

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: November 19, 2024 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, Elan Long, Jim Hopkinson, Ann Berens, Simon Saddleton. Scott Delano joined the meeting by phone. Kosha Baxi Carstens was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Trustee Berens moved to allow Trustee Delano to attend the meeting and vote via phone. Trustee Hopkinson seconded the motion which passed on a voice vote.

Visitors and Guests: none

Visitor Comments: none

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 15, 2024
- b. October 2024 Revenue and Expense Reports
- c. October 2024 Bill Payment List and Credit Card Charges
- d. October 31, 2024 Fund Balances Report and Capital Reserve Fund

Trustee Berens moved to approve Consent Agenda items a-d, and Trustee Saddleton seconded the motion. Discussion included the gas bill and property tax disbursements. The motion passed on a roll call vote.

Roll Call Vote

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

Patron Suggestions:

Director Compton reported a suggestion for a children's magic show, which was shared with the Children's Services Department.

Director's Report:

Director Compton shared that the Library card design contest winners had been selected and that the new card designs had arrived. The Library is hosting a casual conversation with the Village President on Saturday, November 23rd. Children's Services Associate Jose Cruz will be leaving the Library soon. A new Children's Services Associate has been hired with a start date to be determined.

President's Report:

President Ruggeri thanked Trustee Hopkinson for his assistance in getting the cost of the damaged book drop fully reimbursed. She reminded the Board that there is no regular meeting scheduled for December, although a special meeting may be called to approve the contract with Engberg Anderson (EA). She thanked Director Compton for her patience with repairs of the leak in her office. President Ruggeri reported that four candidates have filed for the 4-year term seats in the April 2025 election.

New Business

Committee Reports

Facilities Committee

The Facilities Committee had nothing to report that wouldn't be covered in Old Business later.

Finance Committee

The Finance Committee has not met recently. The second draft of the audit did not address the Library's concerns with the first draft. It looks like there should be a healthy excess revenue amount. Capital CDARS are rolling over in 4-week terms to manage liquidity ahead of construction payment.

Policy Committee

The Policy Committee has not met since the last Board meeting. They plan to meet in January.

RFPL Foundation Liaison

The Foundation Annual Appeal letters are out. In October, the Foundation approved a \$5,000 grant for Children's Services for board book shelving, iPads with cases and applications, and a collection display case.

Village of River Forest Collaboration Committee Liaison

The Committee met on November 13th and shared updates from each of the five taxing entities.

2024 Levy Resolution- vote

Director Compton presented the 2024 levy resolution. Village Finance Director Rosemary McAdams recommended setting the levy at \$1,674,861, a 3.4% increase. This is a smaller increase than the Board approved in 2023 and an amount less than the 2024-25 budget. Budget gaps will be funded by grants.

Trustee Hopkinson moved to approve the resolution for the levy. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

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

Old Business

Phase One Room Renovation Project- update

Construction Solutions of Illinois (CSI) has not yet requested further payment. Despite receiving a seven-day letter, CSI has failed to resolve the outstanding items to be completed based upon inspections by IMEG and by Oak Brook Mechanical during routine HVAC maintenance service. The Library will work with Williams to determine the cost to complete the work and can then move ahead to complete the work with Williams's approval. Williams will add any such cost incurred by the Library to a credit change order.

Phase Two Room Renovation Project- update

There have been several delays in getting the revised contract from EA. Trustees agreed to defer a vote on the contract with EA to a special meeting to be held after they have had time to review the full document.

Closed Session – 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, the public, or public property.

At 6:52 pm, Trustee Berens moved to go into closed session pursuant to 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, the public, or public property. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote

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

The Board returned to open session at 7:25 pm and reported that no votes had been taken in closed session.

Adjournment

The meeting was adjourned at 7:27 pm following a motion by Trustee Saddleton which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary