

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: March 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, Jim Hopkinson, Ann Berens, Kosha Baxi Carstens, Simon Saddleton.
- 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: February 18, 2025
- b. February 2025 Revenue and Expense Reports
- c. February 2025 Bill Payment List and Credit Card Charges
- d. February 28, 2025 Fund Balances Report and Capital Reserve Fund
- e. Policy update: Trustee Bylaws; Patrons IV- Computer Use & Internet Access; Staff IX – Computer Use & Internet Access

Trustee Long asked to remove Trustee Bylaws from the Consent Agenda.

Trustee Berens moved to approve Consent Agenda items a-d and e minus Trustee Bylaws, and Trustee Delano seconded the motion. Discussion included audit expenses. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported suggestions from a child patron to buy a monkey, a duck, and a cupcake.

Director's Report:

Director Compton shared that Kathleen Perry, a longtime Library Book Club member, passed away. RFPL Adult and Teen Services Manager Shannon Gruber consulted Book Club members regarding appropriate titles for a memorial bookplate. Ms. Perry's friends and family plan to honor her with a garden plaque and Foundation donation. Director Compton also noted that door counts are up vs. previous years, and print circulation is slightly down while non-print continues to increase.

President's Report:

President Ruggeri shared that the Director's evaluation will be done at the April Board meeting and that the Director's self-evaluation will be distributed to Trustees prior to that meeting. Trustee's Statement of Economic Interests is due by May 1st. The person of interest is currently in federal custody.

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

Trustee Delano deferred discussion of Facilities Committee activity which will be covered later in the meeting.

Finance Committee

President Ruggeri stated that the Finance Committee has not met since the last Board meeting. Director Compton presented changes since the February Board discussion in the FY2024-25 Amended Operating and Capital Budgets and the FY2025-26 Operating and Capital Budgets.

Trustee Hopkinson moved to approve the FY2024-25 Amended Operating and Capital Budgets and the FY2025-26 Operating and Capital Budgets. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Trustee Berens moved to approve a transfer of excess revenue from FY2023-24 in the amount of \$247,490 from the Operating account to the Capital account and to transfer the budgeted amount of \$60,000 from the Operating account to the Capital account. Trustee Carstens seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Policy Committee

Trustee Long noted that the Policy Committee will be meeting in April.

Village of River Forest Collaboration Committee Liaison

Trustee Berens reported from the most recent meeting that D200 is moving its Community Integration Transition Education (CITE) program for adults ages 18-22 from the River Forest Community Center to the Grant White school building in Forest Park. Early voting has begun for the April 1st local election. There is a referendum on the River Forest ballot regarding term limits for Village President, Trustees and Clerk which, if passed, would take effect following the 2027 municipal

election. There is a write-in candidate for the 2-year term and four uncontested candidates for the 4-year terms as River Forest Public Library Trustee.

RFPL Foundation Liaison

Trustee Berens is now RFPL Foundation Liaison following her election as Foundation President at its February meeting. At the meeting, the Foundation approved its 2025 budget and a grant of up to \$14,500 to RFPL for new tables in the Barbara Hall meeting room. RFPL PR and Marketing Specialist Fran Arnold has proposed and prototyped an online store for RFPL and Foundation merchandise with profits going to the Foundation. The Foundation will be considering its role in library advocacy following an Executive Order to severely curtail the activities and funding of the Institute of Museum and Library Services.

Release of closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024 – vote

Trustee Delano moved to release closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024 and to destroy the tapes of the sessions after the required period. The motion was seconded by Trustee Saddleton and passed on a roll call vote.

Roll Call Vote:

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

Approval of closed session minutes from October 15, 2024 and November 19, 2024 - vote

Trustee Saddleton moved to approve and release closed session minutes from October 15, 2024 and November 19, 2024 and to destroy the session tapes after the required period. The motion was seconded by Trustee Delano and passed on a roll call vote.

Roll Call Vote:

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

Old Business

Replacement tables purchase for Barbara Hall Meeting Room – update

Director Compton gave an update that the Library ordered tables with blonde wood laminate tops. The ship date has not yet been confirmed.

Second floor restoration proposal: ACR Restores (\$24,655.93) – vote

Masonry work will begin outside on April 7th unless it is raining. The work will take five days, after which the glass will be repaired and interior restoration may begin. ACR Restores' proposal includes plaster removal, repair, replacement, painting and cleaning. Their revised proposal includes 200 square feet of plaster restoration work

on the north side. They provided their contact for asbestos testing which the Library will schedule. While working, they will block off each side of the room in turn.

Trustee Carstens moved to accept the second floor restoration proposal from ACR Restores in the amount of \$24,655.93. Trustee Delano seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Phase Two Room Renovation Project- update

Since the last Board meeting, there have been several meetings with Engberg Anderson (EA) to discuss the design goals and process. To better meet ADA goals and Children's Services' needs, EA suggested moving the planned bathroom to utilize the existing Men's Room plumbing stack. This move will necessitate capping the plumbing installed in Phase One. EA will provide a cost estimate for this change during the budgeting phase. This approach makes much better use of space with a larger Children's Services office, more storage space, and a larger restroom. The project is currently on schedule, and the next meeting will be April 1st.

Adjournment

The meeting was adjourned at 6:45pm following a motion by Trustee Berens which was seconded by Trustee Saddleton. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary