

Meeting Minutes: Regular Board Meeting: July 19, 2016

Call to Order: At 7:32 pm President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff and Zobel.
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager)

Visitors and Guests:

- None

Minutes

June 21, 2016 – Regular Board Meeting

- Trustee Calabrese-Berry moved to accept the minutes of the June 21, 2016 regular board meeting. Trustee Crowell seconded the motion and a vote was taken.
Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff and Zobel

June Treasurer's Report

- Warrant List: Trustee Calabrese-Berry moved to accept the June warrant list. Trustee Crowell seconded. There was discussion of one item:
 - Question regarding the categorization of painting as a maintenance expense. Director Quinn explained that painting is something that needs to be done routinely and did not feel that it qualified as a capital expenditure.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
- Revenue Report: Trustees commented that there was little revenue for June 2016, as property tax bills were sent out July 1 and due August 1.
- Expense Report: No questions.
- Balance Sheet: Question regarding a money market account balance that exceeds the FDIC insurance limits. Director Quinn explained that the money market funds at the Forest Park National Bank are collateralized so they are protected. Director Quinn will provide a copy of the collateralization agreement to Treasurer Bevan for review.

Director's Report

- Organizational Structure/Training and Staff Development
 - Director Quinn attended a workshop at the Oak Park River Forest Community Foundation on measuring impact for non-profit organizations. The session focused on providing strategies for measuring outcomes and impact in addition to measuring outputs. This workshop tied nicely to PLA's "Project Outcome," which also focuses on impact. The next step in the strategic plan process is to flesh out patron survey questions to determine the RFPL's impact on patrons' lives.
- Technology
 - Staff computers continue to be replaced. Server upgrades will commence once the computer replacement project is complete.
- External Relationships
 - The Garden Walk did not bring in the crowds that the RFPL hoped. It is unlikely that the RFPL will participate in 2017.
 - Director Quinn shared a copy of the letter sent from the library to be included in the D90 back to school packet. Trustees discussed the letter.
 - Director Quinn attended the Village of RF Traffic and Safety Committee meeting on June 22nd. The Committee approved the Library's request to change the Lathrop Avenue parking in front of the library from 30 to 60 minutes. With regards to Oak Ave, the Committee stated that they would be updating signage on Oak Ave., but Oak Ave. will remain closed to thru traffic on school days as it was during the 2015-2016 school year.
- Facilities
 - The sewerage ejector pumps were inspected in July 2016. The inspection revealed that the pumps are in good, working order and should last another 20 years.
 - The Library switched phone service to Comcast in July 2016. The switch to Comcast and the deactivation of an inactive phone line will save the library about \$80/month going forward.
- Finance
 - The 2016 Per Capita grant arrived in the amount of \$8,611.94.
 - The RFPL received a notice from the Cook County Treasurer's Office regarding a general collection refund for the 2015 tax year in the amount of \$19,946.34. The Village of River Forest also received a general collection refund notice. Director Quinn is working with VRF Finance Director, Joan Rock, to determine next steps to take with Cook County.

- The 2015-2016 Financial Audit will take place July 20 and 21st.
- Fundraising
 - The 3rd plaque will be installed in the garden seat wall in the coming weeks.

New Business

- Committee Reports
 - Facility Committee:
 - Trustee Calabrese-Berry reported that the committee met in July. The committee reviewed the following projects: roof repair, HVAC repairs, sewerage ejector pump and second floor carpet.
 - Trustee Calabrese-Berry reported that the committee reviewed three bids to repair and/or replace the three flat roofs over the library entrance. Upon reviewing the bids and scope of the project, the committee recommended to award the contract to Trinity Roofing. The project will include the replacement of the three entryway roofs as well as flashing and drains on each roof, total cost not to exceed \$8500.00. Trustee Zobel seconded the motion brought forth from the committee.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
 - Director Quinn reported that the RFPL's most recent HVAC inspection revealed that our compressor is running at a higher rate than usual, which indicates a leak in our system. Oak Brook Mechanical has sent over a proposal which will be discussed at the next Facility Committee meeting. Work cannot commence on this project until the Fall, when cooler temperatures will allow for the air conditioning to be shut down.
 - A recent inspection of the library's sewerage ejector pumps revealed that the pumps have been well maintained and are in good working order. The pumps have an estimated 40 year life expectancy, which gives the RFPL roughly another 20 years on the life of these pumps.
 - Trustee Calabrese-Berry reported that the committee reviewed three bids to replace the second floor carpet and recover the lobby and staff entrance staircases with Johnsonite stair tread product. Upon reviewing the bids and the scope of the project, the committee recommended to award the contract to Rieke Officer Interiors (ROI). The project will include the removal of 2nd floor carpeting and its replacement with carpet squares. Additionally, the staircase carpeting will be removed and replaced with Johnsonite. The library will provide a dumpster. The total cost of the project is

not to exceed \$36,000.00. Trustee Zobel seconded the motion brought forth from the committee.

- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

- Trustee Calabrese-Berry informed the Board that in order for the carpet replacement project to be completed, the library would need to be closed to the public for 3 days, Monday, 12/26, Tuesday, 12/27, and Wednesday 12/28. Trustee Zobel seconded the motion brought forth from the committee.

- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

- Policy Committee

- Trustee Hill reported that the policy committee significantly condensed sections I, II, III, and V of the Patron section of the policy manual. Consistent with the committee's previous work, procedural items were removed from the policy. Specifically, the schedule of fees and fines was removed from the policy as those are subject to change. A line was added in section III. Patron Confidentiality subset A. Confidentiality of Patron records, stating that the "RFPL will strive to ensure that contracts and agreements with providers of electronic resources reflect our policies."
- Trustees discussed the policies. Trustee Hill brought the motion forward from committee asking the Board to approve changes to Patron sections I, II, III, and V, Borrowing Privileges/Circulation, Patron Confidentiality, and Service to Patrons with Disabilities and the removal of heading "A. Registration Requirements" from section I. Borrowing Privileges. Trustee Calabrese-Berry seconded the motion.

- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel



Strategic Plan Draft Goals and Measures

- Materials and Business Services Manager Joanna Bertucci presented the Board with a draft version of the FY 2016-2017 Key Performance Indicators report. Changes to the report included the addition of digital circulation data by format, breakout of Interlibrary loan traffic, patron technology use, and virtual presence statistics.
- Ms. Bertucci reviewed major changes and additions to the Strategic Plan objectives and measures. Trustees discussed the plan and the changes proposed by staff. It was agreed that the next iteration of the plan would be measured by annual goals. Progress on these goals will be reviewed at the end of each fiscal year. A final draft of the goals document will be presented at the September 2016 Regular Board meeting for final approval.

Board Retreat

- Trustees Calabrese-Berry and Crowell have been working on the director job description, director goals, and the director review process. In working on these items Trustees Calabrese-Berry and Crowell feel that the RFPL Board of Trustees would benefit from a Board retreat. A retreat would give Trustees an opportunity to review board strengths and weaknesses and develop some Board goals. A facilitator and location to host the retreat are being investigated. The timeframe for this retreat is a Saturday during the month of September.
- President Smedinghoff reported that attorney Greg Smith of Klein, Thorpe and Jenkins offered to attend a Board meeting and deliver a no-charge presentation on a legal topic of interest to RFPL Board members.

RFPL/OPPL Joint Board Event

- Director Quinn has been in contact with Oak Park Public Library Director, David Seleb, regarding a joint professional development opportunity for Trustees of both Library Boards. A presenter is being investigated and more details are forthcoming. The timeframe for this event is between mid-October and mid-November.

Executive Session Minutes

- The Board will review minutes of previous Executive sessions at the September 20, 2016 Board meeting.

Cancellation of the August 16, 2016 RFPL Board Meeting

- Trustee Hill moved to approve the cancellation of the August 16, 2016 RFPL Board Meeting, Trustee Crowell seconded, a vote was taken and the motion passed unanimously.

Adjournment

- At 9:25 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee O'Connor seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary