

Meeting Minutes: Regular Board Meeting: September 24, 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, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager).

Consent Agenda:

- a. Minutes of the Regular Board Meeting: July 16, 2019
- b. Minutes of the Special Board Meeting: July 31, 2019
- c. Minutes of the Special Board Meeting: August 26, 2019
- d. July 2019 Revenue and Expense reports
- e. July 2019 Warrant List
- f. July 31, 2019 Balance Sheet
- g. August 2019 Revenue and Expense reports
- h. August 2019 Warrant List
- i. August 31, 2019 Balance Sheet
- j. Policy Revisions: Staff III. Leaves of Absence; Staff IV. Professional Development; Staff V. Expense Reimbursement; Staff VI. Accidents and First Aid.

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. The following questions were asked:

- Trustee Hill asked for a review of the July and August balance sheets, specifically the roughly \$300,000 increase to the ICS Operations fund. Ms. Bertucci explained that the increase is a result of tax revenue taken in during July and August as residents paid their property tax bills. Additionally, RFPL closed a 26-week midterm operations CD (roughly \$76,500) in August and those funds were deposited into the ICS operations fund as those funds will be needed for the various building projects.
- Trustee Long asked that capital reserve revenue be itemized as the capital expenses are on monthly capital reserve fund reports.
- Trustee Hill pointed out a formatting issue within the body of the Staff III. Leaves of Absence Policy. Director Quinn responded that Ms. Grossman will correct the issue in the final version of the policy.
- President Smedinghoff asked why language from section F (Victims' Economic Security and Safety Act) of the Staff III. Leaves of Absence Policy was removed from the draft for approval. Ms. Bertucci explained that an HR Source attorney advised that it is acceptable to remove the language of the law and list only the citation to avoid continuously updating the RFPL policy as the law changes.

- Trustees questioned the drop in program numbers for Children in July and August. Director Quinn explained that last summer staff coordinated more passive program opportunities, which increased participation numbers. This year, passive programming was not used during summer reading as summer reading participants were spinning the “wheel of wow” to claim their prizes. Trustee Long suggested breaking out passive program participation on the stat sheet.

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

Roll Call Vote:

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

Patron Suggestions

- RFPL did not receive patrons suggestions in July or August 2019.

Director’s Report

- Director Quinn updated the Board on the hiring process for the new Adult/Teen Services Manager. The deadline for applications is end of day, Tuesday, September 24. Ms. Bertucci will be screening qualified candidates the week of 9/30 and first round interviews will take place the week of 10/7. Director Quinn, Ms. Bertucci, and Amy Grossman (Children’s Services Manager) will be conducting the first round interviews. A shortlist of candidates will move on to a second interview, conducted by Beth Kirchenberg (Interim Adult/Teen Services Manager), Dorothy Houlihan (Adult/Teen Services Librarian), Meghan O’Keefe (Adult Programming Librarian) and Fran Arnold (PR/Marketing Specialist). Director Quinn will observe these interviews, but not ask any questions. The earliest start date for the new manager would be November 15.
- Director Quinn updated the Board on the first two weeks of the lobby/first floor renovation project. Director Quinn and Ms. Bertucci have been meeting with representatives from JA Watts and Williams Architects weekly for project updates. As of 9/24, the demolition is nearly complete. Last week the contractors located steel beams framing the Director’s office and over the circulation desk. Our architect and structural engineer determined that the steel was not structural and gave permission for removal. Removal will occur on Wednesday, September 25. Drywall and aluminum framing was delivered this week and installation will commence the week of 9/30.
- Director Quinn also updated the Board on the status of the slate roof repair project. The slate roof repair project is tentatively expected to begin on Monday, September 30, 2019. There is a slight delay in signing the final contract due to some clarification needed regarding insurance. Director Quinn also explained that the application for the underlayment needed to secure the roof might cause an odor. If the odor becomes overwhelming for staff and patrons, Director Quinn alerted the Board that a temporary closure may be necessary. Due to the nature of the project, it is difficult to project at

what point the library may need to close. Director Quinn will alert Trustees and District 90 immediately should a temporary closure become necessary.

- The 2019 financial audit will not be ready until mid to late October as our auditors are waiting for information from the Village of River Forest regarding the library's IMRF obligations. The RFPL Finance Committee will meet in early November to review the audit. The audit presentation will take place at the November board meeting and Dan Berg, a partner at Sikich, LLP, will be present to discuss the audit and answer questions.

New Business

- Facility Committee
 - The committee met on September 10, 2019 to discuss various building project statuses.
 - Children's Room Project: Director Quinn requested a quote from JA Watts for the disposal of the current children's room shelving and for reinstalling the picture book shelving after the carpet is replaced. The quote came in at \$3,300. Director Quinn will send the approved quote to William's Architects for processing.
 - HVAC/Exhaust Fan Project: The HVAC replacement and repair project was complete on Tuesday, September 10. Upon further investigation Oak Brook Mechanical determined that one of the three fans could be repaired instead of replaced. This will result in a \$4,441 savings for the library, as the project was originally quoted at \$9,980 and will now be \$5,539.
 - General Updates:
 - In early August, the mechanical room was cleaned and organized. A dumpster was rented to dispose of items that could be not thrown into the regular trash.
 - Director Quinn recycled spent and unneeded fluorescent light bulbs. The cost for this was roughly \$230.00.
- Finance Committee
 - Trustee Bevan reported that the committee is scheduled to meet November 4 to review the audit.
- Policy Committee
 - Trustee Hill reported that the committee is on track with policy updates and will meet later in the year.
- VRF Collaboration Committee Liaison
 - The VRF Collaboration committee did not meet in September. The committee Chairman is looking for new projects to explore.
- RFPL Foundation Liaison
 - Trustee Long gave the following report from the RFPL Foundation.
 - Foundation Director Bevan is working on Foundation policies.
 - The Foundation posted for an administrative position, thus far there has been one applicant

- The next Foundation meeting is scheduled for Wednesday, October 23.

Old Business

- None

Semi-annual review of closed session minutes

- President Smedinghoff handed out copies of the closed session minutes from April 16, 2019. Trustees reviewed the minutes. President Smedinghoff asked for a motion to release the closed session minutes from April 16, 2019, Trustee Hill moved to release the minutes, Trustee Long seconded and the motion passed unanimously. The minutes will be posted to the RFPL website.

Adjournment

- At 8:18 PM, Trustee Bevan moved to adjourn the Regular Meeting. Trustee Hill seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Alice Calabrese-Berry
Secretary

