

Meeting Minutes: Regular Board Meeting: January 21, 2020

Call to Order: At 7:32 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, 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: November 19, 2019
- b. November 2019 Revenue and Expense reports
- c. November 2019 Warrant List
- d. November 30, 2019 Balance Sheet
- e. December 2019 Revenue and Expense reports
- f. December 2019 Warrant List
- g. December 31, 2019 Balance Sheet
- h. Policy Revisions: II. Operations: III. Programs; III. Patrons: VII. Exhibits and Displays

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 moved to approve the consent agenda, items a.-h. Trustee Long seconded. Trustees did not have any questions or comments about the consent agenda. A roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions

- Director Quinn addressed patron suggestions from November and December 2019.

Director's Report

- Director Quinn announced that Assistant Children's Services Manager, Melissa Funfsinn, resigned from RFPL in early January to accept a position at another library. Danielle Moore has been hired as Melissa's replacement.
- Both the Children's Department and Material Services Departments are in the process of hiring new staff members.
- ILA will be hosting their annual Legislative Meet-Up Event on Monday, February 3rd. Interested Trustees should contact Director Quinn.

President's Report

- President Smedinghoff recognized Trustee Calabrese-Berry, who announced her intention to resign from the RFPL Library Board effective after the April 21, 2020 Board meeting. Trustee Calabrese-Berry indicated that she planned to call into the February and March meetings and attend the April meeting in person. She also stated that she has enjoyed her time on RFPL's board and is proud of all RFPL has been able to achieve over the last 11 years. President Smedinghoff thanked Trustee Calabrese-Berry for her service and several Trustees noted that Trustee Calabrese-Berry will be missed.
- President Smedinghoff noted that he, Trustee Hill, and Director Quinn would work, in consultation with RFPL's attorney, Greg Smith, to prepare a procedure to be followed to appoint an individual to serve out the remainder of Trustee Calabrese-Berry's term, which expires in 2021. He also noted that Director Quinn had prepared a preliminary draft which they would use as a starting point. President Smedinghoff will present the procedure for appointing a new Trustee at the February 2020 Regular Meeting.
- President Smedinghoff noted that, every year at the January Regular Board Meeting, Trustees are scheduled to do their semi-annual review of the closed session minutes and vote whether or not any of those closed session minutes could be released to the public view and posted on the website. President Smedinghoff reported that as of January 2020, the RFPL Board did not have any closed session minutes to review. The next semi-annual review period will take place in July 2020.

New Business

- Memorandum of Understanding between RFPL and RFPL Foundation
 - President Smedinghoff presented the proposed Memorandum of Understanding (MOU) between RFPL and RFPL Foundation to Trustees. The MOU allows the Foundation to fundraise in the name of RFPL, and provides that RFPL will provide certain assistance and support to the Foundation, at its discretion.
 - Trustee Hill moved to approve the Memorandum of Understanding between RFPL and RFPL Foundation, Trustee Bevan seconded. The motion passed unanimously.
- Facility Committee
 - Trustee Calabrese-Berry reported the committee met in December 2019.
 - Mr. Chuck Crowley provided an overview of the roof repair project work that was completed in the Fall. Mr. Crowley shared 3 options for the replacement of the skylight. It is estimated that the skylight has roughly 3-5 years of service life remaining. Mr. Crowley outlined the replacement options as follows:

1. Option 1: Retrofit existing grid structure/frame and install new gabled sloped skylight windows with an estimated cost of \$12,000.
 2. Option 2: Remove the existing grid structure/frame, install new frame and larger skylight windows. This would allow for more space between the individual skylights, making them easier and safer to maintain. Estimated cost, \$25,000.
 3. Option 3: Replace existing structure with a custom one-piece skylight. This would require additional interior structural support to be installed. Estimated cost \$40,000-50,000.
- Mr. Crowley also noted that the flat, EPDM roof will likely need maintenance in the next 5 years in order to extend its useful life.
 - Heritage Technology Solutions completed the security camera installation in December.
 - Southwest Fireplace completed repairs to the south fireplace in December.
 - Director Quinn and Ms. Bertucci will be putting together an RFP for landscaping maintenance service.
 - The RF War Memorial plaques were re-located to RFPL's foyer last week.
- Finance Committee
 - Report of audit for FY ending 4/30/19
 - Trustee Bevan reported that the FY 18-19 audit is complete. The delay in the completion of the audit was due to IMRF allocation field work testing that needed to be completed by the Village's auditors. If Trustees have specific questions about the audit, please reach out to Trustee Bevan or Director Quinn.
 - Trustee Bevan reported that auditors from Sikich believe that the RFPL Foundation is a component unit of RFPL and accordingly reported it as such in the notes to the audit, notwithstanding that prior auditors did not reach this conclusion. They took this view because the Foundation's 501(c)(3) filing with the IRS stated that it was established to support the library. The Sikich partner contended that in his view, if the Foundation were to dissolve, the assets of the Foundation would revert to RFPL. Nonetheless, the Foundation's financials are not listed in the audit for FY 18-19, as it was determined that they did not meet the 10% materiality threshold. Trustee Bevan noted that as the Foundation continues to grow and receive more donations, the Foundation may meet the materiality criteria. Trustee Hill questioned why the prior auditors did not raise this issue in connection with previous audits. President Smedinghoff noted continuing disagreement with the auditor's conclusion, and recommended further study of this issue.

- Transfer remaining 2019 excess operating revenues in the amount of \$51,118 to Capital Improvement Fund.
 - Trustee Bevan reported that the excess revenues over expenditures for FY 18-19 were \$101,118. \$50,000 of the excess was transferred to the Capital Improvement Fund in November to cover recent capital project costs. Trustee Bevan moved to transfer the remaining \$51,118 in excess funds to the capital fund. Trustee Hill seconded and a roll call vote was taken:
 - Roll Call Vote:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

- Amend 2019-20 Capital budget
 - In March 2019 the Board approved the FY 19-20 capital budget. Since that approval date, capital project priorities have shifted due to the unexpected need to make significant repairs to the slate roof. As a result of the expenses for the roof repair project, it is anticipated that the Library may exceed the amount budgeted for capital expenses. Accordingly, the Finance Committee made a motion to amend the 2019-20 capital budget from \$501,000 to \$513,600. A roll call vote was taken:
 - Roll Call Vote:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
 - Director Quinn will send the amended capital budget document to the VRF for inclusion in their annual budget amendment.

- Committee Update
 - The Finance Committee met in January to review the FY 2018-2019 audit, FY 20-21 draft operating and capital budgets, and review operating and capital budget projections through FY 23-24. The committee will meet again before the end of the fiscal year to begin to develop a reserve analysis plan and work from “what if” scenarios for funding the capital reserve and operating budget.

- Policy Committee
 - Trustee Hill reported that the Policy Committee’s next meeting is scheduled for February 10, 2020.

- VRF Collaboration Committee Liaison
 - Trustee Long reported that the VRF Collaboration Committee does not have a future meeting scheduled.

- RFPL Foundation Liaison

- Trustee Long reported that the Foundation had a good year and accomplished a lot.

Old Business

- None

Adjournment

- At 8:12 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

