

## **RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Meeting Minutes: Regular Board Meeting: October 21, 2025, 6PM**

**Call to Order:** At 6:03 pm, President Delano called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Scott Delano, Ann Berens, Elan Long, Simon Saddleton, Nathan Root. Lindsay McIntyre and Kathleen O'Neil were absent.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests:** Sydnee Marks, Lauterbach & Amen (L&A) auditor

**Visitor Comments:** Ms. Marks' comments pertained to the annual audit, detailed below.

#### **Lauterbach & Amen FY 2024-25 audit presentation:**

Ms. Marks reported that L&A had no difficulties working with Library management on the audit and that the Library has proper internal controls in place. The audit findings resulted in the highest level of assurance that L&A can give with no management letter comments for FY2025.

#### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: September 16, 2025
- b. September 2025 Revenue and Expense Reports
- c. September 2025 Bill Payment List and Credit Card Charges
- d. September 30, 2025 Fund Balances Report and Capital Reserve Fund
- e. Policy updates: Staff XI. Infectious Materials.

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee Root seconded the motion. Discussion included implications of tax revenue delays since tax bills haven't gone out yet. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Delano, Long, Root, Saddleton

#### **Patron Suggestions:**

Director Compton reported one suggestion to have an RFPL Foundation campaign poster in the lobby.

#### **Director's Report:**

In addition to her written report, Director Compton discussed:

- The Library received its facilities assessment which details repairs needed over the next ten years. The only item that needs to be addressed immediately is replacing the roof access ladder which will be done on October 24<sup>th</sup>. The boiler doesn't need to be replaced for 7 years but there are other major HVAC repairs

like the VAV boxes which should be budgeted for sooner. Other recommended actions included phased carpet replacement, phased acoustic ceiling replacement, skylight repairs, and an eventual elevator replacement.

- The 120<sup>th</sup> RFPL birthday party was a success. Throughout the day, 92 people attended the morning story time and balloon show and 112 more people stopped in to spin the prize wheel and wish the Library a Happy Birthday.

### **President's Report:**

President Delano reported that he went to the Illinois Library Association Conference and spoke to various library communities. He noted that there was much discussion of ICE. On Friday, October 3<sup>rd</sup>, ICE was reportedly on-site at RFPL before the Library opened late due to construction noise. They talked to a nanny outside of the building and did not detain anyone. RFPL staff is informed about protocol for dealing with ICE. Because the library is a public building, agents may enter the building but are not allowed in staff (non-public) areas. Director Compton will handle any requests for information that ICE agents might make. The Library is in the process of reviewing its unattended child policy due to recent concerns about ICE. President Delano also reported that, while at ILA, he heard a lot of discussion about the increased pressure on librarians and libraries to provide social services to their communities.

### **New Business**

#### **Committee Reports**

##### **Facilities Committee**

President Delano reported that the committee met on October 1<sup>st</sup> to discuss construction and the facility assessment. Midwest Services and Development put up a plywood wall instead of a plastic one to ensure the safety of Children's Room visitors. A poster with a QR code to donate to the RFPL Foundation was put up on the wall. The committee also discussed a time-sensitive issue to order untreated doors so that the wood can be stained to match the wood in other areas in Children's. The committee approved the change order in the amount of \$1,265. The cost will come out of the project contingency fund.

##### **Finance Committee**

The Finance Committee reviewed the audit. Work on the draft budget will begin in January.

##### **Policy Committee**

The Policy Committee met and reviewed three policies on the schedule. They will meet again in January or sooner if necessary.

#### **RFPL Foundation Liaison**

Trustee Berens reported moving towards goals in the fundraising campaign.

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

The committee met on October 8<sup>th</sup>. The Township is looking for a new clerk. The

RFCCA-RFCC lease negotiations are ongoing. At OPRFHS, Imagine Phase 2 is halfway complete; ICE has not been an issue for the school. District 90 teacher negotiations are ongoing, but the mediator has been furloughed due to the government shutdown. The next committee meeting is December 11<sup>th</sup>.

### **Review of 2026 Library Board Meeting Calendar**

In 2026, the Board will have ten Regular meetings held on the third Tuesday of every month except for August and December.

### **Review of the 2025 Illinois Public Library Standards: Access, Advocacy & Community Engagement, Buildings & Grounds, Collection Management, Finance & Budget, and Governance & Administration**

The 2025 Illinois Public Library Standards is replacing the former Serving Our Public guidelines. They need to be reviewed by January, so the Board covered six chapters at the October meeting and will review the remaining six at the November meeting. The Library meets or exceeds the standards in all areas reviewed and Director Compton noted a few opportunities for further improvement.

### **Old Business**

#### **Air handler unit condensation issue - update**

The River Forest Park District and Public Works declined the Library's offer to install a French drain and requested to speak with Williams Architects about the design. Representatives from Williams Architects and Public Works have been in contact, and Williams is investigating alternate solutions. Director Compton will contact Oak Brook Mechanical Services (OMS) to inquire whether they can insulate the chilled water piping, which may help with the issue.

#### **Garden sign replacement – update**

The Board discussed their preferences for a new library sign in the garden. Marketing & PR Specialist Fran Arnold made some mockups to show what different options would look like in position. Director Compton will work with Fran to solicit a third proposal and provide a complete set of options at a future meeting.

### **Phase two (Community Room, Children's office space, bathroom) renovation project – update**

#### **Construction approvals plan – discussion**

Phase Two of the project has been going well. The next construction meeting is on October 24<sup>th</sup>. In the first phase of the project, the board allowed Director Compton to approve changes to the contract up to \$20,000 with the approval of two Board

members rather than having to have a full board meeting. Given turnover on the Board, Director Compton wanted to discuss continuing this agreement. The Board agreed to continue the practice in Phase 2 with President Delano and another Facilities Committee member as the designated trustees.

**Adjournment**

The meeting was adjourned at 7:11pm following a motion by Trustee Berens which was seconded by Trustee Saddleton. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary