

**Meeting Minutes: Regular Board Meeting: October 18, 2016**

**Call to Order:** At 7:30 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, Crowell, Hill, O'Connor, Smedinghoff and Zobel.
  - Trustee O'Connor arrived at 7:35 pm.
- Trustees Excused: Calabrese-Berry
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager), Beth Kirchenberg (Middle School & Teen Librarian)

**Visitors and Guests:**

- None

**Minutes**

September 20, 2016 – Regular Board Meeting

- Trustee Crowell moved to accept the minutes of the September 20, 2016 Regular Board meeting. Trustee Zobel seconded the motion and a vote was taken.

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

Abstain: Crowell

Excused: Calabrese-Berry

**September Treasurer's Report**

- September 2016 Warrant List: Trustee Zobel moved to accept the September 2016 warrant list. Trustee Bevan seconded. There was discussion of two items:
  - Question about the cost of printing BookPlate newsletter. Director Quinn explained that the printed BookPlate is the only way to reach non computer and non library users.
  - Discussion of the bills related to the RFPL's internet expenses. Director Quinn explained that the library pays three bills for Internet service. The bills are paid to AT&T, Comcast, and Communication Revolving Fund (ICN). The AT&T and ICN bills are for the library's fiber connection and the Comcast bill is for a business line to handle increased WiFi traffic.
  - A roll call was taken and the motion carried.
    - Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

- Excused: Calabrese-Berry
- Revenue Report: Director Quinn noted that Grant funds from the Township for the Connections program and Adult programs are forthcoming.
- Expense Report: No questions.
- Balance Sheet: No questions.

### **Communications**

- There were no patron suggestions for September 2016.

### **Director's Report.**

- Organizational Structure
  - The library has modified its patron survey to include questions that measure impact. These results would be useful if the RFPL needed to make a case for why we are important in the community and what type of difference we make in people's lives.
- Facilities
  - LIRA sent a representative to perform a walk through and safety checklist. Issues that were identified are being addressed. It was noted that 86% of LIRA member libraries have security cameras. Many LIRA members also perform background checks on newly hired employees.
- Technology
  - Director Quinn and Dan Graham of Versatile will be meeting monthly to discuss the library's technical support needs and current and forthcoming projects. New data ports will be run and the server installation will begin at the end of October.
- Policies
  - Draft financial policies are being reviewed by the Finance Committee. The policies will likely be ready for Board approval in early 2017.
- Finance
  - The Audit is complete. The Finance committee spoke with the auditor on a conference call at their September meeting. Director Quinn will submit the audit and its accompanying documents for GFOA certification.
  - The Board will approve the Levy at the November 2016 meeting.

### **Staff Visit and Report**

- Middle School and Teen Librarian, Beth Kirchenberg, presented on the new Library website and the Teen and Middle School Summer Reading program.
- Ms. Kirchenberg explained that the new website, in addition to being more visually appealing, is significantly easier to modify than our former website.
- The website uses Google Analytics to track usage. We have noted that 27% of website visits are coming from mobile devices, particularly iPhones. The home page and the digital services pages are the most accessed. 74% of visitors view our homepage and do not navigate to other pages. The website gets 5,100-5,800 unique visitors per month.
- The Middle School Summer Reading program for 2016 was a success! 356 kids in grades 5-12 signed up. Over 500 prize books were given away and 42 participants attended the Lock In event, which was the program completion prize.
- Half the middle school print collection has circulated this year and program attendance is at 67% of our goal. Teen circulation remains steady.
- The Library received its full funding request from the RF Township for the Middle School Connections programming. Programs have an average attendance of 16 participants.

## **New Business**

- Committee Reports
  - Finance Committee:
    - Trustee Bevan reported that the finance committee met in October.
      - The committee spoke with the auditor on a conference call regarding the FY 15-16 audit. The auditor suggested a \$1,000 threshold on capitalizing assets and that limit will be incorporated into forthcoming financial policies. The auditor did not express a concern about the current funding level of IMRF and explained that the factors that govern IMRF are by and large out of the Library's direct control.
      - There was an excess \$93,000 from the FY 15-16 budget. The committee is currently discussing the amount to transfer into the capital reserve fund.
      - The committee will likely recommend that the Board transfer a minimum of 2.5% of collected tax receipts to the Capital Reserve fund annually.
  - Facility Committee
    - No report.
  - Policy Committee

- Trustee Hill reported that the policy committee made Board recommended changes to the language of Section II Patrons: IX. Code of Conduct and made minor changes to the language of Section IIIA. Administration: IV. Freedom of Information.
- Trustee Hill brought the motion forward from committee asking the Board to approve changes to Section II Patrons: IX. Code of Conduct and Section IIIA. Administration: IV. Freedom of Information. Trustee O'Connor seconded the motion.
  - A roll call was taken and the motion carried.
    - Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
    - Excused: Calabrese-Berry

### **Old Business**

- Trustees reviewed the Board Retreat Summary Report from facilitator Karen Brown and briefly discussed follow-up plans. Trustee Crowell and Smedinghoff will review next steps for the marketing and public relations goal.

### **Adjournment**

- At 8:45 pm Trustee Crowell moved that the Regular Meeting be adjourned. Trustee Bevan seconded. All approved and the meeting was adjourned.

Respectfully Submitted,  
Deborah Hill  
Secretary