

**Meeting Minutes: Regular Board Meeting: January 18th, 2022 - DRAFT**

**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, Berens, Long, Ruggeri, Hopkinson, Stierwalt, Smedinghoff (attended remotely)
- Trustees Absent: None
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager)

**Visitors and Guests:** Mike Grant, River Forest resident, visiting on behalf of the River Forest Park District Board of Commissioners.

**Consent Agenda:**

- Minutes of the Regular Board Meeting: November 16, 2021
- May through October 2021 Corrected Revenue and Expense Reports
- November 2021 Revenue and Expense Reports
- November 2021 Bill Payment List and Credit Card Charges
- November 30, 2021 Balance Sheet
- December 2021 Revenue and Expense Reports
- December 2021 Bill Payment List and Credit Card Charges
- December 31, 2021 Balance Sheet
- Policy updates: Temporary Policy: Emergency Paid Sick Leave; Staff III: Leaves of Absence; Patrons XIII: Security Camera Policy

President Hill removed item i. Policy updates from the consent agenda to be discussed with the Board.

Trustee Berens moved to approve items a.-h. of the consent agenda with a typo correction suggested by Trustee Hopkinson to the November 16, 2021 minutes. Trustee Ruggeri seconded the motion. A roll call vote was taken:

Roll Call Vote:

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

President Hill suggested that language in the Temporary Policy: Emergency Paid Sick Leave mirror the Staff Policy with respect to a leave of absence that might be requested by the Library Director. President Hill suggested the policy include: "A request for an emergency paid sick leave of absence made by the Director under this policy must be approved by the Board".

Trustee Hopkinson moved to approve item i. Policy Updates with this proposed change. Trustee Berens seconded the motion. The motion passed on a voice vote.

**Patron Suggestions:**

Director Compton reported two patron comments

- A patron requested more activity bags for children. Director Compton reported that by default Children's Services have been offering more activity bags over the winter months and due to the pandemic.
- A patron requested an award winner section for children's materials, classics, and past Roosevelt school contest reading titles. Director Compton reported that the Library already offers sections for award winners and classics, and will investigate past Roosevelt school contest reading titles.

**Director's Report**

- Director Compton reported on the following items:
  - All Library programs are virtual through February 20<sup>th</sup> due to COVID considerations.
  - The walls are being painted in the Middle School and Teen area for a space refresh.
  - The Library welcomed practicum student Kate during a staff training day. Kate will be assisting with a collection audit in Children’s services and with Connections programs. She will also sit in with the Library’s Equity, Diversity, and Inclusion (EDI) Committee.
- As part of required Trustee training, Director Compton presented Serving our Public 4.0 Chapter 7: Collection Management. The Board discussed how to collect community feedback on collection management. The Library offers a purchase request form on their website and plans to solicit community feedback during the strategic planning process.

### **President’s Report**

- President Hill reported that the Library continues to evaluate services during the pandemic and monitor health guidance. By providing virtual programs, requiring masks in the building, and offering curbside service, the Library has sought a delicate balance between access and COVID precautions.
- President Hill also reported that a long time River Forest resident and patron gave her feedback on Library services throughout the pandemic “just like first responders Library staff have been on the front line of this pandemic whether we stop to think of it or not. The Library remains my favorite destination in the village, bar none. The staff has been so diligent in staying cheerful and keeping everyone safe during these exhausting times.”
- President Hill thanked staff for providing excellent service during these challenging times.

### **New Business**

#### **Committee Reports**

##### **Facilities Committee**

- Trustee Stierwalt reported that the Facilities Committee discussed the Comcast phone contract and raised issues to investigate before it went to the Board. Tayloe Glass replaced the inside lobby door glass with tempered glass for safety.
- The next Facilities Committee meeting is Thursday, February 3rd at 4pm.

##### **Finance Committee**

- Trustee Smedinghoff discussed the timeline for the Library budget 22-23:
  - February 8<sup>th</sup>: The Finance Committee will review and discuss the budget draft
  - February 15<sup>th</sup>: The Library Board will review and discuss the budget draft
  - March 15<sup>th</sup>: The Library Board will vote to accept the budget
- Ms. Cangelosi presented on Zabinski Consulting Service’s memo regarding the Library’s balance sheet. The memo contains explanations for lines on the balance sheet that were added by the Library’s auditors during the fiscal year 20-21 audit.
- The next Finance Committee meeting is Tuesday, February 8<sup>th</sup> at 4pm.

##### **Policy Committee**

- The next Policy Committee meeting is Tuesday, February 8<sup>th</sup> at 5pm.

##### **RFPL Foundation Liaison**

- Trustee Long reported that the Foundation:
  - Exceeded the budgeted revenue goal for the year
  - Exceeded the goal for number of annual appeal participants
  - Received a significant number of donations from first time donors
- The annual meeting for the RFPL Foundation is Tuesday, January 25<sup>th</sup> at 7pm.

##### **Village of River Forest Collaboration Committee Liaison**

- The next Village of River Forest Collaboration Committee meeting is January 19<sup>th</sup>.

### **Comcast Business Internet and VoiceEdge Services Proposal**

Director Compton reported that Outsource Solutions Group (OSG), the Library's IT support provider, reviewed the Library's phone and internet services and found a way to bundle the services with Comcast. The bundled quotes include 10x faster internet speed, 5g internet failover, and leased phone hardware including 20 new phones, 1 conference phone, and a paging system. The Facilities Committee had recommended that OSG provide a competitive quote from AT&T, but after trying multiple times, OSG was unable to connect with AT&T for a competitive quote. Director Compton clarified that the Library can choose their caller ID text and that taxes are 10% of the total bill.

Trustee Stierwalt moved to approve the Comcast Business Internet and VoiceEdge Services Proposal. Trustee Hopkinson seconded the motion. A roll call vote was taken:

Roll Call Vote:

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

### **OSG Pre-Paid Time Block Proposal – discussion and vote**

Director Compton reported that OSG recommends we purchase 100 hours of pre-paid service hours. Over the next calendar year OSG plans to replace the phone system surge protector (6 hours), upgrade 11 computers (20-30 hours), and replace the Library's server (40 hours). The Board discussed the merits of starting with 50 hours of pre-paid time versus purchasing the full 100 hours.

Trustee Ruggeri moved to approve 50 hours of pre-paid time with OSG for \$8,000. Trustee Stierwalt seconded the motion. A roll call was taken:

Roll Call Vote:

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

The motion passed.

### **Old Business**

- a. Air Handler Project Update: Director Compton reported that the Library applied for building permits and they are good for 1 year once issued. Director Compton reported that the Library is eligible to apply for a Live and Learn New Construction grant for up to \$125,000. The Library would not be able to begin the bid process until grants are awarded in spring; eliminating the spring bid option. Going forward with the grant application, the Library would begin the bid process as soon as grants were awarded for construction in spring.
  - o The Board discussed concerns about the air handler lead time of approximately 12 weeks. Director Compton replied that the air handler would not be needed until mid-October, after the concrete pad is poured and cured.
  - o Director Compton will begin discussing construction details with District 90 and the River Forest Park District. Williams Architects is working to mitigate disruption to the adjacent fields as much as possible.
  - o The Board discussed the small window of time for construction during the fall season. Director Compton explained that while fall construction is still the target timeline with the grant application, construction is possible in November/December. Cold weather mitigation methods are typically not needed until January.
  - o The Board agreed with the Director's decision to move forward with the Live and Learn New Construction grant application and will continue to check in on the project timeline.
- b. Director Compton reported on staff feedback from focus groups on the use of the new space from the air handler project. The focus groups discussed space issues in the Library and challenged staff to consider possibilities for the new room. A common theme during the discussion was to make the room as flexible as possible to fit as many needs of the Library as it could. Director Compton reported that it is

important that the space be thoughtfully designed to minimize the reduction of shelving and storage space.

**Adjournment**

The meeting was adjourned at 7:15pm following a motion by Trustee Berens, seconded by Trustee Hopkinson.

Respectfully submitted,  
Elan Long, Secretary