

**River Forest Public Library
Special Board Meeting
MINUTES
Wednesday, December 6th, 2023 – 1:30 PM**

Call to Order: At 1:31 pm, President Ruggeri called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Deborah Hill, Elan Long, Jim Hopkinson, Ann Berens. Kosha Baxi Carstens and Scott Delano attended via phone.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Motion to approve Trustee Carstens to vote via phone by Trustee Berens, seconded by Vice-President Hill. The motion was approved by voice vote.

Visitors and Guests: None

New Business:

Comcast internet and phone service 24-month contract renewal (\$873 monthly)-
vote

The Board discussed the new Comcast contract, which includes a decrease in the number of phones. The one conference phone in the contract is mobile, so it can be brought into the new room if need be. The new contract includes faster internet speeds. Director Compton will ask Outsource Solutions Group (OSG) if the Library's equipment can handle faster internet speeds. President Ruggeri acknowledged the time that Director Compton took to get a competing proposal from OSG's sister company, Telco.

Vice-President Hill made a motion to approve the new contract with Comcast. The motion was seconded by Trustee Berens and passed on a roll call vote.

Roll call vote:

Ayes: Berens, Carstens, Hill, Hopkinson, Long, Ruggeri

Old Business

Air handler relocation and mechanical room renovation project
S&D Prime Maintenance floor painting proposal (\$3,575) – vote

S&D confirmed that the nooks would be painted and that it would use a non-slip additive. S&D provided the Library with its certificate of liability insurance. The paint proposed was recommended by Williams Architects.

Trustee Hopkinson suggested that the Board consider an epoxy finish for the floor and recommended a local company, Broadleaf Inc, that he's used in the past for epoxy flooring. Epoxy flooring is maintenance-free and easy to clean. Director Compton will reach out for a quote. Epoxy flooring could be a more permanent solution with area rugs, instead of carpeting. Vice-President Hill suggested that the Facilities Committee consider flooring alternatives at a future meeting when it has information on the epoxy options. Epoxy would still be possible later if the floor is painted as an interim solution, but the paint would need to be stripped. If the Library decided to do epoxy now, carpeting would still be an option later.

The Board decided not to vote on the S&D proposal at this time. The Facilities Committee will discuss epoxy finish and color options at a future meeting in time for a vote at the January Board meeting.

Adjournment

The meeting was adjourned at 2:08 pm following a motion by Vice-President Hill, seconded by Trustee Hopkinson.

Respectfully submitted,
Elan Long, Secretary