

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: February 18, 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, Ann Berens, Kosha Baxi Carstens, Simon Saddleton. Jim Hopkinson was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: none

Visitor Comments: n/a

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 21, 2025
- b. January 2025 Revenue and Expense Reports
- c. January 2025 Bill Payment List and Credit Card Charges
- d. January 31, 2025 Fund Balances Report and Capital Reserve Fund
- e. Policy update: Patrons VI – Meeting Rooms and Study Spaces

Trustee Long asked to remove item e from the Consent Agenda. Trustee Berens moved to approve Consent Agenda items a-d, and Trustee Carstens seconded the motion. Following a brief discussion, the motion passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Carstens, Delano, Long, Ruggeri, Saddleton.

Trustee Long explained that the policy in the packet was missing changes that the Policy Committee voted to recommend the Board adopt. Trustee Ruggeri presented the recommended text replacing the 1st bullet point in section A. The revised policy was adopted unanimously by voice vote.

Patron Suggestions:

Director Compton reported no patron suggestions for the month.

Director's Report:

Director Compton shared that three patrons are taking advantage of home delivery service. There is an application on the Library's website for local artisans to take part in the Artisan Fair on April 5th. The Library has hired security.

President's Report:

President Ruggeri shared a security update. The individual previously convicted of trespass remains in custody with hearings scheduled at the Maybrook courthouse.

New Business

Committee Reports

Facilities Committee

The Facilities Committee reported the Phase 2 Team had their kickoff meeting with Engberg Anderson (EA) on January 24th. Their next meeting will be February 20th to discuss design, goals, and schedules. Following the kickoff, the committee met to discuss other issues which will be addressed in the Old Business section of this meeting.

Finance Committee

The Finance Committee had a meeting on February 5th to discuss the amended Operating and Capital budgets for FY 24-25 and the draft Operating and Capital budgets for FY 25-26. They discussed the Capital Asset policy that Lauterbach & Amen recommended the Library adopt. The Policy Committee will review it at their April meeting.

Director Compton presented highlights from each budget:

FY 24-25 Amended Operating Budget: Amendments include the addition of a Security line with \$10,000 budgeted. The budgeted funds were moved from the Natural Gas expense line since gas bills have been lower due to the new air handler unit. A

FY 24-25 Amended Capital Budget: The \$150,000 Foundation grant for Phase Two of the room renovation project was moved to next fiscal year. \$14,500 was added to RFPL Foundation Grants (revenue) and Furniture (expense) for new tables in the Barbara Hall Meeting Room. \$35,000 was added to Building expenses for interior window repairs and restoration.

FY 25-26 Draft Operating Budget: Last year's budget had substantial increases in some expense lines, but actual spending is projected to be below the budgeted amounts, so some expense lines are flat next fiscal year to be more in line with actual spending. Property taxes were estimated using the standard formula taking 98% of the 2024 levy and increasing it by the CPI increase of 2.9%. The State of Illinois has advised that Replacement Taxes will be lower next year. Interest revenue is projected to be lower due to falling rates. Personnel expense increased by 5.4%, which accounts for adding security monitors, room for merit increases of 3-4.5%, technology reimbursement, and covering leaves of absence, vacation and sick time. The Connections revenue and expense lines were reduced after discussions with the Township.

FY 25-26 Draft Capital Budget: Foundation grant of \$150,000 was added to cover Phase Two of the room renovation project. Interest revenue is lower due to falling rates. The budget includes computer replacements, replacement of the sewage ejector pump, the skylight replacement, and funds for Phase Two of the room renovation project. Since the Library has not received payment requests for the remainder of the room renovation Phase One project, those expenditures have been moved to FY 25-26.

There was some discussion of the proposed budgets. Trustees will consider and vote on all four budgets at the March Regular Meeting.

Policy Committee

The Policy Committee met on January 27th and revised the Meeting Room and Study Spaces policy which was approved earlier in this meeting. They agreed to ask the Finance Committee to do the initial review of the proposed Capital Asset policy. Director Compton presented an update of the Emergency Succession plan which addresses short-term and long-term absences and the permanent departure of the Library Director. The committee made some suggestions for improving the plan, and Director Compton took responsibility for the final draft. The Policy Committee will meet again in April.

RFPL Foundation Liaison

Ann Berens replaced Jim Hopkinson as the RFPL Foundation Liaison following her election as Foundation President at the February 5th Annual Meeting. Tom Smedinghoff, Janet Hanley and Rachel Goldrick were elected as Outside Directors and other officers were also elected. The Foundation approved goals and the budget for fiscal year 2025. The Foundation approved an RFPL grant proposal to fund the purchase of new tables for the Barbara Hall Meeting Room.

Village of River Forest Collaboration Committee Liaison

The Committee will meet next week.

Replacement tables purchase for Barbara Hall Meeting Room (up to \$14,500) – vote

Office Space Inc. visited the Library to take measurements and talk to the staff about how the Barbara Hall Meeting Room is used. The staff liked the Enwork Zori tables, which cost \$9,588 for 12 tables plus delivery and installation.

Trustee Delano moved to approve an amount not to exceed \$14,500 to purchase 12 tables for the Barbara Hall Meeting Room. Trustee Carstens seconded the motion which passed on a roll call vote.

Roll Call Vote

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

Second floor restoration proposals: ACR Restores (\$10,851.68) and Belfor (\$32,994.83) – discussion / vote

Two companies that have previously done restoration work in the Library provided proposals for restoring eight upstairs windows which suffered water damage. There is a significant difference in cost between the two proposals because Belfor would install drywall while ACR would restore with plaster and there are differences in the scope of work in each proposal.

The proposal from Belfor includes asbestos testing and painting of the entire north and south walls. The Board would like ACR Restores to add asbestos testing and complete painting of the two restored walls to its proposal. Director Compton will get clarification on several questions including what ACR Restores means by “retrofitting” the windows. The Board will consider the proposals again at its March meeting.

Old Business

Phase One Room Renovation Project- update

Director Compton reported that Oak Brook Mechanical is waiting until the spring to finish the previously approved HVAC punch list items.

Phase Two Room Renovation Project- update

Director Compton has received the project schedule from EA. There is a meeting with them on February 20th.

Adjournment

The meeting was adjourned at 7:24 pm following a motion by Trustee Berens which was seconded by Trustee Saddleton. All approved, and President Ruggeri adjourned the meeting.

Respectfully submitted,
Elan Long, Secretary