

Meeting Minutes: Regular Board Meeting: January 15, 2019

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, Hill, Long, O'Connor, and Smedinghoff
- Trustees Present by electronic means: Calabrese-Berry
- Excused: Dagli
- Also Present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

President Smedinghoff asked for a motion to allow Trustee Calabrese-Berry to participate by electronic means. Trustee Hill moved to approve the motion, Trustee O'Connor seconded and the motion passed unanimously.

Visitors and Guests

- Jim Hopkinson

Consent Agenda

- a. Minutes of the Regular Board Meeting: November 13, 2018
- b. Minutes of the Special Board Meeting: December 10, 2018
- c. November 2018 and December 2018 Warrant Lists
- d. November and December 2018 Revenue and Expense Reports
- e. November 30, 2018 and December 31, 2018 Balance Sheets
- f. Memo dated January 2, 2019 re: assigning existing audit contract to Sikich LLP

President Smedinghoff asked for a motion to approve the Consent Agenda, items a. through f., Trustee Bevan made a motion to approve the consent agenda items a. through f. Trustee Long seconded.

Questions were taken.

- Trustee Hill asked if RFPL would be provided with the same auditor (Laura Babula) under the new agreement with Sikich. Director Quinn was not sure if Ms. Babula would remain RFPL's auditor. Trustee Hill encouraged Director Quinn to request that Ms. Babula remain the library's auditor as the Administrative staff have expressed that they value the strong working relationship that has been established with Ms. Babula.
- Trustee Calabrese-Berry commented on her positive experience with Sikich LLP when she was the Director of the Metropolitan Library System.
- Trustee Hill requested an update on how much of the total contract that RFPL has paid to Williams Architects for their services thus far. Director Quinn will provide that information as soon as possible.

A roll call vote was taken to approve the Consent Agenda:

- Ayes: Bevan, Hill, Long, O'Connor, and Smedinghoff
- Excused: Dagli

Staff Visit: Victoria Muraiti, Assistant Materials Services Manager

- Ms. Muraiti spoke to the Board about the Administration's desire for RFPL to become a fine free library.
- Ms. Muraiti explained that it has always been assumed that collecting overdue fines from library users ensured that books were returned on time and generated substantial revenue for the library and taught users responsibility. Ms. Muraiti suggested that there is evidence to support the claim that overdue fines have little to no effect on the timely return of library items as there will always be users who return materials late. Most importantly, in some cases fines become an actual deterrent to borrowing. With the implementation of automatic renewals in June 2017, fines collected have comprised roughly 1% of RFPL revenues. If fine elimination is approved, users would still be responsible for the items they check out, and would continue to pay fees for lost or damaged items.
- Ms. Muraiti also believes that fines are a barrier to access for some patrons, hurting those that can least afford it. Ms. Muraiti shared that as of December 31, 2018, we have a total of 8,305 patrons. There are currently 771 patrons blocked to fine balances of over \$10, including fines on overdue and lost items. Looking at patrons with strictly overdue fine balances, 42% of those are on children's library cards.
- If the Board approved RFPL becoming a fine free library, Ms. Muraiti recommended that all patrons who check out items at RFPL would do so fine free. When a user has 4 or more items overdue, their card would be blocked and after 42 days, the item would be marked "lost" and the user would be billed the items' replacement cost.

Director's Report

- Director Quinn provided an additional update to her written Director's Report. On January 7, 2019, Director Quinn and Trustee Hill attended a meeting at the Civic Center Authority Building. Also in attendance were representatives from the Village of River Forest, River Forest Park District, River Forest School District 90, River Forest Township, River Forest Community Center, and Opportunity Knocks. The entities met to share and discuss each organization's space needs. The Library shared an identified need in the community for more free meeting space that could be reserved for use by residents. The Village of River Forest plans to spend roughly \$20,000 of TIF funds to pay for a feasibility study to explore three options for the building: improve existing structure with renovation, move to a new location, or tear down the existing structure and rebuild at same location. It has not been decided how the yet-to-be-determined project would be funded.

- Director Quinn also added the library would publicly auction a few pieces of furniture, including an oak shelf and oak table from the Director's office in advance of the renovation project.
- Director Quinn updated the Board on the communication received from Mr. Martin Rizzo regarding his request that RFPL cancel the Thursday, January 17th program featuring Ms. Angalia Bianca. Mr. Rizzo had indicated that he is planning to file a petition for public protest with the Village of River Forest. Director Quinn explained that the library would not cancel the program as this group's request is an attempt to censor Ms. Bianca. Director Quinn shared the RFPL has been in contact with the ALA Office of Intellectual Freedom, an attorney from Klein, Thorpe, and Jenkins, and the River Forest Police Department for guidance on how to handle the situation.
- Trustee Bevan asked for an additional update on the strategic planning process. Director Quinn explained that the Management Team has met to pull together the information collected to create draft goals for Board review. The draft broad goals attempt to encompass the feedback from the survey and all of the listening sessions, including the ranking of service goals. These draft goals include: grow community; support diversity, equity, and inclusion; enhance collections; and optimize space. Director Quinn explained that the management team members are working on draft action steps to accompany these goals and that the measures would look differently than in the previous strategic plan. Trustee Bevan requested that Director Quinn share the data collected from the community, public, and staff listening sessions, as well as the community survey results with the Board.

President's Report

- President Smedinghoff announced that he will host a party for RFPL staff and Trustees in February, a date will be determined as soon as possible.
- President Smedinghoff shared an update that a RFPL check to Williams Architects in the amount of \$1,087.31 was fraudulently cashed at Chase Bank. RFPL administration made efforts to recover these stolen funds from Chase Bank to no avail. Community Bank of Oak Park River Forest reimbursed RFPL for the loss in December 2018.

New Business: 2019-20 Draft Operating Budget review

- Trustees reviewed and discussed the 2019-20 draft operations budget.
- Trustee Bevan requested a 5 year operations budget comparison. Director Quinn will share a recently completed 10 year comparison with Trustee Bevan and the Finance Committee.
- The final vote for the budget will be on the agenda for the March 19th regular meeting.

- Trustee Hill asked why interest income is projected to decline. Director Quinn explained that as RFPL spends down its operations reserves, interest income will decline.
- A question was asked regarding the projected decrease in gifts revenue from \$12,000 for FY 18-19 to \$2,000 for FY 19-20. Director Quinn explained that she did not budget for a donation from RFPL Foundation for FY 19-20, as the Foundation has not committed to a donation. Director Quinn noted that if the Foundation planned to fund the operations budget in FY 19-20, she would add the donation back into the gifts line as a revenue source and increase the strategic initiatives expense line to balance the budget. RFPL Administration would not authorize expense of additional strategic initiatives funds until RFPL Foundation had made the donation to RFPL.
- Director Quinn removed Fine Service Charges income from the draft budget should the Board approve to eliminate overdue fines. A resolution to eliminate fines will be voted on at the February 19th regular board meeting.

Committee Reports

- Facilities Committee
 - Trustee Calabrese-Berry reported for the Facilities Committee.
 - The flue piping that vents our furnace is deteriorating and must be replaced with new stainless steel piping. Oak Brook Mechanical has given us a price for the work at \$5,830 which will be paid from the operating budget.
 - The Village of River Forest Sustainability Commission put Director Quinn in touch with a ComEd business partner to investigate replacing the remaining second floor incandescent and fluorescent light bulbs with LED bulbs. Director Quinn will bring the quote to the Facilities Committee for their review.
 - The public bid opening for the circulation and staff area workspace project will be held on Tuesday, February 5th at 1:30 pm.
- Finance Committee
 - No report.
- Policy Committee
 - Trustee Hill made a report for the Policy Committee. The policy committee will be looking at RFPL by-laws, specifically the section on Trustee participation in Board meetings via electronic means. The policy committee will schedule a meeting and plan to have a policy recommendation for Board approval at the February 7, 2019 special board meeting.
- Collaboration Committee
 - No report.

Security Camera Discussion

- President Smedinghoff asked that the Board discuss the possibility of installing security cameras at RFPL. Director Quinn received a bid for \$3,200 from Heritage Technology Solutions to install a total of 4 security cameras at the following locations: outside the staff entrance/exit (exterior), outside the meeting room exit door (exterior), outside the front door (exterior), and in the lobby, near the front door (interior). Director Quinn explained that staff has drafted a policy for security cameras and that the cameras would not be intended for surveillance.
- Trustee Hill suggested that Director Quinn ask Heritage Technology Solutions for a sample image the camera would provide to ensure that the camera provides a high quality image and the capability for the image to be saved or printed.
- Trustee Bevan shared her concerns that installing cameras in the library would be a deterrent for some individuals and would make the library to appear unwelcoming. Trustee Bevan asked the RFPL administration explore how other libraries are using cameras and asked what the ongoing maintenance fees for cameras, if approved, would be.

Review of Closed Session Minutes

- At this time, the Board does not have any closed session minutes eligible for release.
- President Smedinghoff will investigate the procedure for destruction of tapes/audio files in accordance with the IL State Statute.

Adjournment

- At 9:25 pm Trustee Calabrese-Berry moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Joan O'Connor
Secretary