

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

### **Meeting Minutes: Regular Board Meeting: September 16, 2025, 6PM**

**Call to Order:** At 6:02 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, Simon Saddleton, Lindsay McIntyre, Kathleen O'Neill, Nathan Root.
- Also Present: Shannon Duffy (RFPL Operations Manager), Emily Compton (RFPL Director)

**Visitors and Guests:** Stan Sneeringer, River Forest resident

**Visitor Comments:** None

#### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: July 15, 2025
- b. Minutes of the Special Board Meeting: July 22, 2025
- c. Minutes of the Special Board Meeting: August 1, 2025
- d. July 2025 Revenue and Expense Reports
- e. July 2025 Bill Payment List and Credit Card Charges
- f. July 31, 2025 Fund Balances Report and Capital Reserve Fund
- g. August 2025 Revenue and Expense Reports
- h. August 2025 Bill Payment List and Credit Card Charges
- i. August 31, 2025 Fund Balances Report and Capital Reserve Fund
- j. Policy updates: Staff IV – Staff & Trustee Development; Staff V – Expense Reimbursement; Staff VI – Accidents & First Aid

Trustee Long moved to approve Consent Agenda items a-j, and Trustee Berens seconded the motion. Discussion included the gas bill, which was lower due to the boiler being turned off, and EBSCO databases. The motion passed on a roll call vote.

Roll Call Vote:

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

#### **Patron Suggestions:**

Director Compton reported suggestions from the Summer Reading Program survey. The main takeaway was that patrons want the program to be extended to allow for later prize pickup.

#### **Director's Report:**

In addition to her written report, Director Compton discussed:

- An updated version of Serving Our Public has been released. She will review it with the Board in the coming months.

- A Melrose Park patron was banned from RFPL recently for inappropriate behavior involving staff. The patron is not appealing the ban. Per RFPL policy, after one year, a banned patron may request in writing to be allowed back in the building.
- The Summer Reading Program saw a 24% increase in participation, but not many survey responses. The Library will try other methods next year to get more survey participants.
- On September 26<sup>th</sup>, the Library will have a 120<sup>th</sup> birthday party to celebrate its 120<sup>th</sup> anniversary. There is currently an RFPL history exhibit upstairs with photos provided by the Historical Society of Oak Park and River Forest.
- River Forest Reads program has just begun. This year's selection is *The Great Gatsby*; programming will tie in with the celebration of 100 years since its publication.

### **President's Report:**

President Delano reported that the computer counters in Adult & Teen Services have been repaired. The Library has obtained a building permit for Phase Two of the room renovation project, and a pre-construction meeting took place. Engberg Anderson (EA) has been reviewing submittals. The Terracon property assessment report came back confirming that the Library is on track with planning capital projects. The only immediate concern was very minor--recommending replacement of the roof access ladder.

### **New Business**

#### **Committee Reports**

##### **Facilities Committee**

President Delano reported that construction is planned to begin on September 29<sup>th</sup> and continue through January. Most of the pre-construction meeting focused on logistics. EA will work with Midwest to shift shelves over in the Children's Room. This work was omitted from the bid package and will require a change order. The Library may need to open late on two days during construction for loud work and close for one or two days when the plumbing is turned off. The contractors will work with the library to provide notice ahead of those days.

##### **Finance Committee**

The Finance Committee has not met since the last Board meeting.

##### **Policy Committee**

The Policy Committee will meet on Tuesday, September 23<sup>rd</sup>.

### **Village of River Forest Collaboration Committee Liaison**

The committee met on July 30<sup>th</sup>. There was a food truck rally and a senior potluck in August. The Township is looking to take over LemonAid, which has been hosted on Bonnie Brae for the past 24 years. The Village is looking into options to increase affordable housing. The next committee meeting is October 8<sup>th</sup>.

### **RFPL Foundation Liaison**

Trustee Berens reported that the Foundation is having an event on September 17th to solicit lead donors for the upcoming “Our Next Chapter” campaign. To promote plaque sales, there are new posters in the garden showcasing people and stories behind a few of the plaques. The posters feature the Foundation’s website and info about how to purchase a plaque. The Foundation is investigating the possibility of creating additional large plaque spots in the wall since those have been most popular. The Foundation is working on its Annual Appeal which will be part of the “Our Next Chapter” campaign.

### **Outsource Solutions Group proposal to replace 5 staff computers (\$6,519.97) - vote**

The Library has planned and budgeted to replace 5 staff computers. The old computers will be recycled through Outsource Solutions Group (OSG.)

Trustee Berens moved to approve the spending of \$6519.97 based on OSG’s proposal to replace five staff computers. Trustee McIntyre seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

### **Square Register Kit purchase (\$1,189.00) – vote**

The Library is looking to replace its current cash register and credit card reader with a Square register. This would be a more modern setup with lower fees. There is room in the technology budget to cover it.

Trustee Saddleton moved to approve the purchase of a Square register kit. Trustee McIntyre seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

### **Vital Signs proposal to replace Library sign (\$5,661.07 - \$12,755.38) – vote**

The current sign outside of the building on Lathrop which was provided by the Boy Scouts an estimated 50 years ago, has become unstable. S&D Prime Maintenance has reinforced it so it isn’t a safety hazard. RFPL PR and Marketing Specialist Fran Arnold received three proposals for new signs, including post and panel signs and monument signs. The Board discussed the two options and decided to table the vote to get more information and options.

### **Strategic planning consultant proposals – discussion**

The Board discussed whether the Library's strategic plan should be refreshed, extended or completely redone. Trustee Delano clarified that a strategic plan is different from a facilities assessment or a space needs analysis. The Board agreed that extending the current plan until after the room renovation project was completed would be appropriate. The facilities assessment and space needs analysis studies would be valuable input into a strategic planning process.

#### **Air handle unit condensation issue – discussion**

The area outside of the air handler unit flooded with condensation. The Director of Public Works contacted the Library because he received a complaint from the Park District. The issue has been declared a nuisance and needs to be resolved. Oak Brook Mechanical (OMS) came out to investigate the problem and recommended installing a French drain. Director Compton will reach out to local landscaping companies for proposals. She will also confirm with the Library's accountant whether the expense would be an operating or capital expense.

#### **Old Business**

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

##### **ICS owners rep proposal – discussion**

The Board discussed hiring an owner's rep for phase two of the room renovation project. This would be a third-party project manager to ensure the work is being done to the Library's satisfaction. Director Compton stated that she feels the construction meetings are going well and everyone has been timely with submittals. The Board concluded that an owner's rep could be something to consider for a larger project but not necessary at this time for a project of this size. Director Compton will tell Trustees if she feels the project requires additional oversight later on and the owner's rep could be considered again.

#### **Adjournment**

The meeting was adjourned at 7:21pm following a motion by Trustee Delano which was seconded by Trustee McIntyre. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary