

**Meeting Minutes: Regular Board Meeting: February 19, 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, Calabrese-Berry, Dagli, Hill, Long, O'Connor, and Smedinghoff
- Also Present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

**Visitors and Guests**

- Jim Hopkinson
- Karen Stierwalt

**Consent Agenda**

- a. Minutes of the Regular Board Meeting: January 15, 2019
- b. Minutes of the Special Board Meeting: February 7, 2019
- c. January 2019 Warrants
- d. January 2019 Revenue and Expense Reports
- e. January 31, 2019 Balance Sheet
- f. Boiler flue replacement in the amount of \$5,830.00 (Operating Fund – Bldg. Maint./Repairs)
- g. Self-check machine purchase in the amount of \$10,524.00 (Capital Improvement Fund)
- h. LED lighting upgrade in the amount of \$6,224.29 (Capital Improvement Fund)
- i. Policy Revisions: Patrons: XI. Public Comment;
- j. Trustee Bylaw Revisions

President Smedinghoff asked if Trustees would like any items removed from the consent agenda. Trustee Hill requested that item i. Policy Revisions: Patrons: XI. Public Comment; be removed from the consent agenda.

President Smedinghoff asked for a motion to approve the consent agenda, items a-h, j. Trustee Calabrese-Berry moved to approve the consent agenda, items a-h,j, Trustee O'Connor seconded. Questions were taken.

- Trustee Long had a question regarding the Card Connect bill in the amount of \$36.11. Ms. Bertucci explained that this bill is for fees related to the credit card machine.
- Trustee Long asked whether the annual \$249/yr license fee for the proposed Self Check machine purchase would remain constant for the life of the unit. Ms. Bertucci believed that the \$249/yr fee would be constant, but will reach out to the Bibliotheca rep to confirm.

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

- Ayes: Bevan, Dagli, Calabrese-Berry, Hill, Long, O'Connor, and Smedinghoff
- Abstain: Dagli from the 1/15/19 Minutes

### **Director's Report**

- Director Quinn provided an additional update on the LIRA claim. The following bills will be paid by RFPL and will be reimbursed by our insurance company:
    - Fox Valley Fire & Equipment: \$8,251 – sprinkler system part replacement
    - Oak Brook Mechanical: \$6,764 – boiler circuit board replacement
    - S&D Prime Maintenance: roughly \$1,200 – various burst pipe repairs
- The following bills will be paid by LIRA:
- Service One Restoration: \$26,000 – mobile/temporary heating
  - Stanton Mechanical: \$955 – sewage ejector pump service

### **President's Report**

- Monthly RFPL Board Packets are now fully searchable.
- The next RFPL Foundation meeting will be held on Wednesday, March 13, 2019.
- President Smedinghoff reached out to the attorney for the RF Women's Club. The attorney is still working on shutting down the Foundation and it will be some time before the RFPL Foundation receives the contemplated donation.

### **New Business:**

#### **Capital Budget review**

- Trustee Bevan shared and reviewed the 2019-20 draft capital budget. Trustee Bevan noted that the 2019-20 budget includes revenues sources for the capital budget. Last year's capital budget did not include revenue sources. The capital budget will be voted on with the operating budget at the March 19, 2019 Regular Meeting.

#### **Discontinue charging fines on overdue materials**

- Trustees discussed RFPL administration's recommendation to discontinue charging fines on overdue materials.

Trustee Hill expressed concerns about eliminating overdue fines, particularly coupled with the automatic renewals program. Trustee Hill felt that without the consequence of overdue fines, users would keep items longer and RFPL wouldn't have enough items on the shelf. This undesirable effect would result in longer hold times and waitlists for items. Additionally, Trustee Hill noted that RFPL's collection development policies have made a commitment to ordering additional copies to meet hold lists and longer hold lists would result in greater expense. Trustee Hill asked that staff brainstorm other ideas to provide patrons with short-term amnesty. If approved, Trustee Hill expressed concern that fines could not be re-instated in the future.

- Trustee O'Connor asked if RFPL would be an outlier in the library community if the recommendation to discontinue fines was not approved. Ms. Bertucci responded that RFPL wouldn't be an outlier, but rather a trendsetter as fine free libraries are not standard practice.
- Trustees also discussed the possibility of shortening the length of time proposed by staff (42 days) between when an item comes due and before it goes to billing. Trustee Bevan noted that those decisions would be left to staff as they are at a procedural level.
- Trustee O'Connor felt that removing fines on physical items creates a discrepancy between the loan rules on physical vs. digital items. Trustee O'Connor noted that digital items do not renew automatically and disappear from a user account on their due date.
- After discussion, Trustee Calabrese-Berry made a motion to discontinue charging fines on overdue materials, Trustee Bevan seconded and a roll call vote was taken:
  - Ayes: Bevan, Calabrese-Berry, Dagli, Smedinghoff
  - Nays: Hill, Long, O'Connor

Director Quinn commented that RFPL Administration will carefully consider next steps regarding discontinuing overdue fines.

### **Draft Strategic Plan Goals and Objectives**

- Director Quinn presented Trustees with draft strategic plan goals and objectives and discussed the planning process and survey results. Director Quinn noted that the survey accomplished four goals: allowing the community an opportunity to give feedback, marketing our services to residents, outreach to non-users, and a tool to get a sense of what library programs and services were important to the community.
- Trustees discussed the specific draft goals. Trustee Bevan felt that the draft goals are too broad and that the plan overall is missing a goal specific to serving young children through early literacy initiatives. Trustee Bevan was also concerned that the draft plan does not hone the library's focus in the way the previous plan did.
- Trustee O'Connor suggested that perhaps the draft "Grow Community" and "Support Diversity, Equity, and Inclusion" goals could be combined as they seem to be connected.
- Trustees felt that the "Grow Collections" goal was too board.
- Director Quinn suggested that the Board and Administration might benefit from a planning day after the next Board meeting to continue fleshing out the goals and objectives.

### **Committee Reports**

- Facilities Committee
  - Trustee Calabrese-Berry reported for the Facilities Committee.
    - The flue piping project work will take place on Friday, March 1<sup>st</sup>. The library will be closed to the public as the building heat will be shut off in order to complete the work.

- Director Quinn and Ms. Bertucci will be meeting with Andy Dogan of Williams Architects to discuss next steps for the lobby renovation project on 2/20.
- Finance Committee
  - Trustee Bevan reported for the Finance Committee.
    - Trustee Bevan had previously asked Director Quinn to provide a historical revenue and expense analysis. In response she prepared the memo included in the 2/19 Board packet which provides 10 years of historical data to help Trustees better understand RFPL's current financial position.
    - Trustee Bevan explained that RFPL's revenues have grown slowly in the past 10 years and sources of income, other than property taxes, have been steadily declining. Additionally, operating expenses are increasing at a faster rate, particularly in the personnel and facility maintenance budget lines.
    - Trustee Bevan would like the RFPL Foundation to address planned giving to RFPL as all donations, that were previously additional income for the library, are now being directed to the Foundation.
    - Additionally, RFPL will have to review its pay grade and scale structure in light of the 2/19 passing of the IL minimum wage increase.
- Policy Committee
  - Trustee Hill reported for the Policy Committee.
    - Trustee Hill explained her request to pull item i. Policy Revisions: Patrons: XI. Public Comment; from the 2/19/19 Consent Agenda. After attending a Village of River Forest Board Meeting, Trustee Hill feels that the Policy Committee should re-work the Public Comment policy draft scheduled for a vote on 2/19.
- Collaboration Committee
  - Trustee Long reported for the Collaboration Committee.
    - The community calendar ([www.rfhappenings.com](http://www.rfhappenings.com)) is up and running. Trustee Long suggested that the Committee develop a bookmark to market the online calendar to residents. Additionally, the group brainstormed ideas for future collaborative projects.

## **Old Business**

### **2019-20 draft Operating Budget**

- There were no comments or questions regarding the 2019-20 draft operating budget.

## **Adjournment**

- At 9:12 pm Trustee Bevan moved to adjourn the Regular Meeting. Trustee Long seconded. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Joan O'Connor  
Secretary