

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

### **Meeting Minutes: Regular Board Meeting: February 17, 2026, 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, Lindsay McIntyre, Katie O'Neill, Nathan Root. Simon Saddleton was absent.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Assistant Director)

**Visitors and Guests:** Lynn Libera, River Forest Park District Liaison

**Visitor Comments:** none

#### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: January 20, 2026
- b. January 2026 Revenue and Expense Reports
- c. January 2026 Bill Payment List and Credit Card Charges
- d. January 31, 2026 Fund Balances Report and Capital Reserve Fund
- e. Policy updates – Operations I: Collection Management; Operations II: Reference Services

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee McIntyre seconded the motion. Discussion included the wording of the Collection Management Policy. A minor proposed change to the policy will be eliminated in favor of the current wording. The motion passed on a roll call vote.

Roll Call Vote:

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

#### **Patron Suggestions:**

Director Compton reported no suggestions were received since the last meeting. The Board discussed an issue with the Meeting Room policy raised by a patron to a trustee and asked the Policy Committee to revisit the policy at its next meeting.

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

In addition to her written report, Director Compton discussed:

- The Library will be part of an ad campaign on the Union Pacific West Metra line. The ad will feature a QR code that opens a landing page with links to each library found along the route. The campaign will go live in March.
- The Community Room is open for reservations per the meeting room guidelines and walk-up reservations for study space. Children's Room is using the room for open play from 10:30am to 12:30pm weekdays. The RFPL management team has been using it for meetings.

## **President's Report:**

President Delano noted that Congress passed a spending bill for libraries which included a modest increase in funding from last year. He recommended that trustees familiarize themselves with the Illinois Library Association (ILA) Trustee group. The group publishes monthly newsletters about topics that trustees should be aware of and offers training sessions as well.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee is actively engaged in the space needs assessment process. They have a meeting on February 18<sup>th</sup> to discuss the information from workshop 2 and decide on what they'd like to pursue further. There will be more to discuss later in Old Business.

#### **Finance Committee**

The Finance Committee met and discussed the drafts of the amended 2025-26 budget and 2026-27 budget.

#### **FY2025-26 amended operating and capital budget drafts – discussion**

Director Compton is not recommending any amendments to the Operating budget now and will continue to monitor it before the March board meeting. The proposed amendments to the Capital budget revenues include the RFPL Foundation grant and the revenue over expenditures transfer from 2024-25. Proposed amendments to the Capital budget expenses reflect items identified in the facility assessment. The skylight repair project was deferred and should be removed from this fiscal year; the exterior sign installation and trash enclosure replacement need to be added. Property tax money has only just started coming in, so some projects may be pushed to next fiscal year.

#### **FY2026-27 operating and capital budget drafts – discussion**

Director Compton explained the formula for estimating the amount of property tax revenue that the Library can expect. Operating revenue also includes interest from the Library's new money market accounts and two Township grants, one for teen and middle school programs and one for adult programs. Operating expenses include an increase in wages to account for 2.5% cost of living raises and up to 1.5% merit raises. There is a significant increase in medical expenses in line with Director Compton's recommendation to update the Employee Tiers and Benefits policy. IMRF is higher due to an additional full-time employee on staff. Programming will increase to account for use of the new Community Room. With completion of the facility and space needs assessments, consultant and legal fees will be lower in the new fiscal year. Capital revenue includes a conservative estimate for interest and budgeted transfer. Capital expenses included six planned computer replacements and wireless access points, phased masonry repair, and phased carpet replacement.

After speaking with several engineers about the project, Director Compton plans to double the HVAC budget to fund the upcoming HVAC upgrades.

The Board will vote on the amended 2025-26 and 2026-27 budgets at the March meeting.

### **Policy Committee**

The Policy Committee has a meeting scheduled for April 10<sup>th</sup>.

### **RFPL Foundation Liaison**

Trustee Berens thanked the Board for attending the donor event. The attendees were impressed with the new space. The Foundation will have a workshop at 5pm on March 16<sup>th</sup> before the RFPL Board meeting at 6pm. Trustee Berens will send out information ahead of the workshop.

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

The Committee has not met since December. They have a meeting on February 25<sup>th</sup>.

### **Old Business**

#### **Air handler unit condensation issue - update**

The drain work is complete. IMEG came and said it looked like it was well done. Director Compton will continue to monitor the situation outside in the spring.

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

A change order for moving the shelving came in. Punch list items are nearly done. Midwest Services and Development opted to wait until all items are complete before submitting their final pay application. It should be on the March Board agenda. The shelving unit was ordered and should arrive in the spring.

#### **Henricksen pay application (\$15,541.49) – vote**

Trustee Berens moved to approve Henricksen's pay application in the amount of \$15,541.49 for furniture and storage units. The motion was seconded by Trustee Delano and passed on a roll call vote.

Roll Call Vote:

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

### **Adjournment**

The meeting was adjourned at 6:57pm following a motion by Trustee Berens, which was seconded by Trustee McIntyre. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary