

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: January 21, 2025 at 6:00 PM

Call to Order: At 6:00 pm, President Ruggeri called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Scott Delano, Elan Long, Jim Hopkinson, Ann Berens, Simon Saddleton. Kosha Baxi Carstens was absent. Scott Delano left the meeting at 6:54 pm.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Sydnee Marks, Audit Manager, Lauterbach and Amen

Visitor Comments: Ms. Marks presented the FY 2023-24 audit to the Board. She thanked Director Compton and Ms. Duffy for their help with audit fieldwork. The auditors gave an unmodified opinion which is the highest possible assessment of the Library's accounting practices and financial position.

The Board agreed to change the order of the Agenda to include Trustee Delano in the planned discussions and votes (Agenda items 9d – 10b) before he needed to leave the meeting. The Consent Agenda, reports and updates (Agenda items 5 – 9c) were moved to follow those actions.

New Business (items d - g)

Masonry repair proposals (pricing varies) - vote

Tuckpointing work needs to be done around the windows on the north and south sides of the second floor. The Library received proposals for the work from Grove Masonry Maintenance, North Shore Brickwork, Olsen Tuckpointing Company, and Otto Baum Company, Inc. Proposals ranged from \$4,895 to \$94,950, depending on the work being recommended. The Board discussed the scope of the work in each proposal and that additional work beyond that quoted may be needed upon closer inspection.

Trustee Hopkinson moved to approve Grove's proposal with a budget not to exceed \$20,000. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Delano, Hopkinson, Long, Ruggeri, Saddleton

Franzen Plumbing quote to replace 2 staff room toilets (\$1,938) – vote

The two toilets in the staff restrooms currently are residential toilets. Franzen Plumbing recommended replacing them with commercial grade toilets. The project cost would be paid from the capital contingency budget.

Trustee Berens moved to approve Franzen Plumbing's quote for replacing two staff toilets with a budget not to exceed \$2,000. Trustee Delano seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Delano, Hopkinson, Long, Ruggeri, Saddleton, Berens

Outsource Solutions Group proposal to switch to Hassle Free Service (\$2,602.25 per month) – vote

The Library currently contracts IT support from Outsource Solutions Group (OSG) on its Network Care plan. The plan has a monthly fee and requires the purchase of prepaid service hours for support provided. OSG also offers a Hassle Free Service, which has a higher monthly fee with unlimited service for projects that take less than 8 hours. This plan will provide more support with far less administrative work and potentially lower total cost.

Trustee Delano moved to approve OSG's proposal for Hassle Free Service at \$2,602.25 per month as of February 1, 2025. Trustee Saddleton seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Hopkinson, Long, Ruggeri, Saddleton, Berens, Delano

Outsource Solutions Group quote to replace 6 computers (\$7,567.16 - \$12,317.16)- vote

OSG recommended replacing 5-10 computers this fiscal year. The Library has replaced one and proposes replacing six more. The computers' replacement cost will be \$7,567.16 with Hassle Free Service versus \$12,317.16 with the necessary prepaid service hours.

Trustee Saddleton moved to replace six computers for \$7,567.16. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Ruggeri, Saddleton, Berens, Delano, Hopkinson, Long

Old Business

Phase One Room Renovation Project- update

Oak Brook Mechanical Services proposal to complete HVAC punch list (\$5,290) – vote

The Library received a quote from Oak Brook Mechanical Services (OMS) to finish the remaining HVAC punch list items. In discussion, the Board decided not to engage OMS at this time to determine the function of the thermostat that had been installed outside the Community Room since the thermostat may be affected by Phase Two of the room project.

Trustee Berens moved to approve paying OMS to complete HVAC punch list items 3 and 4 for an amount not to exceed \$5,000. The motion was seconded by Trustee Delano and passed on a roll call vote.

Roll Call Vote

Ayes: Saddleton, Berens, Delano, Hopkinson, Long, Ruggeri

Phase Two Room Renovation Project- update

There is a Facilities Committee meeting on January 24th at 2pm which will include kickoff of the Community Room Phase 2 design project with Engberg Anderson.

Trustee Delano left the meeting.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: November 19, 2024
- b. Minutes of the Special Board Meeting: December 6, 2024
- c. November 2024 Revenue and Expense Reports
- d. November 2024 Bill Payment List and Credit Card Charges
- e. November 30, 2024 Fund Balances Report and Capital Reserve Fund
- f. December 2024 Revenue and Expense Reports
- g. December 2024 Bill Payment List and Credit Card Charges
- h. December 31, 2024 Fund Balances Report and Capital Reserve Fund

Trustee Long requested that item b be removed from the Consent Agenda. Trustee Berens moved to approve Consent Agenda items a, c-h, and Trustee Saddleton seconded the motion. Discussion included lost book fees, movie rentals and movie licensing, and property tax levy years. The motion passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Delano, Hopkinson, Long, Ruggeri, Saddleton

Trustee Saddleton moved to approve Consent Agenda item b, and Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Delano, Hopkinson, Ruggeri, Saddleton

Abstain: Long

Patron Suggestions:

Director Compton reported one suggestion to reseal the front door of the Library.

Director's Report:

Director Compton reported the building was closed early due to cold temperatures on January 16th after the boiler failed. Thanks to advance planning and preparation, the Library was able to offer remote services during the closure.

Two parts on the boiler needed to be replaced; the work was completed, and the Library reopened on January 17th. The tech from OMS informed Director Compton that, in his opinion, the boiler would last for years. In 2022, OMS had told the Library that the boiler would need to be replaced in 1-2 years. Director Compton consulted with Mark Sullivan from OMS who recommended budgeting for boiler replacement by the summer of 2028 at the latest. He suggested summer as the preferred timeframe to allow for testing and adjustments in the fall.

A new guest pass procedure went into effect in December. The Adult and Teen Services staff are encouraging patrons to use their library card to log onto computers. Anyone who doesn't have a library card may receive a guest pass good for three months after showing their ID. A couple who got engaged in the Library a few years ago came in to get a library card for their new baby.

President's Report:

President Ruggeri commended the staff for the smooth rollout of the new library website. Director Compton noted that Marketing and PR Specialist Fran Arnold put a lot of work into it.

New Business

Committee Reports

Facilities Committee

The Facilities Committee will meet with Engberg Anderson on January 24th for the kickoff of the Community Room Phase 2 design project and also will consider the boiler situation.

Finance Committee

The Finance Committee met on January 7th to review the draft FY 2023-24 audit. Their next meeting is February 5th after the Foundation meeting. They'll discuss the amended budget for the current fiscal year and draft budget for next fiscal year.

Policy Committee

The Policy Committee will meet on January 27th.

RFPL Foundation Liaison

The Foundation has a meeting on February 5th. The Annual Appeal was very successful, far exceeding the goal for donations. They encouraged the Library to submit grant requests.

Village of River Forest Collaboration Committee Liaison

The Committee met in November and will meet next in February.

Adjournment

The meeting was adjourned at 7:15 pm following a motion by Trustee Hopkinson which was seconded by Trustee Saddleton. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary