

Meeting Minutes: Regular Board Meeting: April 19, 2016

Call to Order: At 7:30pm President Zobel called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Crowell, Hill, O'Connor, and Zobel. Trustee Calabrese Berry arrived at 7:55 pm.
- Excused: Smedinghoff
- Also Present: Sue Quinn (Director), Joanna Bertucci (Materials & Business Services Manager)

Visitors and Guests:

- Mrs. Patt Chase

Minutes**March 15, 2016 – Regular Board Meeting**

Trustee O'Connor moved to accept the minutes of the March 15, 2016 regular board meeting with one correction. Trustee Bevan seconded the motion and a vote was taken.

Ayes: Bevan, O'Connor, and Zobel

Abstain: Crowell and Hill

Excused: Calabrese-Berry and Smedinghoff

March 19, 2016 – Special Board Meeting

Trustee Crowell moved to accept the minutes of the March 19, 2016 special board meeting. Trustee Hill seconded the motion and a vote was taken.

Ayes: Bevan, Crowell, Hill, O'Connor, and Zobel

Excused: Calabrese-Berry and Smedinghoff

March 23, 2016 – Special Board Meeting

Trustee Crowell moved to accept the minutes of the March 23, 2016 special board meeting. Trustee O'Connor seconded the motion and a vote was taken.

Ayes: Bevan, Crowell, Hill, O'Connor, and Zobel

Excused: Calabrese-Berry and Smedinghoff

April 2, 2016 – Special Board Meeting

Trustee O'Connor moved to accept the minutes of the April 2, 2016 special board meeting as amended. Trustee Hill seconded the motion and a vote was taken.

Ayes: Bevan, Crowell, Hill, O'Connor, and Zobel

Excused: Calabrese-Berry and Smedinghoff

March Treasurer's Report

- Warrant List: Trustee Hill moved to accept the March warrant list. Trustee Bevan seconded.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Crowell, Hill, O'Connor, Zobel
 - Excused: Calabrese-Berry and Smedinghoff
- Income Report: No questions
- Expense Report: Trustees commented on various expense lines as the end of the fiscal year approaches.
- Balance Sheet: No questions
- Communications
 - Patron Suggestions were reviewed and discussed.
- Director's Report
 - Organizational Structure/Training and Staff Development
 - Our all staff In Service Day will take place on Friday, April 29th. The morning will include staff meetings and the afternoon program will be facilitated by Insights Discovery. Our August In-Service Day will be staff lead and facilitated.
- Marketing and Public Relations
 - The Bookplate is at the printer and should be delivered to River Forest residents by May 1st.
- Technology
 - Our server upgrades will take place mid-May.

- External Partnerships
 - Director Quinn attended the COG Administrators meeting on April 14th and received information regarding the proposed Madison St. TIF District. A public meeting is scheduled on 4/28 at 7:00 pm.
 - Two upcoming author programs are being co-hosted with the RF Township at the RFPL. Dr. Tyra Manning will discuss her memoir *Where the Water Meets the Sand* on May 1 and author Jane Hamilton will be here to promote her new book, *The Excellent Lombards*.
 - RFPL staff will march in the Memorial Day Parade. Trustees and their families are welcome to join us.

- Policies
 - The Policy Committee met on 4/5/16 to update the Staff Employment Policy. Their next meeting is scheduled for 5/10/16.

- Finance
 - Director Quinn and our auditors from Knutte and Associates met with Village of River Forest staff members to discuss the requirements of GASB 68 as it pertains to our respective liabilities for the Illinois Municipal Retirement Fund (IMRF) benefits.

- Fundraising
 - Director Quinn met with two interested parties in regard to purchasing memorial plaques for the Garden Wall.

- Building and Furniture
 - New meeting room chairs were delivered 4/7/16.
 - New meeting room carpet will be installed 4/25/16
 - New urinal has been installed.
 - Work on the Fire Alarm Panel began 4/14/16.

- Reporting
 - All Trustees have filed their Statement of Economic Interest with Cook County.

New Business

- Committee Reports
 - Facility Committee:
 - Trustee Calabrese-Berry presented a report from the Facilities Committee. The Committee met on 4/18/19. The committee reviewed strategic building improvement expenses for FY 15-16. Upon review of expenditures and projects, the committee determined there was a surplus of funds. The committee recommended that the Board approve a \$5000.00 down payment on carpet squares to replace the current carpet in the Materials Services Department and the Director's Office.
 - A roll call was taken.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Zobel
 - Excused: Smedinghoff
 - The committee also recommended that the Board accept Director Quinn's request to contact Joe Huberty of Engberg Anderson to update our 2010 Capital Reserve Study.
 - The Facilities Committee will be meeting on the first Wednesday of each month going forward. The next meeting is scheduled for 5/4/16.
 - Finance and Development Committee: No report.
 - Policy Committee
 - Trustee Bevan shared a report from the Policy Committee. The Policy Committee presented revised staff employment and grievance and discipline policies for approval. After discussion, changes to language in the Staff I Staff – Employment section were added. Trustee Hill motioned to approve the Section I Staff – Employment Policies as amended and a voice vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Zobel
 - Excused: Smedinghoff
 - The Board discussed the Grievance and Discipline Policy. After discussion Trustee Hill motioned to approve the Grievance and Discipline Policy, a voice vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Zobel
 - Excused: Smedinghoff
 - Collaboration Task Force
 - Trustee Calabrese-Berry provided an update from the 4/19/16 Collaboration Task Force meeting.
- Other New Business

- OPRF Youth Interventionist Contract 2016-2018

- Trustees discussed the OPRF Youth Interventionist Contract. After discussion Trustee Crowell moved to accept the 2016-2018 Youth Interventionist Contract with an attached letter which specifies library concerns to be drafted by Trustee Crowell. Trustee O'Connor seconded and a roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Zobel
 - Excused: Smedinghoff

Adjournment

- At 9:20 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee O'Connor seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Kevin Crowell
Secretary