

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: May 20, 2025 immediately following Annual Board Meeting

Call to Order: At 6:31pm, 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, Elan Long, Lindsay McIntyre, Kathleen O'Neill, Nathan Root. Trustees Berens and Saddleton were absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager).

Visitors and Guests: Kosh Baxi Carstens. Jim Hopkinson, Cathy Ruggeri

Visitor Comments: none

Consent Agenda:

- a. April 2025 Revenue and Expense Reports
- b. April 2025 Bill Payment List and Credit Card Charges
- c. April 30, 2025 Fund Balances Report and Capital Reserve Fund
- d. Non-resident Library Card Resolution

Trustee Long moved to approve Consent Agenda items a-d, and Trustee Root seconded the motion. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported a suggestion for Tech Tuesdays, a service that hasn't been popular in the past. The Adult and Teen Services department will do a better job of advertising the "Book a Librarian" service which provides patrons with in-depth tech assistance. A child patron suggested that the Library should have a kids author shelf and donated 60 cents to contribute to it. Head of Children's Services, Melaina Maraldi, plans to reach out to the patron to see if he's written anything.

Director's Report:

Director Compton reported that the upstairs window repairs are going well. Once the south side area is painted, repairs will be completed. Library staff, trustees and friends will be walking in the Memorial Day parade.

President's Report:

President Delano reported that he is looking forward to getting everyone up to speed and acknowledged the work that Ms. Ruggeri did as Board President.

New Business

Committee Reports

Facilities Committee

President Delano stated that things are moving along with the room renovation project. Within the next month, the project will be done with design and moving into the construction documents phase with Engberg Anderson.

Finance Committee

The Finance Committee has not met.

Policy Committee

Trustee Long stated the proposed Trustee By-laws are up for consideration and will be voted on at the July meeting since two meetings are required for changes. The committee recommends approving the new Capital Assets and Expenditures policy to address a recommended by our auditors.

President Delano seconded the recommendation and the policy was approved on a voice vote.

Village of River Forest Collaboration Committee Liaison

Trustee Long attended the most recent meeting for Trustee Berens. place. Notable updates included:

- District 90 has three new board members and is working on a new strategic plan
- There is no forward motion on the Committee's proposed joint DEI statement
- In May through September, the Township is promoting monthly community-wide events with "table presence" options for all taxing bodies.

RFPL Foundation Liaison

Trustee Long reported for Trustee Berens that Sally Gregory has resigned as the coordinator and will leave the Foundation next week. Trustee Berens has organized hiring an interim coordinator for three months. The Summer Reading Program Kickoff party will be a big event for the Foundation on June 6th. The next meeting is July 22nd. Trustee Berens provided info about the U.S. President's Executive Order cutting back IMLS.

Facility assessment proposals – vote

Director Compton received three facility assessment proposals. A facilities assessment reports on the physical assets of a building and an up-to-date one is required for fiscal accountability, building management, and keeping the Library eligible for state grants. Building Envelope, Engberg Anderson, and Terracon provided proposals.

Following discussion, Trustee Long moved to approve the proposal from Terracon with a mechanical engineering specialist add-on. Trustee McIntyre seconded the motion which passed on a roll call vote

Roll Call Vote:

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

Director's Annual Goals – discussion

Director Compton presented her annual goals to the Board. Goals include having more big events at the library, including another artisan fair and a birthday party for the Library's 120th anniversary. Her staff goals are to regularly check in with management, focus on getting staff to take advantage of training opportunities, and research on peer libraries' approach to how much other libraries cover for family insurance plans. She plans to work with the management team to update job descriptions and performance review process.

Old Business

Phase two room renovation project – update

The project team will have its final workshop for the design stage with Engberg Anderson on June 13th.

Adjournment

The meeting was adjourned at 7:23pm following a motion by Trustee McIntyre which was seconded by Trustee Root. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary