

Meeting Minutes: Regular Board Meeting: September 21, 2021

Call to Order: At 6:01 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Long, Ruggeri, Smedinghoff, Stierwalt, Hopkinson (remote attendance)
- Trustees Absent: Berens
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager).

Visitors and Guests: There were no visitors or guests present.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: July 20, 2021
- b. July 2021 Revenue and Expense reports
- c. July 2021 Bill Payment List and Credit Card Charges
- d. July 31, 2021 Account Balances
- e. August 2021 Revenue and Expense reports
- f. August 2021 Bill Payment List and Credit Card Charges
- g. August 31, 2021 Account Balances
- h. Policy updates: Patrons XI. Public Comment

President Hill stated that the Public Comment Policy will be removed from the Consent Agenda lacking verbiage discussed at the previous Policy Committee meeting.

Trustee Smedinghoff moved to approve the consent agenda, items a.-g without the Public Comment Policy. Trustee Ruggeri seconded. A roll call vote was taken.

Roll Call Vote:

- Ayes: Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt.

Patron Suggestions

Director Compton reported that:

- A patron asked for pricing signs by the public copiers.
- A patron asked for more dual language materials and programs.

Director's Report

- Director Compton reported these comments in addition to her written Director's Report:
 - The Barbara Hall Meeting Room is available for patron use with reservation.
 - The chilled water pump, an essential component of the Library cooling system began failing. The expected delivery of a replacement is in October. Until then, Library staff are able to manually adjust temperature by turning the boiler on/off.
 - The Library was closed on September 17th, for a safety themed staff training day. Ben Ransom from the River Forest Police Department and Kevin Wiley from the River Forest Fire Department were on site for staff Q&A.

President's Report

- President Hill thanked staff for the hard work put into a successful Dooley concert, in particular Meghan O'Keefe, Adult Programming Librarian and Shannon Gruber, Adult and Teen Services Manager, for organizing the event. The program drew 192 people to the Library, many more than in previous years. President Hill also thanked Ann Berens and Cathy Ruggeri for their assistance at the Dooley concert. The Trustees agreed that the event was inviting and welcoming to all attendees and overall a very successful program.

- President Hill also commended Shannon Gruber for building community relations at The Sheridan Assisted Living Facility by organizing a book donation for residents.

New Business – Committee Reports

Facilities Committee

- Limestone cleaning contract – discussion and vote
 - Trustee Stierwalt reported that she asked for a third-party opinion from Classic Restoration regarding the limestone quotes. Classic Restoration’s response was to go with the company that has the most experience in cleaning limestone.
 - The Trustees discussed removing the ivy on the building, washing limestone caps, and damage to window caulking. Ms. Cangelosi will ask Douglas Simons if pressure washing could damage window caulking and whether they were removing both the live and dead ivy on the building.
 - President Hill moved to approve the Douglas Simons quote for \$3,700 plus the \$175 charge to clean the flagstone wall; Trustee Stierwalt seconded. A roll call vote was taken

Roll Call Vote:

- Ayes: Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt.
- Oak Brook Mechanical – discussion and vote
 - Trustee Long moved to adopt the maintenance at 3x per year with 6 extra fan coils and exhaust fans at \$1,850/inspection; Trustee Smedinghoff seconded the motion.
 - Director Compton reported that Oak Brook Mechanical (OMS) inspected the Library 4x per year until 2008 when the inspections reduced to 2x per year, purportedly (as relayed by OMS) for budget reasons. During this year, the Library has paid Oak Brook Mechanical \$720 in July and \$960 in August on emergency service calls, negating the presumed savings from fewer inspections. OMS recommends 4 inspections per year and quotes a lower cost per inspection for contracts with more than 2 per year.
 - Trustees discussed the challenges of keeping the building and its systems running smoothly. Trustee Smedinghoff noted how much time went into these issues during his tenure as Board President, noting 3 inspections seems essential and there is a strong case to be made for 4 per year.
 - Trustee Stierwalt raised questions about how OMS documents inspections and reports its findings. Director Compton reported that the last inspection was in June, which inspection did not include the fan coils or exhaust fans and neither Director Compton nor Ms. Cangelosi were present. Trustee Stierwalt recommended asking OMS for a review of the HVAC equipment in the building including life expectancy, maintenance requirements, and upcoming costs associated with the equipment. Ms. Cangelosi will coordinate a walk-through with the next scheduled maintenance visit.
 - A roll call vote was taken.

Roll Call Vote:

- Ayes: Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt.
- Trustee Stierwalt announced that the next Facilities Committee meeting is on October 7th at 4 pm.

Finance Committee

- Trustee Smedinghoff reported that Director Compton has a draft of the audit which will be reviewed at the October Finance Committee meeting on October 12th at 11 am.

Policy Committee

- President Hill announced that the next Policy Committee meeting will be on October 7th at 5 pm.

RFPL Foundation Liaison

- Trustee Long seconded President Hill's comments recognizing the work of RFPL staff and Foundation directors to make The Dooley Band concert a special community event. Trustee Long also thanked President Hill for an opening speech acknowledging the RFPL Foundation for their support.
- As surplus from this event, the Foundation now has cards for collecting contact information from people interested in the Foundation and attractive bookmarks to give out.
- Foundation Directors are working on additions to the mail/email list which are due to be turned in by October 13th.
- The next RFPL Foundation regular meeting is October 26th at 7 pm at the Library.

Village of River Forest Collaboration Committee Liaison

- Trustee Stierwalt reported that Village of River Forest Collaboration Committee shared the impacts of COVID-19 on the respective entities represented and considered topics for a future collaboration project. Suggestions are appreciated.

Old Business

- Air Handler Project Update
 - Director Compton reported that the planned development application has been submitted to the Village of River Forest where it passed the staff review with no major components missing. These are the next steps of review for the application:
 - Technical Review Committee on September 29th
 - A first Development Review Board meeting for the application to be approved
 - A second Development Review Board meeting for the previous minutes to be approved
 - A Village of River Forest Board Meeting for the application to be approved
 - Director Compton reported that due to the application review process, construction may be pushed to December.
 - Trustee Stierwalt asked what lead time is needed to order an air handler. Director Compton has reached out to Oak Brook Mechanical to begin the discussion on ordering the air handler.
- Draft lease – discussion and vote
 - Director Compton is working with the River Forest Park District on communication with their attorney to continue negotiating the terms of the lease.
 - Trustee Smedinghoff asked if the delay in signing the lease would cause a delay in getting the air handler planned development application approved. President Hill replied that the application may be submitted with the Memorandum of Understanding (MOU) only although it would be helpful to have the executed lease as well.
 - President Hill moved that the Board authorize her to sign the draft lease with or without the proposed changes from the attorney; Trustee Hopkinson seconded the motion.
 - The Trustees discussed and decided that if the lease does not include the proposed language recognizing the Library building is owned by the Library then further discussion is needed at the October Board meeting. The motion was withdrawn.
 - Trustee Smedinghoff moved to authorize President Hill to sign the draft lease provided recognition of the Library's ownership of the building is included; Trustee Ruggeri seconded the motion.

Roll Call Vote:

- Ayes: Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt.

Adjournment

The meeting was adjourned at 6:56pm following a motion by Trustee Smedinghoff, seconded by Trustee Stierwalt.

Respectfully submitted,

Elan Long, Secretary