

**Minutes of the Annual Meeting of the  
River Forest Public Library Board of Trustees  
held May 21, 2024, in the Barbara Hall Meeting Room  
at the River Forest Public Library**

**Call to Order:** At 6:00 pm, President Ruggeri called the Annual Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Deborah Hill, Cathy Ruggeri, Ann Berens, Jim Hopkinson, Elan Long, Scott Delano, and Kosha Baxi Carstens
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests**

- none

**Minutes**

Trustee Berens moved to approve the minutes of the May 16, 2023, Annual Board Meeting with a few minor corrections. Trustee Hill seconded the motion which was approved unanimously on a voice vote.

**Approval of Slate of Officers for FY 2024-25**

- President: Cathy Ruggeri
- Vice President: Scott Delano
- Treasurer: Jim Hopkinson
- Secretary: Elan Long

Trustee Hill moved to approve the Slate of Officers for FY 2024-25. Trustee Berens seconded the motion which was approved on a voice vote.

President Ruggeri noted that although the By-laws call for officer elections for two-year terms, this slate will serve for one year.

**FY 2024-25 Committee Appointments**

President Ruggeri announced the committee appointments for FY 2024-25 as follows:

- Finance Committee
  - Cathy Ruggeri (chair)
  - Jim Hopkinson
  - Deborah Hill
  - Scott Delano
  - Kosha Baxi Carstens
- Facilities Committee
  - Scott Delano (chair)
  - Elan Long
  - Deborah Hill
  - Ann Berens
  - Cathy Ruggeri

- Policy Committee
  - Deborah Hill (chair)
  - Elan Long
  - Kosha Baxi Carstens
  - Cathy Ruggeri
- RFPL Foundation Liaison
  - Jim Hopkinson

## **Annual Reports**

### **President's Report**

President Ruggeri reviewed highlights from the last year including the new Community Room becoming available for use. She thanked Director Compton for the extra time and effort needed to work on the project and for maintaining good relationships with the Library's vendors. She expressed appreciation for the staff working in extreme temperatures, the Board for attending additional meetings, and Trustee Delano for his expertise on the matters at hand. She thanked Trustee Hill for serving as Vice-President and Facilities Committee chair for the past year and for being available to discuss all issues. She acknowledged the respectful conversations that Director Compton and the RFPL staff had with patrons regarding collection development and programs. She ended her report acknowledging the security concerns that Director Compton and RFPL staff have had to navigate recently and expressed her appreciation for Trustee Hopkinson's efforts in assisting the Library in this matter.

### **Facilities Committee**

Chairman Hill reported that the Facilities Committee met 8 times last year with monthly meetings May through September. The Committee's focus was on the progress of the efforts to install the new AHU and to bring the new Community Room up to occupancy standards. Both tasks are complete although there remain final punch list items to complete and credit adjustments. There were errors and delays in the course of the Phase 1 project, and in most cases the erring party bore responsibility and paid the cost of correcting the error. In the coming year, the Facilities Committee's work will include Phase 2 work to finish and furnish the Community Room.

### **Finance Committee**

Chairman Ruggeri reported that the Library ended the year in a strong financial position and had sufficient reserves to fund operations despite 2nd installment property taxes being delayed for several months. The Library invested in CDARS to take advantage of high interest rates. Trustee Carstens has joined the Finance Committee for the new fiscal year. Chairman Ruggeri thanked Ms. Duffy for taking minutes at meetings and keeping track of the additional CDARS.

### **Policy Committee**

Co-chairman Ruggeri reported that in addition to the Policy Committee's normal review of policies, they also created a new Volunteer Policy. Fifteen volunteers are currently going through orientation for the Volunteer program. The Library's benefits policy was updated to include paid leave for all workers as required by a new state law. The policies regarding recording at the Library and at Board meetings were also updated. President Ruggeri

thanked Shannon Gruber, RFPL Adult and Teen Services Manager, for her work managing the changes made to the policies and documenting the Committee's work.

**RFPL Foundation Liaison**

Trustee Hopkinson reported that the Foundation continued to build on success put together by his predecessor, Trustee Long. He thanked Sally Gregory for her work as the Foundation Coordinator and Trustee Berens for putting together a successful after-hours event.

**Adjournment**

The meeting was adjourned at 6:12 pm following a motion by Trustee Berens, seconded by Trustee Carstens. All approved and the meeting was adjourned.

Respectfully Submitted,  
Elan Long  
Secretary