

**Meeting Minutes: Annual Board Meeting: July 21, 2020**

**Call to Order:** At 5:00 pm President Smedinghoff called the annual meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Calabrese-Berry, Hill, Long, and Smedinghoff
- Trustees Excused: Hopkinson, Stierwalt
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager)

President Smedinghoff asked for a motion to allow Trustee Stierwalt to attend the meeting by phone as personal illness prevents her from attending the meeting in person. Trustee Hill moved to approve the motion, Trustee Bevan seconded, and the motion passed unanimously.

Trustee Hopkinson called-in to listen as he is unable to participate in the meeting because his absence does not qualify for remote attendance according to the Open Meetings Act.

**Visitors and Guests**

- Cathy Ruggeri
- Karen Sam
- Ruth Sam
- Richard Sam
- Jeffrey Hill

**Public Comment**

Mr. Hill congratulated Trustee Hill on her appointment to President of the River Forest Public Library Board of Trustees.

**Minutes**

Annual Board Meeting: May 21, 2019

- Trustee Long moved to approve the minutes of the May 21, 2019 Annual Board Meeting. Trustee Hill seconded the motion passed unanimously.

**Annual Reports**

- **Facility Committee**
  - Trustee Calabrese-Berry reported that the following has been accomplished during the last year:
    - Fiscal year 2019-2020 including many extensive building/facilities projects including:
      - First floor lobby and staff spaces renovation project
      - Children's room project
      - Slate roof repair project
    - Minor building updates and projects for the year included:
      - Exhaust fan replacement
      - Security camera installation

- Fireplace repairs
  - Trustee Calabrese-Berry thanked Trustee Stierwalt for her participation on the Facilities Committee and commended President Smedinghoff for his dedication to the committee and for his attendance at all the year's committee meetings.
  - Trustee Calabrese-Berry also thanked Director Quinn, Ms. Bertucci, and RFPL staff for their patience and flexibility during the year's major building projects.
- **Finance Committee**
  - Trustee Bevan reported that the following activity for the Finance committee during fiscal year 2019-2020.
    - A large portion of the capital reserve was spent down to complete major building projects.
    - Going forward, a reserve analysis will be provided to the Board twice a year.
    - The committee continued to review projections for the operating and capital budgets.
    - The committee will continue to analyze how external factors, specifically the IL Minimum Wage Law and property and casualty insurance increases, will affect the operating budget going forward.
    - This year the committee will have to assess the financial repercussions of the pandemic and the Director will have to amend the budget based on current circumstances.
- **Policy Committee**
  - Trustee Hill reported that the following activity for the Policy committee during fiscal year 2019-2020.
    - Trustee Hill explained that the policy committee reviews policies on a 3-year cycle and that the committee meets 4 times a year.
    - The committee developed two new policies in response to the pandemic, the Remote Work Policy and the Families First Coronavirus Response Act policy.
    - Going forward, chapters from the IL State Library Standards for Public Libraries chapters will be included in the board packets for Trustee review and discussion.

#### **Approval of Officer slate for FY 2020-22**

- President: Deborah Hill
- Vice President: Katie Bevan
- Treasurer: Tom Smedinghoff
- Secretary: Jim Hopkinson
  - Trustee Calabrese-Berry moved to approve the officer slate, Trustee Long seconded, and the motion passed unanimously.

**Adjournment**

- At 5:17 pm Trustee Bevan moved to adjourn the Annual Meeting. Trustee Long seconded. All approved and the meeting was adjourned.

Respectfully Submitted,  
Alice Calabrese-Berry  
Secretary

DRAFT