

GiveMeeting Minutes: Regular Board Meeting: January 19, 2021

Call to Order: At 4:32 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.
- Also Present: Joanna Bertucci (RFPL, Interim Co-Director) and Amy Grossman (RFPL, Interim Co-Director)

Visitors and Guests

- Ms. Ann Berens
- Ms. Emily Compton-Dzak
- Ms. Cathy Ruggeri

President Hill made the following announcement at the start of the January 19, 2021 meeting. Governor Pritzker signed Bill 2135, which specifies requirements for meetings of public bodies while Illinois is under a state of emergency and disaster declaration due to the COVID-19 pandemic. The bill states that if an in person meeting is not practical or prudent, members of the public body can call into a meeting as long as one Trustee or the Chief Executive Officer is present at the public body's physical location. All votes must be roll call votes and the meeting must be recorded.

In order to comply with this law, Interim Co-Directors Joanna Bertucci and Amy Grossman are present at the River Forest Public Library building (735 Lathrop Ave., River Forest, Illinois) and the meeting is being recorded via Zoom.

Consent Agenda:

- a. Minutes of the Regular Meeting: November 17, 2020
- b. Minutes of the Special Board Meeting: December 6, 2020
- c. Minutes of the Special Board Meeting: December 10, 2020
- d. Minutes of the Special Board Meeting: December 17, 2020
- e. November 2020 Revenue and Expense reports
- f. November 2020 Warrant List
- g. November 30, 2020 Balance Sheet
- h. December 2020 Revenue and Expense reports
- i. December 2020 Warrant List
- j. December 31, 2020 Balance Sheet
- k. Audit contract award: Tighe, Kress, and Orr \$9,500, \$10,000, & 10,5000 audit fiscal years 21-23, respectively
- l. Policy updates: Resolution, January 19, 2021 Workplace Harassment Policy; IV. Staff X. Workplace Harassment; Families First Coronavirus Response Act

President Hill asked if Trustees would like any items taken off the consent agenda. Trustee Long requested that item k. be removed the consent agenda.

Trustee Calabrese-Berry moved to approve the consent agenda, items a.-j. and l. Trustee Bevan seconded. A roll call vote was taken.

Roll Call Vote:

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

Trustees discussed item k., audit contract award. Trustee Long asked for additional information regarding the selection of the audit firm Tighe, Kress and Orr, as the firm was the most expensive in terms of cost and annual percentage increases over the three-year contract term. Ms. Bertucci responded that the two low

bidders received unfavorable responses during the reference check process, specifically related to less than adequate internal controls protocol during the audit process. The Library's current auditor was not selected, as members of the Finance Committee felt that Library Administrative staff had to do an excessive amount of review and proofreading of the audit drafts before arriving at a final version. Trustee Long raised a question about the "estimated" cost as stated in the engagement letter. Ms. Bertucci explained that she reached out to Mr. Wade Arthur at Tighe, Kress, and Orr for clarification prior to the meeting. Mr. Arthur stated that the only additional fees the Library would incur during the audit process would be related to bank fees paid to a provider to handle the electronic transfer of documents, which is not applicable to RFPL. After discussion, Trustee Bevan moved the recommendation to award the audit contract to Tighe, Kress, and Orr for \$9,500, \$10,000, and \$10,5000 to audit fiscal years 21-23, respectively. A roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions

- None

Interim Co-Directors Report

- Ms. Bertucci announced that in light of the Suburban Cook County region's moved to Tier 2 mitigations of the Restore Illinois Plan (effective January 18, 2021), RFPL will reopen to the public with limited capacity and services on Monday, January 25th. This recommendation was presented to President Hill in collaboration with incoming Library Director, Ms. Emily Compton-Dzak.
- On January 12, 2021 Ms. Bertucci attended a meeting with members of the River Forest taxing bodies and Community Center regarding the River Forest Civic Center Authority Building Feasibility study and results. During the meeting, Ms. Jan Arnold, Executive Director of the Park District of Oak Park shared her experiences thus far in the construction of a new recreation center in Oak Park. After Ms. Arnold's presentation, meeting attendees suggested that it might be time to take a step back and define more precisely the needs of the entities who would use the facility in an effort to scale back the \$45 million proposed building. President Hill will be reaching out to Trustees individually to get a sense if RFPL wants to be included in the project and should continue to be a participant in these discussions.

President's Report

- President Hill and Ms. Bertucci attended the Park District Board Meeting on Monday, January 11th. Ms. Bertucci demonstrated to the Park District Board what work RFPL has done regarding the air handler project and what questions needed to be answered before making a formal request to the Park Board. President Hill expressed that the tone of the presentation was well received and Park Board President Roloff did not give the initial request a "no," but rather asked for additional information and location scenarios to help inform the Board's final decision.
- On Tuesday, January 12th, Ms. Grossman informed President Hill that an RFPL staff member tested positive for COVID-19 and the Library would need to close immediately to allow for a deep cleaning. Affected staff were notified and tested. No additional staff members tested positive as a result of this case. President Hill expressed that RFPL's response was well-organized, communications were clear and succinct, and the Interim Co-Directors had established protocols in place to ensure every aspect of their response was covered. President Hill thanked Ms. Bertucci and Ms. Grossman for their handling of the situation and expressed that their response was representative of how they have worked together during their interim co-directorship.

New Business – Committee Reports

Facility Committee

- Trustee Calabrese-Berry reported that the Facilities Committee met on November 14 to discuss the air handler project. The committee authorized Ms. Bertucci to engage Chicago Project Manager to deliver a feasibility study report to address Library and Park District questions. Additionally, the committee discussed a strategy for approaching the RFPL Foundation to provide financial support for the project. Following the meeting, President Hill, Ms. Bertucci, and Ms. Grossman met with Foundation Director Long to discuss how RFPL might structure a grant request for the project.

Finance Committee

- Trustee Smedinghoff reported that the Finance Committee met on January 7, 2021 to review the amended budget drafts for FY 20-21 and draft budgets for FY 21-22. The committee will meet on February 4 in preparation for the February Board meeting. The committee will monitor property tax receipts as tax bills go out on February 1st. The committee has not made a recommendation for transfers at this time and will revisit at February and March committee meetings. Lastly, Ms. Bertucci notified the committee of a maturing CDARS, part of the 5-year ladder, on January 28th. Ms. Bertucci recommended reinvesting those funds in 26-week CDARS, as interest rates are not favorable and to maintain additional liquidity. Committee members agreed with the recommendation and President Hill will be the signatory on the CDARS order.

Policy Committee

- President Hill informed Trustees that in order to comply with the Harassment Resolution passed this evening, Trustees would have to complete an annual anti-harassment training.
- Ms. Bertucci will sign Trustees up for a self-directed training program when the training is deployed to RFPL staff. Trustees who have completed this training for their employer do not have to complete an additional training session to meet their RFPL obligation. Those Trustees should send documentation of their training completion to Ms. Bertucci for RFPL's internal records.

RFPL Foundation Liaison

- The Foundation will meet on Tuesday, January 26th at 7:00 PM.
- Director Long informed the Board that the annual appeal yielded approximately \$27,000 in donations, surpassing the Foundation's goal for the 2020 appeal. Additionally, approximately 150 donors contributed to the 2020 Annual Appeal, an increase of 55% over last year's appeal.

Old Business

- None

Adjournment

- At 5:16 pm President Hill asked for a motion to adjourn. Trustee Bevan moved that the Regular meeting be adjourned and Trustee Long seconded. A roll call vote was taken:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Respectfully submitted,
Jim Hopkinson
Secretary