

Meeting Minutes: Regular Board Meeting: November 19, 2019

Call to Order: At 7:31 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, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Trustee Calabrese-Berry was available via telephone.
- Also present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager).
- President Smedinghoff wished Director Quinn a Happy Birthday on behalf of the Board.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 15, 2019
- b. October 2019 Revenue and Expense reports
- c. October 2019 Warrant List
- d. October 31, 2019 Balance Sheet
- e. Policy Revisions: Staff VII. Dispute Resolution; Staff VIII. Employee Discipline

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustees did not request any items be taken off the consent agenda.

Trustee Hill asked for the word “timesheet” in the employee discipline policy to be changed to “timesheets.” President Smedinghoff asked for a motion to approve items a.- e., on the consent agenda. Trustee Bevan moved to approve, Trustee Hill seconded and a roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions

- RFPL did not receive patron suggestions in the month of October.

Director’s Report

- Director Quinn announced that a new Adult/Teen Services Manager was hired in October. Shannon Gruber, formerly of the Downers Grove Public Library, will be starting on December 2, 2019.
- RFPL has experienced some higher turnover than usual in the last three months. Two new staff members have been hired in Children’s Services and a new staff member has been hired in the Material’s Services Department. Director Quinn noted that many of our part time associates are finding positions at other libraries where they receive health insurance benefits.

- On Friday, December 6th, RFPL will be closed to the public and staff will be attending a joint In-Service Day at the Thomas Ford Public Library in Western Springs, IL.
- At the end of October, Director Quinn, Ms. Bertucci, and Ms. Grossman attended PLA's Social Justice and Public Libraries: Equity Starts with Us Symposium at the Harold Washington Public Library. Staff has already started to use PLA's Racial Equity Toolkit to review policies, procedures, and services with an equity lens.
- The renovation project is nearly complete! Our architect was onsite 11/18 to create the punch list for outstanding items. The lobby slat wall installation will take place on Friday, 11/22. The new slat wall will allow us to display our marketing materials in a more attractive and streamlined display.
- Roof work is complete and the roof is watertight. The final cost for the project came in at under \$50,000. We used \$1,700 of the contingency for the project to replace some slate tile and reposition a de-icing heat element on the southwest side of the building. Our consultant's (Chuck Crowley's) fee will likely come in at \$8,680. Director Quinn is awaiting Ms. Crowley's skylight recommendation report.
- Oak Brook Mechanical was onsite in October to replace the chilled water pump. The cost for this project was \$4,082.
- A draft copy of the audit was sent last week from Sikich, LLC. Director Quinn and Ms. Bertucci have a call scheduled with the auditors for 11/21 to review the draft. Director Quinn explained that the delay in the audit was a result of new GASB requirements for IMRF liabilities. President Smedinghoff, Trustee Hill and Trustee Bevan asked to be on the call.
- Director Quinn attended a LIRA Board meeting on 11/7. The Library will experience a 19% increase in property/casualty premiums in 2020 as well as a 5.4% increase in worker's comp premiums. A 10% increase for insurance premiums was included in the 19-20 budgets, for 20-21 a 20% increase will be reflected.
- Our new screen in the lobby has been a great success in promoting library programs and services.
- 5 RFPL staff members were trained to register residents to vote. We will offer patrons this service when they sign up for library cards.

President's Report

- President Smedinghoff thanked Trustee Long for her work on the Foundation annual appeal mailing.
- The RFPL Board will not meet in December 2019.

- President Smedinghoff, Trustee Hill, and Trustee Hopkinson will draft and send letters to both the RFPL and the RFPL Foundation indicating that although they are lawyers by profession, they are not acting as legal counsel for either organization.

New Business

- Facility Committee
 - Trustee Calabrese-Berry reported the committee did not meet in October and offered Congratulations to RFPL staff on the completion of the lobby and children's room renovation projects. The Committee will meet in December.
- Finance Committee
 - Trustee Bevan reported that despite the delay in the final audit report, the Finance Committee recommends that \$50,000 be transferred from the Operations Fund into the Capital Reserve to cover the cost of capital projects. Normally, the transfer occurs after the audit is accepted and an exact figure for the excess revenues over expenditures is provided by the audit. The committee recommends transferring \$50,000 now and transferring the remainder in January 2020. It is estimated that the audit will show roughly \$80,000 in excess revenues over expenditures.
 - Trustee Bevan moved to transfer \$50,000 from operations reserve into the capital reserve fund. Trustee Hill seconded and a roll call vote was taken:
 - Ayes: Bevan, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
 - Excused Calabrese-Berry
- Policy Committee
 - Trustee Hill reported the Policy Committee would meet December 3rd to continue policy review. Trustees will see policies for approval in January, February, and March of 2020.
- VRF Collaboration Committee Liaison
 - Trustee Long reported the VRF Collaboration does not have a meeting scheduled. Trustee Long will reach out to VRF Trustee Cargie to inquire about a future meeting.
- RFPL Foundation Liaison
 - Trustee Long reported the Foundation met in October.
 - Trustee Bevan has written financial policies and procedures for the Foundation.
 - The website has been updated.
 - An advertisement for the Foundation will appear in the *Wednesday Journal's Joyful Giving Catalog* --part of their annual Season of Giving campaign.
 - The process for hiring a Foundation staff member is in progress.

Old Business

- None

Adjournment

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

Respectfully submitted,

Deborah Hill

Vice President

