

Meeting Minutes: Regular Board Meeting: July 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: Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager).

Visitors and Guests: Mr. David Keeney

- River Forest resident, Mr. David Keeney addressed the Board and commented on his appreciation for the River Forest Public Library and the tremendous resources the library offers. President Smedinghoff thanked Mr. Keeney for his comment.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: June 18, 2019
- b. June 2019 Warrants
- c. June 2019 Revenue and Expense reports
- d. June 30, 2019 Balance Sheet
- e. Replacement of 3 roof-mounted exhaust fans in the amount of \$9,980.
- f. Replacement of Group 1 Computers in the amount of \$14,800.08
- g. Library closed to the public on Friday, September 6, 2019 for moving/construction set-up.

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. No items were requested for removal. President Smedinghoff asked if there were any questions about items on the consent agenda. No questions were asked.

President Smedinghoff asked for a motion to approve items a.- g. on the consent agenda. Trustee Hill moved to approve items a.-g. Trustee Long seconded and a roll call vote was taken:

Roll Call Vote:

- Ayes: Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Excused: Bevan

Staff Visit: Joanna Bertucci, Materials and Business Services Manager

Ms. Bertucci presented to the board on Chapter 3: Personnel from *Serving our Public 3.0 Standards for Illinois Public Libraries* to fulfill the requirement for review and discussion of this chapter for the 2019 Illinois Per Capita Grant.

- Ms. Bertucci provided an overview of the chapter. From a policy perspective, all RFPL employment policies are reviewed on a 3 year cycle. Currently, employment policies are currently under review by RFPL's policy committee and will be brought to the Board for approval in September. All hiring policies are in compliance with EEOC (Equal Employment Opportunity Commission) guidelines and the ADA (Americans with Disabilities Act). RFPL has an established onboarding procedure and employees are

given a copy of RFPL's employee handbook. Managers review the contents of the handbook during the onboarding period and they are also updated annually and disseminated to all staff. Major personnel policy changes and procedural updates are communicated to staff in a timely manner.

- RFPL maintains current job descriptions and updates the salary schedule annually. Salaries for FY 19-20 are 52% of the operating budget and total personnel benefits (salaries, insurance, FICA/Medicare, IMRF) are 64% of the budget. RFPL bases its salary schedule (minimum, midpoint, and maximum) ranges on data from comparable libraries from HR Source/LACONI Library Salary survey reports. RFPL participates in this survey annually.
- Overall, RFPL Managers feel that they have sufficient staff to operate the library on a day-to-day basis and carry out RFPL's current strategic plan. If additional open hours or services (passport processing, notary, expanded outreach presence) were to be added RFPL would need to add additional staff. Managers did note that adding additional staff would be challenging as our building has limited staff workspace.
- RFPL values professional development and to that end each department has an allocated budget for professional development. Professional development opportunities are identified by Managers and their respective staff members. Attendance at out-of-state conferences/events are approved by the Library Director, an effort towards fairness is made when deciding which staff (from which department) will be able to attend an out-of-state conference/professional development opportunity. Additionally, RFPL maintains 7 professional development publications that are circulated to staff.

Patron Suggestions

- RFPL did not have any patron suggestions in June 2019.

Director's Report

- Director Quinn updated the Board on staffing changes. Longtime Children's Services Associate, Kimberly McGuire, accepted a position at the Arlington Heights Memorial Library. Her last day was June 14th. Director Quinn thanked Ms. McGuire for her years of service and stewardship of the Children's picture book collection. Ms. Dannie Moore has been hired as a Youth Services Associate and will assume collection development of our picture book collection, as well as coordinating and leading Mother Goose café/story time. Ms. Moore's first day is July 17th. Ms. Maria Maia was hired in June as an Adult/Teen Services Associate and is a welcome addition to our RFPL team.
- Director Quinn and Children's Services Manager, Amy Grossman, met with Carrie Kotera, Interior Designer at Williams Architects to finalize the layout and shelving selection for the Children's room. The Estey shelving will be purchased directly through LFI (Library Furniture International) of Northbrook, IL through the TIPS-USA purchasing cooperative program. RFPL has a membership in TIPS-USA Interlocal purchasing system, which allows local government entities to buy directly from sole source as it is a governmental pre-bid arrangement. Trustee Hill inquired about the cost estimate for the shelves and Director Quinn answered that the estimate is roughly \$40,000, which is in line with the project's total budget of \$65,000.

- RFPL will be advertising for bids on 7/18 and 7/25 for the new office, circulation workroom and breakroom furniture. The furniture is available through multiple vendors and putting it out to public bid will result in competitive pricing for the library. The public bid opening is scheduled for Thursday, August 1st at 1:30 pm.
- On July 15th, Sue and Joanna met with representatives from JA Watts and Williams Architects for a pre-construction meeting. The meeting was very positive and a draft timeline was laid out. Construction is scheduled to begin Monday, September 9th. Phase I will involve work in the lobby, circulation department, and staff workspaces/breakroom. During this time the front door will be inaccessible and all circulation operations and patron ingress/egress will take place in the meeting room. JA Watts expects to complete phase I by October 31st, at which point the front door would be reopened and staff would be able to move into the new spaces. Phase II, which includes the remaining work in the hallway, would take place next and phase III includes the work in the Children's room would be last. As the project gets underway RFPL may need to modify open hours to accommodate some of the work. Details will be fleshed out as the project start gets closer.
- On July 17th, Director Quinn will be meeting at the Village of River Forest with representatives from the architecture firm of Cordogan Clark to discuss the library's needs/wants in relation to redevelopment of the River Forest Civic Center Authority building and property.
- RFPL has partnered with the Community Foundation's Success for All Youth (SAY) to advance a research project lead by Roosevelt University to understand the interests and concerns of middle school students in River Forest in out-of-school time programming. Mary Kay Stiff has been actively recruiting families to allow their children to participate in a focus group that will be held at the library on Wednesday, July 17th.
- SWAN launched a new mobile app for member libraries on July 16th! The app is very user friendly, has the ability to add user library card barcodes for mobile card access, search the entire SWAN catalog (print and digital collections) and the ability to scan ISBNs to search for a title. RFPL will be promoting the app to patrons via the BookPlate, Facebook, eNewsblast and internal print promotional items.

President's Report

- President Smedinghoff announced that the Board will need to schedule a Special Meeting the last week in August to approve capital expenditures and another meeting in December to approve the final payment to JA Watts.
- President Smedinghoff will be out of town for September Board meeting (9/17/19). There was discussion about whether or not approving a date change for a Regular meeting could take place at the Special meeting in August. Director Quinn will investigate and follow-up.

New Business

- Facility Committee

- The committee met on June 19th and July 8th to discuss the potential roof repair project.
 - i. At the June 19th meeting, Chuck Crowley of C.E. Crowley & Associates, Inc. presented on the state of RFPL's roofing system. Based on his assessment, Mr. Crowley recommended that RFPL complete two immediate repairs:
 - 1. Replace the eyebrow roof around the skylight to achieve a water tight seal.
 - 2. Replace the valley on the northeast side of the building and install an additional (roughly) 18" of cooper transition under the slate to achieve a water tight seal. Additionally, Mr. Crowley estimates that there are between 80-100 broken slate tiles on the roof. The project scope he proposes would call for the removal of the now decorative slate tiles on RFPL's interior and replace those with the broken tiles on the roof's exterior.
 - ii. Mr. Crowley also recommends that RFPL start looking at options to replace the skylight as it is about 5 years away from the end of its useful life. Director Quinn would like to start to investigate options in 3 years to ensure that work is completed in year 5.
 - iii. Mr. Crowley submitted a proposal for project services for the repairs, which was discussed at the July 8th meeting. The proposal included Mr. Crowley's fee (\$8,848.00) to draw up plans, oversee the bid process, and monitor the project's progress once underway. Mr. Crowley estimates that the project cost would be roughly \$63,200, which includes a \$5,000 contingency. The total project cost including fees is estimated, not to exceed, \$72,048.
 - iv. The Board discussed Mr. Crowley's proposal. Director Quinn explained that the estimated schedule for the roof project would commence the last week of September and there would be overlap with the interior renovation project. RFPL may need to consider adjustments to regular operating hours and/or closing to the public for a short period of time.
 - v. Director Quinn explained that the roof repair project is part of the 2019-20 Capital Budget and will be paid for from capital reserves. It is Mr. Crowley's belief that completing this work will correct the issues we are experiencing now, and with regular upkeep, extend the life of the slate roof to 2070.
 - vi. Director Quinn will be including a roof inspection in the in building maintenance schedule for RFPL, scheduling an inspection every 24 months.
- Finance Committee
 - The committee met 6/20 to review past expenses and budgets, capital outlays for this FY, and future operations and capital budgets. In August, a roughly \$150,000 CD will expire and will not be re-invested. These funds will be transferred into the Operations account in September to cover the cost of this FY's capital projects. For future planning, RFPL is not projecting excess revenues over expenditures and will likely enter deficit spending in FY 20-21 due to increase costs for personnel, liability insurance, and building maintenance.

The committee will continue to monitor reserve balances as they are drawn down post construction.

- Policy Committee
 - The committee is scheduled to meet 7/25.
- VRF Collaboration Committee Liaison
 - No report.
- RFPL Foundation Liaison
 - Trustee Long gave the following report from the RFPL Foundation.
 - \$20,000 was anonymously donated to the Children’s room campaign. This donation will close the gap to fund this project.
 - 2 eNewsblasts from the Foundation have gone out
 - The next Foundation meeting is scheduled for Wednesday, July 31st.
 - Library Director Quinn facilitated the sale of the last \$5,000 plaque; design and fabrication are in progress.
 - The Foundation received an offer from Janet Hanley, CPA to do some pro bono work for the Foundation.
- 2020 Per Capita Grant Requirement: Review of Appendices Chapters 11-Appendices “TRUSTEE FACTS FILE THIRD EDITION.”
 - Trustees reviewed the required sections for the 2020 Per Capita Grant application.
 - Director Quinn will send Trustees the link for the required webinar.

Old Business

- None

Semi-annual review of closed session minutes

- Postponed until the September Board meeting.

Adjournment

- At 9:03 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Calabrese-Berry seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Alice Calabrese-Berry
Secretary

