

Meeting Minutes: Regular Board Meeting: October 20, 2020

Call to Order: At 7:00 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

Trustee Calabrese-Berry attended the meeting by phone as personal illness prevented her from attending the meeting in person.

- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (Operations Manager)

Resolution honoring retiring Library Director, Sue Quinn

- Trustee Smedinghoff read a resolution Recognizing Ms. Sue Quinn and approving her appointment as distinguished Director Emerita of the River Forest Public Library. A copy of the resolution is included on page 8 of these minutes.

Visitors and Guests – In Person

- Ms. Meghan O’Keefe
- Mrs. Dorothy F. Houlihan
- Ms. Joan O’Connor
- Mr. Joseph O’Connor
- Mrs. Claudette Zobel
- Ms. Amy Grossman

Visitors and Guests – Zoom

- Mr. Kevin Crowell
- Ms. Ann Berens
- Ms. Dannie Moore
- Mrs. Shannon Gruber
- Ms. Victoria Muraiti
- Mrs. Cathy Rutman
- Ms. Beth Kirchenberg

Public Comment: President Hill asked visitors and guests for public comment:

- Mr. Kevin Crowell, former RFPL Trustee, thanked Director Quinn for her years of service to the Library. Mr. Crowell and Director Quinn met during the Strategic Planning workshop for the Library. Mr. Crowell expressed that Director Quinn’s work on the strategic plan has greatly benefited in moving the Library forward.
- Ms. Shannon Gruber, Adult/Teen Services Manager, RFPL, thanked Director Quinn for her leadership and noted that staff will continue to be inspired in their work at RFPL due to her example.

- Ms. Joan O'Connor, former RFPL Trustee, commented that during her tenure, Director Quinn demonstrated grace under pressure, deployed rapid response, and was a fierce protector of staff.
- Director Quinn thanked everyone in-person and on Zoom for attending the meeting and for all the good wishes. During her time at RFPL Director Quinn appreciated the support and friendships fostered and noted that RFPL will always have a special place in her heart. Director Quinn is confident that the Board will continue to advocate for the Library and that the community will continue to hold the Library in high regard. Director Quinn stated that the success of RFPL belongs to the team.
- Ms. Amy Grossman, Children's Services Manager, wished Director Quinn the best for her retirement. Ms. Grossman presented Director with a gift from RFPL staff. Staff collected funds and a donation will be made in Director Quinn's honor to the American Library Association (ALA) Spectrum Scholarship program. This program recruits and provides scholarships to American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Middle Eastern and North African, and/or Native Hawaiian/Other Pacific Islander students to assist them with obtaining a graduate degree and leadership positions within the profession and ALA.
- President Hill thanked Director Quinn for her grace, style, laugh, and dedication to getting to yes. President Hill admires Director Quinn's ability to help staff blossom and grow. President Hill thanked Director Quinn for her relationship with the Board and sharing her thoughtful and knowledgeable experience.
- On behalf of the RFPL Foundation, Trustee Long presented Director Quinn with a plaque, to be installed in the Library's garden seat wall, commemorating and acknowledging her tenure at RFPL. Additionally, Trustee Long presented Director Quinn with a book of photos and quotes collected from current and former RFPL staff members, colleagues, and patrons.

Consent Agenda:

- Minutes of the Regular Meeting: September 15, 2020
- Minutes of the Special Board Meeting: September 30, 2020
- September 2020 Revenue and Expense reports
- September 2020 Warrant List
- September 30, 2020 Balance Sheet
- Updated Library Director Job Description
- Policy Revisions I. Oversight: III. Investment of Public Funds
- Resolution for Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds

President Hill asked if Trustees would like any items taken off the consent agenda. Trustees did not request any items be removed from the consent agenda and did not have any questions.

Trustee Bevan moved to approve the consent agenda, items a.-h. Trustee Smedinghoff seconded. A roll call vote was taken.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Director's Report

- Director Quinn shared her final Director’s report with the Board:
 - RFPL will submit a \$5,000 CARES Act grant request to Cook County for additional expenditures incurred in response to the COVID-19 pandemic.
 - Patron visits have increased slightly; RFPL has no plans to adjust our service model/open hours at this time.
 - Director Quinn and Ms. Bertucci reviewed two drafts of the audit prepared by Sikich. Final edits were sent on October 19 and we expect to have a final draft to share with the Finance Committee well before its November 5th meeting. Additionally, Ms. Bertucci has completed the Management Discussion and Analysis (MD&A) that is prepared by Library Management to be included in the final audit report.
 - Per Capita Grant funds in the amount of \$13,965 were received on October 1, 2020.
 - Thus far, RFPL has collected approximately 45% of anticipated tax revenue. This is roughly 1% less than last calendar year to date. Director Quinn feels confident that RFPL has enough reserve funds should 2021 first installment tax receipts be delayed.
 - The bi-annual HVAC inspection will take place in November. A contract with Classic Restoration was signed (\$4,999) to complete masonry repairs to our garden seat wall and planter boxes.
 - 12 new PCs have arrived and will be configured and deployed within the next two weeks. Additionally, a new firewall will be installed before the end of October.
 - Trustee Bevan asked whether recent mandated restrictions in neighboring communities would impact the library’s service model. Ms. Bertucci responded that we would follow guidance laid out in the Governor’s Restore Illinois Plan and comply with any directives from state or local authorities. Future models may place additional limits on capacity, but that depends on the metrics that determine necessary space limitations. If we did have to move back to Phase 3, we would offer a revised curbside service model.

President’s Report

- President Hill reported that she has started to meet with Ms. Bertucci and Ms. Grossman in preparation for their Interim Co-Directorship beginning on October 21st. President Hill shared that things at the Library are running smoothly and the biggest issue is staff health and safety concerns regarding COVID-19.

New Business

- 2020 River Forest Public Library Levy
 - Ms. Bertucci presented the 2020 Levy for the Library. The Levy amount for 2020 is \$1,356,903. Ms. Bertucci explained that the majority of the Library’s budget is funded through the Levy, with a few exceptions:
 - Grants from the River Forest and Oak Park Townships and the RFPL Foundation have offset some programming expenses.
 - The Library’s contribution to the Youth Interventionist Program is funded through alternate revenue sources.
 - Per Capita funds received in 2020 will offset the budget lines for print, non-print, and online materials.
 - The RFPL Foundation donated funds to support both the strategic initiatives and the maintenance budget lines.
 - President Hill asked for a motion to approve the 2020 Levy. Trustee Smedinghoff moved to approve the 2020 Levy, Trustee Bevan seconded.
 - A roll call vote was taken:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Committee Reports

Facilities Committee

- Trustee Calabrese-Berry gave a report from the Facilities Committee
 - The Facilities Committee met on September 30th. Trustee Calabrese-Berry reported that Director Quinn signed a contract with Classic Restoration to complete masonry work in the exterior planters and garden seat wall. The cost for this project came in at \$4,999.
 - Air Handler Discussion
 - At President Hill’s request, Ms. Bertucci lead Trustees through a discussion of the Air Handler Replacement Project memo. The memo presented three options for discussion. Trustees asked the following questions:
 - Trustee Hopkinson asked about the size of the replacement unit, should the Board decide to keep the unit inside. Ms. Bertucci answered that the unit specified in 2017 was approximately 8’ x 13’ and would utilize most of the space in the current air handler room.
 - President Hill asked if an alternate unit could be specified that would improve air quality in the Library. Ms. Bertucci answered that the 2017 air handler relocation feasibility study specified an in-kind replacement. If the Board decides to move forward, RFPL would need to work with our engineer to provide alternate units that would filter and purify air.
 - A question was raised about the costs to renovate the vacant space to be incorporated into the Children’s Room. At the time of the 2017 study, an architect’s rendering was provided to give

RFPL an idea of how the space could be used. Until an architect is hired to design and furnish a new space, the costs presented in the memo are rough estimates.

- Trustee Bevan asked for clarification on the \$7,500 motor replacement mentioned in the memo. Ms. Bertucci explained that the current motor is laboring and will likely need to be replaced within the next 12 months. If the motor fails in the interim, it will need to be replaced to ensure that our HVAC system is functioning properly. Additionally, exterior screens that have deteriorated (and since been removed) may also need to be replaced.
- The next large capital project, included in RFPL's capital reserve projections, is the skylight replacement project estimated at either \$25,000 or \$50,000, depending on the replacement option. The skylight is anticipated to reach the end of its useful life in 2023.
- President Hill asked for a timeline for the potential air handler project given the September 2021 recommended timeframe for replacement. Ms. Bertucci felt that a project of this scope would need to go to bid by June 2021. Ms. Bertucci added that an engineer would be need to be engaged in early 2021 to begin the process. If the Board would like to consider relocating the air handler unit to the Library's exterior, our first step would be to approach the Park District, as the unit would be placed on land exterior to the Building that is not currently included in the Library's leased area. Trustee Stierwalt volunteered to assist Ms. Bertucci in speaking with the Park District.
- Trustee Bevan requested that the Facilities Committee update and prepare a list of imperative, essential, important, and desirable projects for the next 5 years. Ms. Bertucci reported that the Facilities Committee completed a space analysis early in Director Quinn's tenure and she would update that analysis and bring it to the next Facilities Committee meeting for review and discussion.

Finance Committee

- Trustee Smedinghoff reported that the Finance Committee will meet in early November to review the draft audit report. Topics for future meetings will include the FY 2021-2022 budget review process and recommendation of a new auditor.

Policy Committee

- President Hill reported that the Policy Committee will meet next in January 2021.
- President Hill thanked Ms. Grossman for her memo regarding mandatory Board review of *Serving our Public 4.0: Standards for Illinois Public Libraries* as per FY 2021 Per Capita Grant requirements.

- President Hill expressed that RFPL has a good handle on infrastructure and building maintenance and adheres to the procedures and protocols set forth by the Illinois Library Association.

Library Director Search Task Force

- Trustee Bevan was pleased to report that the Director job ad is live and posted on RFPL's website, RAILS, ILA, and IL Heartland Library Association's websites.
- Thus far, 10 candidates have applied and 3 phone screens are in progress.
- The search task force committee will conduct the first round of interviews virtually, which they hope to have completed before Thanksgiving.
- Trustee Bevan will send a poll to gauge Trustee availability in early December for in-person second round interviews.
- Ideally, Trustee Bevan would like the Board prepared to make an offer by the end of December and have a new Director in place in early February 2021.
- Trustee Bevan feels RFPL is on track regarding expenses due to HR Source for their facilitation. Less than \$5,000 has been expended to date.

RF Collaborative Committee

- Trustee Long will reach out to Village of River Forest Trustee Tom Cargie regarding the Collaborative Committee. The committee is on hiatus, for the time being.
- Trustee Cargie suggested that the committee would not be reconvened until a specific project was identified.

RFPL Foundation Liaison

- Trustee Long shared that the Foundation has a meeting coming up on October 27th. That meeting will focus on the annual appeal letter, budget updates, and review of a grant proposal from RFPL. The most recent RFPL Bookplate included an insert from the Foundation and coloring sheets promoting the Foundation are being shared with patrons in the Children's Room.

Old Business

- None

Adjournment

- At 8:38 President Hill asked for a motion to adjourn. Trustee Long moved that the Regular meeting be adjourned and Trustee Smedinghoff seconded. A roll call vote was taken:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Respectfully submitted,
 Jim Hopkinson
 Secretary

RESOLUTION
Recognizing Ms. Sue Quinn and
Approving Her Appointment as Distinguished Director Emerita
River Forest Public Library

WHEREAS, on the occasion of her retirement from the River Forest Public Library (RFPL), and in special recognition of her distinguished service and invaluable contributions, the RFPL Board of Trustees wishes to honor Sue Quinn; and

WHEREAS, Ms. Quinn began her service to the Library and the Village of River Forest in 2007 as Children's Librarian, and thereafter promoted to Children's Services Manager (2010, Interim 2008-2010), Strategic Planning Manager (2013), Assistant Director (2015), and ultimately Library Director (2016); and

WHEREAS, during Ms. Quinn's tenure, she has had many remarkable achievements, including:

- In 2012, Ms. Quinn received the Illinois Library Association's annual Davis Cup Award for her "outstanding contribution in library service to young people;" and
- In 2013, working with a group of community leaders and residents, Ms. Quinn developed and executed a Strategic Plan that refocused the Library's energy and work to a community-focused strategy for collections, services, and programs; and
- In 2014, Ms. Quinn worked with the Board to help establish the RFPL Foundation to increase public awareness of the Library, foster a commitment to the Library through private donations, and enhance the vitality of the Library, now and for future generations; and
- Over the past decade, Ms. Quinn was instrumental in securing our physical building, updating mechanical systems throughout the building, overseeing critical repairs to the slate roof; and spearheading major renovations, including updating the beloved Marion Lahey Children's Room, reconfiguring the teen space, reconfiguring and updating the adult space, and undertaking a major and long-overdue renovation of the Lobby and staff work areas; and
- Time after time, Ms. Quinn has skillfully led the Library through numerous challenges, from boiler outages and frozen pipes, to threats of demonstrators, to the COVID-19 pandemic of 2020; and
- Regardless of her position, Ms. Quinn has worked tirelessly to enhance the Library's reputation, provided strong leadership, been a cherished mentor to the staff, endeared herself to patrons, and inspired all those whose lives she has touched, and

WHEREAS, the Library, the Board, the staff, and the residents of the Village of River Forest owe Ms. Quinn a debt of gratitude for her outstanding worth ethic and her strong and exceptional leadership for the past thirteen years; and

WHEREAS, Ms. Quinn and her husband Mike have been steadfast supporters of the Library, actively promoting it within the River Forest community;

NOW, THEREFORE, BE IT RESOLVED by the RFPL Board of Trustees that it approve appointment of Ms. Sue Quinn as Distinguished Director Emerita of the River Forest Public Library.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Ms. Quinn for her dedication and service to the Library, the residents of the Village of River Forest, and the broader community.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board and that copies be given to Ms. Quinn, her family (including husband Mike), and other appropriate Village of River Forest officials.

Approved by unanimous vote of the RFPL Board of Trustees, October 20, 2020
River Forest Public Library, River Forest, Illinois