

Meeting Minutes: Regular Board Meeting: April 16, 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, Calabrese-Berry, Dagli, Hill, Long, O'Connor, and Smedinghoff
- Also present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager)

Visitors and Guests: Jim Hopkinson

**Recognition of Service – Outgoing Trustees Ates Dagli and Joan O'Connor
Trustee Emerita Resolution – Joan O'Connor**

President Smedinghoff thanked and conveyed much appreciation to Trustee Dagli for filling the vacant Board seat since October 2018 and for his participation on the Facilities Committee.

President Smedinghoff thanked Trustee O'Connor for her 12 years of dedicated service to the River Forest Public Library Board and asked for a motion to approve a resolution naming Trustee O'Connor as Trustee Emerita on the River Forest Public Library Board. Trustee Hill moved to approve the resolution, Trustee Calabrese-Berry seconded, and President Smedinghoff read the resolution a loud. A vote was taken and the motion passed unanimously. A copy of the resolution is included on the last page of these minutes.

Consent Agenda:

- Minutes of the Regular Board Meeting: March 19, 2019
- March 2019 Warrants
- March 2019 Revenue and Expense reports
- March 31, 2019 Balance Sheet
- IT upgrades in the amount of \$3,533.87 from Capital Improvement Fund: Replace wireless access points.
- Policy Revisions:
 - Section I. Oversight: I. Board Responsibilities; II. Fiscal Accountability
 - Section II. Patrons: II. Circulation; XI. Public Comment Policy
 - Section III. Staff: V. Employee Reimbursements

President Smedinghoff removed the following items from the Consent Agenda for further discussion:

- Minutes of the Regular Board Meeting: March 19, 2019
- IT upgrades in the amount of \$3,533.87 from Capital Improvement Fund: Replace wireless access points.

Trustee Hill made a motion to approve items b., c., d., and f., from the Consent Agenda. Trustee Dagli seconded the motion and a roll call vote was taken:

- Ayes: Bevan, Calabrese-Berry, Dagli, Hill, Long, O'Connor, Smedinghoff

President Smedinghoff requested that the Minutes of the March 19, 2019 Regular Board Meeting be removed from the Consent Agenda in order to add additional language to clarify the rules regarding Library Trustee participation in Board meetings by electronic means.

The text that will replace the two paragraphs starting with “President Smedinghoff...” on page 1 of the March 19, 2019 minutes is as follows:

“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.”

Trustee Hill moved to approve the March 19, 2019 minutes as amended, Trustee Long seconded. A vote was taken and the motion passed unanimously.

President Smedinghoff requested that the vote for the IT upgrades in the amount of \$3,533.87 from the Capital Improvement Fund to replace wireless access points be removed from the

Consent Agenda as Director Quinn has additional information and costs associated with this project to share with the Board.

Director Quinn reported that after speaking further with RFPL's IT Consultant, Dan Graham, President of Versatile, there would be an additional charge of \$810.00 for 6 hours of labor associated with the installation of 5 new indoor and 1 new outdoor wireless access points. The total cost for the project is \$4,343.87.

Trustee Hill moved to approve the \$4,343.87 for the wireless access points project to be paid from the Capital Reserve Fund. Trustee Bevan seconded and a roll call vote was taken:

- Ayes: Bevan, Calabrese-Berry, Dagli, Hill, Long, O'Connor, Smedinghoff.

Director's Report

- Director Quinn shared that the Fine Free initiative was kicked off on April 7 to celebrate National Library Week. Patron satisfaction has been high since the announcement. It is estimated the RFPL had roughly \$12,000 in outstanding fines that were forgiven. The amount of fines that were potentially collectible was unable to be precisely determined. Many were several years old or in need of adjustment so the actual amount of write off may have been considerably less than the full amount of outstanding fines.
- Staff met with Andy Dogan of Williams Architects on April 4th to discuss the circulation area renovation project and the Children's room project. Mr. Dogan believes that there is potential to add painting and flooring scope to lobby/staff area project as alternates. Williams will provide proposal for additional services. The Williams interiors team was onsite Monday, April 15th to review color and carpet/flooring options for the Children's Room. An addendum will be issued to include the additional work and the bid deadline will likely be extended. Furniture for the Children's room would be bid separately. An addendum will also be issued to push back the bid opening date to Thursday, May 9th at 2:00 pm.
- The slate roof was worked on at the end of March, but continues to leak. Director Quinn will reach out to the roofing company to follow up.
- New window shades were installed on the 2nd floor, east windows on April 10, 2019.
- A consultant from Verde Solutions was on site in early April to begin replacing/retrofitting lightbulbs and light fixtures. Work will be completed by April 30.

President's Report

- President Smedinghoff thanked Trustee Long for her efforts to re-work RFPL's section in the Village of River Forest Comprehensive Plan in order to better explain the library's services and value to the community.
- President Smedinghoff reminded Trustees that on May 21st there will be two meetings, the Annual Meeting of the RFPL Board of Trustees and the Regular Meeting. Due to the timeline for bidding the lobby and staff renovation project, it is anticipated that an additional meeting to vote on a construction contract will not be required.

New Business

Committee Reports

Facilities Committee

- In addition to Director Quinn's report, Trustee Calabrese-Berry reported that the new lobby self-check machine was installed on April 8th and feedback has been overwhelmingly positive.

Finance Committee

- No report.

Policy Committee

- No report.

RF Collaborative Committee

- No report.

Old Business

a. Strategic Plan Goals and Objectives vote

Director Quinn asked for comment on the draft Strategic Priorities and Objectives document. Trustees did not provide any additional feedback. Trustee Calabrese-Berry felt that the updated draft accurately incorporated Trustee feedback and gives the library a plan for moving forward. Director Quinn indicated that RFPL staff will begin working on an implementation plan, measurement markers, and a culture statement.

President Smedinghoff asked for a motion to approve the Strategic Priorities and Objectives 2019-2022 plan, Trustee Calabrese-Berry moved to approve the plan, Trustee Bevan seconded, a vote was taken and the motion passed unanimously.

b. Security Camera Installation vote

President Smedinghoff asked for a motion to approve the installation of 3 security cameras, 2 outside and 1 inside the library. Trustee Calabrese-Berry moved to approve the installation of 3 security cameras, Trustee Dagli seconded. Trustees discussed the motion on the table and questions were taken.

Trustee Dagli asked how long security camera data would be retained and who would have access to the data. Trustee Hill explained that the Policy Committee has a draft security camera policy and that those details would be included in the policy for Board approval if the installation were to be approved.

Trustee Long questioned the placement of a camera in the lobby and asked whether or not a camera placed outside the front door would serve the same purpose, the purpose being to

capture an image of a library patron or visitor whose behavior while inside the library was disruptive.

Trustee Bevan felt that installation of a security camera in the lobby might have unintended consequences and adversely impact some groups. She also felt that RFPL had not yet fully explored those consequences.

After discussion, President Smedinghoff asked that a vote be taken. A roll call vote was taken:

- Ayes: Calabrese-Berry, Dagli, Hill, Smedinghoff
- Nays: Bevan, Long, O'Connor

The motion passed. Trustee Long asked that RFPL fully explore the best way to communicate to patrons about the installation of security cameras and asked that the policy committee consider strict timelines for the retention of data.

Executive Session

- At 9:00 PM, President Smedinghoff asked for a motion to enter Executive Session pursuant to the Open Meetings Act 5 ILCS 120/2(c) (1) , for the purpose of the Director's Annual Performance Review. Trustee Hill so moved, seconded by Trustee Calabrese-Berry. The motion passed unanimously.
- At 10:08, Trustee Long made a motion to close the Executive Session, seconded by Trustee Calabrese-Berry and to return to open session. The motion passed unanimously.

At 10:08, Trustee Calabrese-Berry moved to set Director's Quinn salary at \$88,000 for fiscal year 2019-2020. Trustee Hill seconded the motion. A roll call vote was taken.

Ayes: Bevan, Calabrese-Berry, Dagli, Hill, Long, O'Connor, Smedinghoff

Nays: None

Adjournment

- At 10:10 PM, Trustee O'Connor moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,

Joan O'Connor
Secretary

River Forest Public Library

April 16, 2019

Emerita Resolution Approving the Appointment of Ms. Joan O'Connor, Distinguished Emerita Trustee of the River Forest Public Library, River Forest Illinois.

WHEREAS, in special recognition of her distinguished service to the River Forest Public Library, the Board of Trustees of the Library wishes to acknowledge Joan O'Connor by appointing her Trustee Emerita of the River Forest Public Library; and

WHEREAS, Ms. O'Connor served the Library and the Village of River Forest as a steadfast and committed Library Trustee for 12 years from May 2007 to April 2019; and

WHEREAS, Ms. O'Connor provided strong leadership during her tenure as Vice President (May 2008 to April 2010) and President (May 2010 to April 2012); and

WHEREAS, Ms. O'Connor served as a member of the Finance Committee for six (6) years, thereby ensuring strong fiscal stewardship of the Library; and

WHEREAS, in 2014, Ms. O'Connor was instrumental in helping to establish the River Forest Public Library Foundation to increase public awareness of the Library and foster a commitment to strengthen private donations to the Foundation to provide enhanced Library funding, and

WHEREAS, Ms. O'Connor worked as a key member of the Facilities Committee supporting many successful building projects for the Library; and

WHEREAS, Ms. O'Connor's strong work ethic and deep knowledge of the community have greatly benefitted the Library throughout her tenure as a Library Trustee; and

WHEREAS, Ms. O'Connor, and her husband Joseph, have been steadfast supporters of Library programming; promoting the many offerings of the Library to their friends and neighbors within the River Forest community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the River Forest Public Library that it approves appointment of Ms. Joan O'Connor as Trustee Emerita of the River Forest Public Library.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Ms. O'Connor for her dedication and service to the River Forest Public Library, and to the people of this village, state, and nation.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board and that copies be given to Ms. O'Connor, her husband Joseph, other members of her family, and to other appropriate Village of River Forest Officials.