

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

### **Meeting Minutes: Regular Board Meeting: November 18, 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, Lindsay McIntyre, Nathan Root, Simon Saddleton. Kathleen O'Neill was called into the meeting.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Operations Manager)

The Board held a voice vote to allow Trustee O'Neill to participate in the meeting via phone.

**Visitors and Guests:** Denise Warren, Byline Bank Assistant Vice President, Sr. Branch Manager

**Visitor Comments:** Ms. Warren outlined the benefits of replacing the Library's two Intra-Fi accounts with Public Funds Money Market accounts. The money market accounts would accrue more interest per year and, unlike CDARs, allow the Library to have daily liquidity.

### **Byline Bank proposal to terminate Intra-Fi accounts and replace with Public Funds Money Market Account - vote**

Trustee McIntyre moved to transfer out of the Intra-Fi system and into Public Funds Money Market accounts, subject to legality. President Delano seconded the motion. After discussion, the motion passed on a roll call vote. Director Compton and Treasurer Saddleton will confirm the accounts meet the legal requirements for public library financial assets.

Roll Call Vote:

Ayes: Berens, Delano, Long, McIntyre, O'Neill, Root, Saddleton

### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: October 21, 2025
- b. October 2025 Revenue and Expense Reports
- c. October 2025 Bill Payment List and Credit Card Charges
- d. October 31, 2025 Fund Balances Report and Capital Reserve Fund
- e. Policy updates: Patrons X – Child Safety; Staff VII – Dispute Resolution; Staff VIII – Employee Discipline

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee McIntyre seconded the motion. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Saddleton, Root, O'Neil, McIntyre, Long, Delano, Berens

**Patron Suggestions:**

Director Compton reported a suggestion to clean the carpet in the elevator.

**Director's Report:**

In addition to her written report, Director Compton discussed:

- Director Compton thanked Ms. Duffy for her work in setting up the new cash register in Materials Services and transitioning the library to ACH payments.
- Children's Services Librarian Marissa Walentschik presented at the Illinois Library Association Conference.
- Materials Services Manager Victoria Muraiti celebrated her 20th anniversary working at the library.
- The Library will close at 3pm on Friday, December 5th, to have a holiday party for RFPL staff and trustees. The Library used to have an annual holiday party for staff but stopped during COVID.

**President's Report:**

President Delano reported that the property tax bills have gone out. This is a relief since he and Director Compton were considering options if property tax revenue was further delayed.

**New Business****Committee Reports****Facilities Committee**

Facilities items were discussed later in the meeting.

**Finance Committee**

The Finance Committee has not met.

**Policy Committee**

The Policy Committee will meet in January.

**RFPL Foundation Liaison**

Trustee Berens reported that the Foundation's Annual Appeal letters have gone out. The Foundation is on track to meet its fundraising goals. They will add an insert into the December Bookplate outlining the benefits and impact of the renovation project with a tear-off donation form.

**Village of River Forest Collaboration Committee Liaison**

The Committee will meet on December 8<sup>th</sup>.

**Space needs assessment proposals (\$9,500 - \$36,850) - vote**

Director Compton acquired proposals for a space needs assessment from three companies: Third Way, Engberg-Anderson (EA), and OPN. OPN's proposal was similar to EA's, but significantly more expensive, so she had eliminated OPN as an attractive option.

ThirdWay focuses heavily on assessing and reorganizing collections, which in turn offers more space for other needs. EA considers collection as well and how to more efficiently use space for different needs. EA also offers four workshops while ThirdWay offers one or two. Trustees discussed the relative benefits of each approach along with the possibility of asking them to work together, the desired project timing, and the sequencing with the next Strategic Planning work. Director Compton expressed concern about delaying a decision because the firms only do a limited number of these studies and their schedules are filling up.

Trustee McIntyre moved to partner with Engberg-Anderson for a space needs assessment with a proposed budget of \$22,800 and reimbursable expense of \$1700. Trustee Saddleton seconded the motion, which passed on a roll call vote.

Roll Call Vote:

Ayes: McIntyre, O'Neill, Root, Saddleton, Delano, Long

Abstained: Berens

### **2025 Levy Resolution - vote**

Director Compton presented the 2025 Levy Resolution, which funds the approved 2025-26 budget. The Village Finance Director recommended a 3.5% increase from last year's levy.

Trustee Saddleton moved to approve the 2025 Levy Resolution. Trustee Berens seconded the motion, which passed on a roll call vote.

Roll Call Vote:

Ayes: McIntyre, Long, Delano, Berens, Saddleton, Root, O'Neill

### **Old Business**

#### **Review of the 2025 Illinois Public Library Standards: Human Resources, Information Services, Marketing & Promotion, Programming, Safety & Emergency Preparedness, and Technology**

Director Compton summarized the standards in each section. She indicated how well the library meets each of the standards and potential opportunities for improvement.

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

#### **Midwest Services & Development work to reroute piping to existing standpipe (est. \$5000) – vote**

IMEG issued drawings for free to resolve the issue by rerouting piping to an existing interior standpipe. This is an excellent solution to the problem and River Forest Public Works is satisfied with the plan. The work needs to be done now while wall is open and plumbing is accessible due to construction. Williams Architects claims this

is an improvement and not an error or omission in the Phase 1 work. In order to keep the current construction moving ahead, the Library will pay for the work and seek reimbursement from Williams afterwards.

Trustee Saddleton moved to approve the use of \$16,800 from the construction contingency budget to pay Midwest Services and Development to remediate the condensation issue with an understanding that Director Compton will work to recoup the expense. The motion was seconded by Trustee McIntyre and passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Delano, Long, McIntyre, O'Neil, Root, Saddleton

### **Garden sign replacement proposals (\$18,100 - \$19,977) - vote**

The Board offered feedback on the options from three sign companies: Elevate, Vital Signs, and Parvin-Clauss. They did not like the arch and texturized stone of the monument options. The limestone and brick option should mirror the building. The sign will have the Library's name, logo and address with the tagline "Your Journey Starts Here" an optional component.

Trustee McIntyre moved to authorize Director Compton to spend up to \$20,000 on a new sign with the partner of her choosing. The motion was seconded by Trustee Saddleton and passed on a roll call vote.

Roll Call Vote:

Ayes: O'Neil, Root, Saddleton, Berens, Delano, Long, McIntyre

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

#### **Midwest Services & Development pay application (\$73,368) – vote**

Phase two of the project is going well. There is a construction meeting on Friday. The project is currently ahead of schedule.

Trustee Berens moved to approve Midwest Services and Development's pay application in the amount of \$73,368. The motion was seconded by Trustee McIntyre and passed on a roll call vote.

Roll Call Vote:

Ayes: Delano, Berens, McIntyre, O'Neill, Root, Saddleton, Long

### **Adjournment**

The meeting was adjourned at 7:57pm following a motion by Trustee Berens which was seconded by Trustee Delano. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary