

**Meeting Minutes: Regular Board Meeting: March 16, 2021**

**Call to Order:** At 4:30 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: Emily Compton-Dzak (RFPL, Director) and Joanna Bertucci (RFPL, Operations Manager)

**Visitors and Guests**

- Ms. Ann Berens
- Ms. Cathy Ruggeri

President Hill made the following announcement at the start of the March 16, 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 Library Director, Emily Compton-Dzak is 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: February 16, 2021
- b. February 2021 Revenue and Expense reports
- c. February 2021 Warrant List
- d. February 28, 2021 Balance Sheet
- e. Policy updates: Patrons IV. Equipment & Computer Use, Staff IX. Computer Use, FFCRA Extension, Trustee Bylaws
- f. CleanNet USA contract approval - \$16,779

President Hill asked if Trustees would like any items taken off the consent agenda. No items were requested for removal from the Consent Agenda.

Director Compton-Dzak addressed questions regarding the reference checks and services provided by CleanNetUSA. The reference check process involved speaking with Libraries who have a CleanNet franchise servicing their library. All references were incredibly pleased with the responsiveness of CleanNet representatives, their franchise contact, and reported no issues with their assigned franchisee. Additionally, the services for Saturday are the same as Monday-Friday. The contract indicates 6x per week under IV. Frequency of Service. Lastly, RFPL has never had cleaning services on Sundays. The Saturday evening clean takes us through until Monday evening. Ms. Compton-Dzak added that this is the typical arrangement for libraries which are open for only half a day on Sunday.

Trustee Long moved to approve the consent agenda, items a.-f. Trustee Hopkinson seconded. A roll call vote was taken.

**Roll Call Vote:**

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

## **Patron Suggestions**

- None

## **Director's Report**

- Director Compton-Dzak addressed a few questions regarding the Director's report.
  - A question was raised regarding total number of cardholders compared to 2020. Director Compton-Dzak reported that currently RFPL has 8,623 cardholders, compared to 8,426 in February 2020.
  - A Trustee asked about the contents of the Flipster and OverDrive magazine collections. Director Compton-Dzak explained that 20 of our 36 titles currently held in Flipster are available in the OverDrive magazine collection. RFPL staff curates the Flipster collection whereas the OverDrive collection includes 3,000 titles available to all subscribers. RFPL has access to the OverDrive collection at no cost this year and will evaluate the two resources.
  - 2020 first installment property tax receipts are coming in. Currently, RFPL is at 84% of anticipated property tax revenue.
  - The candidate forums for the River Forest municipal elections have been viewed over 1,000 times, either live or via the recording.
  - Trustee Hopkinson asked about the consolidation of the folktales and fairy tales picture book collections. Director Compton-Dzak explained that the consolidation did not eliminate titles, but rather added international cultures to increase representation of diverse voices and stories in the Children's picture book collection.

## **President's Report**

- President Hill thanked Director Compton-Dzak and Ms. Bertucci for their efforts and presentations at the January 11 and March 8 River Forest Park District Board meetings. President Hill reported that the Park District unanimously agreed to work with the Library to accommodate our additional land lease request.

## **New Business – Committee Reports**

### **Facility Committee**

- Trustee Calabrese-Berry reported that the Facility Committee met on March 11, 2021 to discuss the air handler replacement project. Additional meeting details are included in the meeting minutes.

### **Finance Committee**

- Trustee Smedinghoff reported that the Finance Committee met on March 4, 2021 to review the final FY22 operations and capital budgets.
- Trustee Smedinghoff asked if Trustees had any questions regarding the final FY22 operations budget. No questions were asked. Trustee Smedinghoff moved to approve the budget from the Finance Committee and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
- Trustee Smedinghoff asked if Trustees had any questions regarding the final FY22 capital budget. No questions were asked. Trustee Smedinghoff moved to approve budget from the Finance Committee and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

- Trustee Smedinghoff reported that the Finance committee recommends transferring funds to the capital reserve in the amounts of \$99,650 and \$41,000. \$99,650 represents the excess revenue over expenditures from the FY21 audit and \$41,000 represents the annual budgeted transfer from the operations budget to the capital reserve. No questions were asked. Trustee Smedinghoff moved to approve the transfers and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Trustee Stierwalt asked for an explanation about the increase to the wages and salaries line. Director Compton-Dzak explained that the 2.3% increase was budgeted to give Library administration flexibility in adding additional staff to fill three open positions, award merit increases to eligible staff, comply with minimum wage laws and address wage compression of pay grades close to those affected by the increase to the minimum wage. Director Compton-Dzak expressed gratitude to have the full amount approved as this gives her the most flexibility to prepare for a gradual re-introduction of hours and services.

### **Policy Committee**

- President Hill reviewed Chapter 12, Technology from *Serving our Public 4.0* with Trustees. Trustee Bevan asked whether administration had completed the technology checklist included in the chapter. Ms. Bertucci responded that RFPL staff reviewed all 14 chapters of *Serving our Public 4.0* at the December 2020 In-Service. Staff reported that RFPL met or exceeded all standards for libraries defined by the State Library.
- President Hill explained that the Trustee Bylaws update was included in the consent agenda for the March meeting rather than the usual May meeting so that the length of the trustee term in the Bylaws matches the terms that the Trustees on the April 6, 2021 ballot will serve. Additionally, RFPL’s legal counsel has advised that RFPL maintain the Indemnification and Insurance policy referenced in the Trustee Bylaws.

### **RFPL Foundation Liaison**

- The Foundation Board held a special meeting on February 23 to review RFPL’s \$100,000 grant request for the space project. Assuming RFPL receives all the necessary approvals, the Foundation has approved this request.
- The “Meet the Director” event on February 24 was very successful with approximately 30 attendees. A link to Director Compton-Dzak’s presentation was included in the March 16 Foundation eNews blast.
- Foundation staff member, Sarah Burton, and Director Katie Bevan are completing the Foundation’s 2020 tax filings.

### **Old Business**

- Air Handler Project Discussion
  - Director Compton-Dzak shared an updated cost estimate for the air handler project from Chicago Project Management. Phase 1 costs should not exceed \$270,000. This figure includes \$20,000 for the exterior redundant heat source, \$15,000 for consulting services as well as a 10% contingency (approximately \$23,000).
  - President Hill and Director Compton-Dzak are working with RFPL attorney, Greg Smith, to draft a Memorandum of Understanding (MOU) with the River Forest Park District (RFPD). RFPD Executive Director, Mike Sletten, sent a draft MOU to Director Compton-Dzak. Mr. Smith is working to incorporate Director Sletten’s requests into the MOU.
  - President Hill and Director Compton-Dzak will meet with Lisa Scheiner, Acting Village of River Forest Administrator, regarding the Zoning Board approval process. President Hill suggested that this process could take 6-9 months.

- Trustee Long asked about a communication strategy announcing the project to the public. President Hill responded that she would not feel comfortable making a formal announcement until the MOU is signed by both RFPL and RFPD. Once the MOU is signed, a communication strategy will be developed. Director Compton-Dzak has already started working on FAQs for the community related to the project.
- Trustee Calabrese-Berry has generously offered to help RFPL secure a Live and Learn Construction Grant from the Illinois State Library after her term expires. Andy Dogan, Williams Architects, has experience with this process and has been successful in obtaining state grants for library construction projects as well.

### **Closed Session Minutes**

- The Board will defer review of Closed Session Minutes to the next Regular Board meeting, scheduled for April 20.

### **Adjournment**

- At 5:14 pm President Hill asked for a motion to adjourn. Trustee Smedinghoff moved to adjourn the meeting and Trustee Bevan seconded. A roll call vote was taken:
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

Respectfully submitted,

Alice Calabrese-Berry  
Acting Secretary