

Meeting Minutes: Regular Board Meeting: March 19, 2019

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, Dagli, Hill, Long, O'Connor, and Smedinghoff
- Trustee present by electronic means, non-voting : Calabrese-Berry
- Also present: Sue Quinn (RFPL Director), Joanne Bertucci(RFPL Materials and Business Services Manager)

President Smedinghoff clarified the rules regarding Library Trustee participation in Board meetings by electronic means, based on his recent consultation with Library attorney Greg Smith. He noted that there are two options available.

The first option is set forth in the Illinois Open Meetings Act (5 ILCS 120/7), and specifies the rules that apply to Trustees who would like to attend a Board meeting electronically and exercise their powers as trustee – i.e. to both participate and vote. As specified in that section of the Open Meetings Act, a Trustee may “attend” the meeting by video or audio conference only if the following requirements are satisfied:

- A quorum of the members of the Board is physically present,
- The majority of the members physically present vote to allow the Trustee “to attend the meeting” by video or audio conference,” and
- The remote Trustee is prevented from physically attending because of:
 - personal illness or disability;
 - employment purposes or the business of the library; or
 - a family or other emergency

To make use of this remote attendance option, the statute also requires the Library Board to adopt the requirements and restrictions of this rule in its bylaws (and allows the Board to add additional restrictions as well). The Library has done this in its bylaws.

As our attorney pointed out, the phrase “attend the meeting” in this statute has a legal meaning that is focused on both participating and exercising one’s rights as a trustee – e.g. to vote on matters before the Board. This option, as set forth in the Open Meetings Act is the only process by which a Trustee can participate and vote in Library Board meetings. Trustee Calabrese-Berry did not meet those requirements for the March Board meeting.

Failure to qualify under the first option, however, does not prohibit a Trustee from remotely participating in the meeting. There is a second option whereby the Board can exercise its discretion to allow a Trustee to participate in the meeting by video or audio conference, including commenting on matters before the Board, although the Trustee cannot vote on matters before the Board (because the statute provides the only option for exercising voting privileges). As our attorney pointed out, public policy would encourage allowing such remote non-voting participation, so that the Trustee can remain informed regarding the matters before and deliberations by the Board, and so that the Board can have the benefit of the Trustee’s input and advice with respect to such matters. It is under this second (non-voting) option that Trustee Calabrese-Berry was allowed to participate in the meeting.

Visitors and Guests: Andy Dogan, Williams Architects

Consent Agenda:

- a. Minutes of the Regular Board Meeting: February 19, 2019
- b. February 2019 Warrants
- c. February 2019 Revenue and Expense reports
- d. February 28, 2019 Balance Sheet
- e. 1 year (May 1, 2019-April 30, 2020) cleaning contract with Buildingstars in the amount of \$23,988
- f. Policy Revisions: Patrons: IV. Equipment and Computer Use; Staff: VIII. Staff Computer Use

President Smedinghoff asked for a motion to approve the Consent Agenda, items a-f. Trustee Hill made a motion to approve the Consent Agenda, items a-f. Trustee Bevan seconded the motion. Questions were taken.

- Trustee Dagli questioned the language in paragraph three of VIII. Computer Use regarding RFPL staff members saving work. The Trustees agreed that the language in the policy should be modified to read “RFPL staff members are encouraged to save all documents to a network or cloud-based drive or a portable storage device.”
- Trustee Bevan wondered about the application of the cleaning contract to the proposed construction. Mr. Dogan clarified that the contractor would be responsible for cleaning during the construction and at its completion.
- Trustee Long questioned the clause about assigning the cleaning contract to a franchise. Director Quinn noted that the contract was for one year and was not concerned about the contract being directed to a franchise.
- Trustee Calabrese-Berry commented that in the future, given the amount of discussion that took place regarding the cleaning contract, should that require longer discussion should be pulled from the Consent Agenda, and voted on separately.

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

- Ayes: Bevan, Dagli, Hill, Long, O’Connor, Smedinghoff

Director’s Report

- Director Quinn added comments to her written Director’s Report. She stated that 2.5% of tax receipts would be transferred to the Capital fund in March 2019 for the 2018-2019 fiscal year. She expected an excess of \$60,000 in the 2018-19 Operations Fund, with excess funds coming from the salaries and IMRF budget lines.
- Trustee Hill asked if any expenses resulting from the polar vortex and subsequent damage to RFPL were not covered by insurance. Director Quinn responded that insurance paid for all repairs and the RFPL paid its \$1,000 deductible.

President’s Report

- The evaluation of the Director will be considered in an Executive Session at the April meeting. President Smedinghoff will send the forms using a scale of 1-4. He requests that Trustees respond in a timely fashion.

- President Smedinghoff asked that each Trustee submit individual responses about the Library as presented in the Village’s proposed Comprehensive Plan. Trustees Dagli and Long will draft a response to the Plan based on Trustee feedback. The Village Board will vote on the Plan at the May meeting.

New Business

a. Renovation of Circulation and Staff Area:

- Williams Architects’ Andy Dogan presented a revised proposal to renovate the circulation and staff areas. Earlier bids for this renovation were higher in cost than anticipated. The revision has achieved cost savings by leaving a supporting column in place, reducing the cost of lighting, and determining an easier process for contractors to enter and work in the building. As a result of these revisions, the staff lounge will be larger with direct access to the wellness room and bathrooms. To mitigate bathroom noise, acoustic panels will be installed.
- The bid will include 5 alternates: installation of art glass windows in the lobby, drywall soffit above circulation desk, 3 year warranty, remodeling of one bathroom and remodeling of both bathrooms.
- Mr. Dogan also increased his original estimate general contractor overhead and profit from 10% to 20% given current market conditions.
- The staff has reviewed and accepts the changes to the original plan. Mr. Dogan recommended that Trustees achieve consensus so that Williams Architects can go forward to request bids for the project by the end of April, accepting the bids in May with construction to begin in the Fall of 2019.
- President Smedinghoff asked for a motion to authorize Williams Architects to send revised scope of renovation out to bid. Trustee Hill made a motion to authorize Williams Architects to request bids for the project. Trustee Dagli seconded the motion. The motion passed unanimously.

b. Foundation Donation:

- President Smedinghoff asked for a motion to accept the \$50,000 donation from the RFPL Foundation to RFPL to kick start the update so that an architectural plan can be developed for bidding purposes, and once bid, the Foundation will close the gap between the \$50,000 and the \$65,000 projected need to complete the Children’s Room update either through additional fund-raising or the use of Foundation reserves.
- Trustee Dagli made the motion to accept the donation, seconded by Trustee Long.
A roll call vote was taken:
Ayes: Bevan, Dagli, Hill, Long, O’Connor, Smedinghoff

c. Draft Strategic Plan 2019-2022 Goals and Objectives

- Trustees discussed revisions to the Plan following the February meeting.
- Trustees Hill and Bevan commented they approved of the changes as the Plan was now much clearer.

- Trustee Long asked if the Plan should address funding of the Library going forward, commenting that the Park District's Strategic Plan addresses future needs.
- Director Quinn responded that the Plan is an operational plan for determining how the administration delivers services to the community. Trustee Calabrese-Berry reinforced that assertion. Trustees Calabrese-Berry and Bevan stated that the Board has the responsibility to determine funding.
- As an aside to funding issues, Trustee Hill reminded the Board that the Library's lease with the Park District expires in 2023.
- President Smedinghoff asks Trustees to send comments about the Strategic Plan to Director Quinn by April 2 so that the Board can vote on the Plan at the April meeting of the Board.

d. Committee Reports

- The Policy Committee's request to approve the Patron Policy for Equipment and Computer Use and the Staff Policy for Computer Use was voted upon in the Consent Agenda.
- There were no other Committee Reports.

Old Business

a. 2019-2020 Operating Budget

- President Smedinghoff asked for a motion to approve the Operating Budget for 2019-2020. A motion was made by Trustee Hill, seconded by Trustee Bevan. A roll call vote was taken:
 - Ayes: Bevan, Dagli, Hill, Long, O'Connor, Smedinghoff

b. 2019-2020 Capital Budget

- President Smedinghoff asked for a motion to approve the Capital Budget for 2019-2020. A motion was made by Trustee Hill, seconded by Trustee Bevan. A roll call vote was taken:
 - Ayes: Bevan, Dagli, Hill, Long, O'Connor, Smedinghoff

Adjournment:

- The meeting was adjourned at 9:32 pm following a motion by Trustee Hill, seconded by Trustee Bevan.

Respectfully submitted,
Joan O'Connor
Secretary