

**Meeting Minutes: Regular Board Meeting: November 15, 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, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff and Zobel.
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager), Mary Kay Akers Stiff (Adult & Teen Services Manager)

**Visitors and Guests:**

- Elan Long

**Minutes**

October 18, 2016

- Trustee O'Connor moved to accept the minutes of the October 18, 2016 Regular Board meeting. Trustee Crowell seconded the motion and a vote was taken.

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

Abstain: Calabrese-Berry

**October Treasurer's Report**

- October 2016 Warrant List: Trustee Zobel moved to accept the October 2016 warrant list. Trustee Calabrese-Berry seconded. There was discussion of three items:
  - Question about the \$11,996 expense to Versatile. Director Quinn explained that the cost was for 11 new computers for the adult public space and staff.
  - Discussion about the use of Ancestry Library Edition Database. Adult & Teen Services Manager Mary Kay Akers Stiff explained that cost per use is low around \$3.00 per use.
  - President Smedinghoff clarified the bill to Klein, Thorpe, and Jenkins. A call was placed to the attorney to clarify the number of open seats on the Library Board for the April 2017 election. Additionally, the attorney informed the RFPL that language regarding Trustee term limits must be taken out of the By-Laws. Trustee Hill explained that the By-Laws will be up for review in spring 2017 and that language will be removed then.
  - A roll call was taken and the motion carried.
    - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
- Revenue Report: Several Trustees mentioned that the RFPL is on target for anticipated tax revenues.

- Expense Report: No questions.
- Balance Sheet: Trustee Crowell asked a question regarding the increased amount in accounts receivable on the Balance Sheet. Materials and Business Services Manager explained that these were bills to external organizations for services or replacement materials. Ms. Bertucci will review and confirm outstanding receivables entries.

### **Communications**

- Trustees reviewed October 2016 patron suggestions.

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

- Facilities
  - Oak Brook Mechanical will be on site November 16, 2016 to begin work to determine the source of the leak in the air compressor. Director Quinn will also request a quote to replace the fan coil components of the six blower units on the second floor.
  - 10 additional meeting room chairs were ordered for the meeting room. Additional chairs were needed to accommodate our increasing program attendance.
  - The exterior drive through book drop was vandalized sometime on November 8<sup>th</sup>. A replacement chute and panel have been ordered from the book drop manufacturer. The cost for the repair is approximately \$400.00. Director Quinn will investigate filing an insurance claim.
- Technology
  - The data port project was successful. Hardwiring the lobby self check and the children's desk computer has made a difference in their speed and usage.
- Marketing and Public Relations
  - Fran Arnold will be attending a Library Marketing Conference in Dallas, Texas November 16 and 17. Fran will make a report to the Board at the January 2017 meeting.
- Finance
  - Director Quinn is working on the 2017-2018 budget. RFPL operating revenue is expected to increase by approximately \$10,000.00. Director Quinn may recommend that the Board authorize a transfer from the operations reserve – for the 2017-2018 year only – to cover expenses. Director Quinn noted that current staff wages are below the 25% percentile as reported in a recent Management of Illinois Salary Survey and she is working to bring all staff up the 25% percentile. Additionally, the Cook County minimum raise increase to \$10/hr in July 2017 will necessitate an increase in wages.

- Tax revenues are expected to go up for the 2018-2019 fiscal year because of the projected increase of the CPI to 4%.
- The new IMRF for 2017 is 11.14%. This rate is down from the current 12.07%.
- Sue and Mary Kay attended the SWAN Committee of the Whole meeting on November 2<sup>nd</sup>. The meeting focused on the 18 libraries (from the MAGIC and LINK systems) that will most likely be joining SWAN in 2019. SWAN fees are anticipated to increase in 2018-2019. At the December 1<sup>st</sup> SWAN Quarterly meeting, the membership will vote on whether or not to charge incoming libraries an impact fee.
- Our LIRA coverage for the next term (starting 1/1/2017) will cost approximately \$11,000.00. Director Quinn reported that she is very pleased with the services and support we have received from LIRA.

### **Staff Visit and Report**

- Adult and Teen Services Manager, Mary Kay Akers Stiff, presented on the re-structuring of the Adult and Teen Services Department in the last six months and advocacy in libraries.
- Ms. Akers Stiff explained that the departure of the Virtual Services Manager led to a restructuring of the department. The management of virtual services is now under the management of the Adult and Teen Services Manager. Additionally, the Middle School and Teen Librarian, Beth Kirchenberg, now reports to the Adult and Teen Services Manager. This restructuring has been helpful in creating a unified and cohesive department.
- A new Adult and Teen Librarian, Andrea Olvera-Trejo, was hired in July 2016. Ms. Olvera-Trejo works with Ms. Kirchenberg to plan and deliver Middle School and Teen programs. Additionally, Mr. Olvera-Trejo works to support the RFPL's digital collections by creating displays and promotional materials.
- Ms. Akers Stiff informed the Board that the RFPL will be discontinuing its Rosetta Stone subscription and subscribing to Mango Languages.
- The Adult and Teen Services Department created a tip sheet for how to address middle school behavior in the after school hours. The staff has been consistently monitoring behavior in order to make the second floor spaces safe and welcoming for all.
- The Adult and Teen Services Department will be hosting a Maker Faire on October 7, 2017 for patrons 10 and up. The Maker Faire will highlight and celebrate the DIY movement in libraries. The idea for this event came from a local high school student Ethan Beahrend who is working towards his Eagle Scout project. Staff members are working with Ethan to line up exhibitors, activities, and presenters for the day.
- Ms. Akers Stiff attended the annual ILA Conference in October. The theme of the conference was advocacy. Ms. Akers Stiff explained that advocacy is about learning how to tell our story to our community leaders, legislators, and patrons. The ALA's "Libraries

Transform” campaign focuses less about what libraries have and more about what libraries can do for their communities.

- Ms. Akers Stiff shared a copy of the ALA’s *Library Advocates Handbook* as well as ILA’s advocacy tip sheet.
- The Library will be hosting a “Soiree in the Stacks” event on April 7, 2017 to celebrate National Library Week. The event will be afterhours and include Board members, donors, and participants in the Adult Winter Reading contest. The evening will feature a jazz duet, wine, and appetizers. In an effort to advocate for the Library Board members are invited to speak at the event.

## **New Business**

- Committee Reports

- Finance Committee: Audit

- Trustee Bevan reported that the Finance Committee spoke with the auditor at their October 12<sup>th</sup> meeting and that report was shared with the Board at the October Regular Board meeting.
  - Trustees received a final copy of the audit. Ms. Bevan suggested that the helpful sections included the statement of net position and the budgetary comparison schedules.
  - Ms. Bevan explained that the IMRF section is a new reporting requirement and reiterated that the factors that govern IMRF are by and large out of the Library’s direct control. The auditor did not express a concern about the current funding level of IMRF.
  - The statistical section at the end of the report is prepared by the auditors to comply with the requirements for GFOA certification.

- Facility Committee

- Trustee Calabrese-Berry reported that the Facilities Committee met on November 10th.
- The committee discussed IT projects, meeting room chair purchase, and the upcoming air compressor project.
- As part of the server project, it was necessary to run new cabling to set up data ports to ensure a faster network connection for the Lobby self-check and some staff computers. The cost of the project is \$2,421.47 to be paid from the capital reserve fund.

- An additional component of the server project includes the installation of a managed switch port, which would allow our IT consultants to run diagnostics in order to better manage network traffic. The cost for two devices is \$2,652.89 to be paid from the capital reserve fund.
- As mentioned in the Director’s report RFPL ordered 10 additional meeting room chairs. The cost for 10 chairs is \$1,305.00 to be paid for from the capital reserve fund.
- The committee recommends that the Board approve expenditures not to exceed \$10,000 for the compressor work and valve replacement on the HVAC system.
- Trustee Calabrese-Berry brought forward from committee that the following expenses be paid for from the Capital Improvement Fund:
  - Server Project: Cabling \$2,421.47
  - Server Project: Managed Switch: \$2,56.89
  - 10 Additional Meeting Room Chairs: \$ 1,305.00
  - Oak Brook Mechanical compressor project not to exceed \$10,000.00
- A roll call was taken and the motion carried.
  - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O’Connor, Smedinghoff, and Zobel

- Policy Committee

- Trustee Bevan presented the revised Employee Tiers and Benefits policy. She reported that the policy committee made substantive changes to the policy. These changes were driven by the Affordable Care Act, which mandates that any employee working 30 hours/week or more must be offered health insurance, and the revision to the Fair Labor Standards Act (FLSA) which mandates that any employees earning less than \$913.00/week must be reclassified as nonexempt and eligible for overtime pay.
- Additionally, changes were made to the sick and vacation accrual schedules for nonexempt employees who are regularly scheduled 19-30 hours/week. This change seeks to equalize the amount of paid sick and vacation days offered to all employees who are eligible for vacation and sick time to 20 equivalent days for vacation and 12 equivalent sick days.
- Furthermore, nonexempt employees who are regularly scheduled 19-30 hours/week may accumulate up to 60 equivalent days of sick time.
- Trustee Smedinghoff asked that when referring to hours per week for employee groups that word “working” be replaced with the phrase “regularly scheduled.”
  - Trustee Bevan brought forward the Employee Tiers and Benefits Policy from the committee with the replacement of references to “working” be replaced with

the phrase “regularly scheduled,” a vote was taken and the motion passed unanimously.

- Trustee Bevan presented the Discipline Policy and Bloodborne Pathogens Policy. The Management Association of IL strongly encourages that the RFPL have a discipline policy and the Bloodborne Pathogens Policy is an Occupational Safety & Health Administration (OSHA) requirement for all employers.
- Trustee Bevan brought forward the Discipline Policy and Bloodborne Pathogens Policy from the committee, a vote was taken and the motion passed unanimously.

- **2016 Levy**

- Director Quinn presented the 2016 Levy to the Board. Director Quinn pointed out that there were a few categories in which the levied amount is less than the budgeted amount. These included programming, membership dues, and professional development. Programming and professional development levy lines are less as the RFPL receives grant monies from local organizations to underwrite programs and potentially professional development. The membership dues levy line is less to exclude the amount the RFPL pays to the OP/RF Township for the Youth Interventionist Contract. This contract will be reflected in a different line item in the FY 17-18 operating budget.
- Trustee Bevan moved to accept the 2016 Levy, Trustee Hill seconded, a roll call vote was taken and the motion carried.
  - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O’Connor, Smedinghoff, and Zobel

- **2017 Per Capita Grant – Review of Chapter 6, Access, *Standards for IL Public Libraries***

- The Board reviewed and discussed Chapter 6 of *Standards for IL Public Libraries* to comply with Per Capita Grant requirements.

- **Cancel December 20, 2016 Board Meeting**

- Trustee Hill moved to cancel the December 20, 2016 Board Meeting. Trustee Bevan seconded and the motion passed unanimously.

- **2017 Board Meeting Calendar**

- President Smedinghoff asked the Board to approve the 2017 Board Meeting calendar. The August and December 2017 meetings were not scheduled. If additional meetings are required they can be scheduled on an as needed basis. Trustee Hill asked that the July date be corrected to July 18.
- Trustee Crowell moved to approve the 2017 Board Meeting calendar. Trustee Hill seconded and the motion passed unanimously.

## **Adjournment**

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

Respectfully Submitted,  
Deborah Hill  
Secretary