Library's Collection Management Policy.

- **RFPL Foundation Liaison**

- Trustee Long reported the following activity or the RFPL Foundation during the fiscal year 2021-2022:
  - 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.

- The Foundation received two garden plaque applications which have been added to the Library's garden area.
- Tribute gifts were up 89% and are being displayed in the Library's lobby.
- The Foundation's engagement with the community included a presence at the Dooley Band concert, monthly e-newsletters, and hand-written notes to donors.
- Sally Gregory also joined the Foundation in the role of RFPL Foundation Coordinator and has worked to improve smooth operations within the Foundation.

### **Adjournment**

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