

Meeting Minutes: Regular Board Meeting: October 15, 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 attendance roll was taken:

- Trustees present: Bevan, Calabrese-Berry, Hill, Long, Smedinghoff, and Stierwalt
- Trustee Hopkinson was available via telephone.
- Also present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager).

Consent Agenda:

- a. Minutes of the Regular Board Meeting: September 24, 2019
- b. September 2019 Revenue and Expense reports
- c. September 2019 Warrant List
- d. September 30, 2019 Balance Sheet
- e. Policy Revisions: Staff VIII. Employee Discipline; Staff X. Workplace Harassment; Staff XI. Blood Borne Pathogens

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustee Hill asked to remove Staff VIII. Employee Discipline from the consent agenda.

President Smedinghoff asked if there were any questions about items on the consent agenda. There were not any questions. President Smedinghoff asked for a motion to approve items a. - e., excluding Staff VIII. Employee Discipline, on the consent agenda. Trustee Stierwalt moved to approve, Trustee Long seconded and a roll call vote was taken.

Roll Call Vote:

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

President Smedinghoff asked for feedback from Trustees on the first and last paragraphs of the employee discipline policy. Trustees agreed that the language in the two paragraphs should be combined to clarify that some unacceptable behaviors may result in unpaid suspension or immediate discharge and others may result in coaching in accordance with progression discipline procedures. Trustee Hill will revise the policy based on Trustee comments and bring the policy back to the Board for approval at the November 2019 Regular Meeting.

Patron Suggestions

- Trustees reviewed patron suggestions from September 2019.

Director's Report

- Director Quinn updated the Board on the hiring process for the new Adult/Teen Services Manager. 4 candidates were interviewed last week. 2 finalist candidates were invited to a second interview with 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. Round 2 interviews will take place the weeks of 10/14 and 10/21. The earliest start date for the new manager would be the last week in November or the first week of December.

- The Children's Department staff began interviews for a Youth Services Associate this week.
- The lobby renovation project is currently on schedule. Most of the drywall has been installed. The rest of this week will focus on sanding and taping. RFPL will close for the day on Friday, November 8th. The temporary wall will come down, staff will move into the new circulation area and begin operating from the new circulation desk on Saturday, November 9th. At the same time, staff will begin moving all the materials from the Children's Room into the meeting room to prepare for the work in the Children's Room. The Children's Room will be closed to the public 11/9-11/15.
- Director Quinn updated the Board on the status of the slate roof repair project. Work on the roof is projected to be completed by October 25th. The roofers will return 2 weeks later to apply a seal coating. This application will occur on a Friday afternoon to minimize odor exposure patrons and staff.
- Director Quinn will reach out to the auditors to ensure that the audit will be complete ahead of the November 4th Finance Committee meeting.
- RFPL staff have participated in several community program events including the Hoot n' Howl (partnership with RF Park District and Trailside Museum), RF Fire Department Open House, jam making demonstration/tasting program at Rare Bird Preserves in Oak Park, and an upcoming art program at Creativita in Forest Park.
- Director Quinn reported that the River Forest United Methodist Church has approached RFPL to possibly donate some William E. Drummond stained glass windows to be installed in the new lobby. Director Quinn is gathering information from Church representatives and our architects to determine whether or not this donation can be incorporated into the design. Director Quinn will update the Facilities Committee as more information is available. The approved contract with JA Watts includes a \$3,000 allowance for new art glass window fabrication. Andy Dogan of Williams Architects believes that the allowance will cover any changes to the plan's design should the donated windows be used.

New Business

- Facility Committee
 - Trustee Calabrese-Berry reported the committee did not meet in September.
- Finance Committee
 - Trustee Bevan reported the committee is scheduled to meet November 4 to review the audit.

- Policy Committee
 - Trustee Hill reported the Policy Committee will meet December 3 to continue policy review.

- VRF Collaboration Committee Liaison
 - Trustee Long reported the VRF Collaboration does not have a meeting scheduled. The committee Chairman is looking for new projects to explore. If RFPL Trustees have ideas for collaborative projects, please send them to President Smedinghoff.

- RFPL Foundation Liaison
 - Trustee Long reported the next Foundation meeting is scheduled for Wednesday, October 23. Trustee Smedinghoff reported that an agenda and packet will be sent out ahead of the meeting.

- Vote to approve 2019 Levy in the amount of \$1,318,393
 - Trustees reviewed the 2019 Levy document. Trustee Hill asked why the lines for “building improvements” and “roof inspection” were blank both on the budget and levy side of the document. Ms. Bertucci explained that those are historical lines in both the RFPL budget and levy. Expenses for building improvements are now paid from the capital reserve budget and the roof inspection has been folded into the maintenance service budget.
 - Trustee Long asked whether or not an RFPL should attend the Village Board meeting when the Levy is on the Agenda. Director Quinn will reach out to Rosemary McAdams, VRF Finance Director, to confirm the date the Levy will be on the Village Board Meeting agenda. Trustee Hopkinson offered to attend the meeting if needed.
 - President Smedinghoff asked for a motion to approve the 2019 Levy. Trustee Bevan moved to approve, Trustee Hill seconded and a roll call vote was taken.

Roll Call Vote:

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

Old Business

- None

Adjournment

- At 8:11 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
 Alice Calabrese-Berry
 Secretary

