

Meeting Minutes: Regular Board Meeting: February 18, 2020

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, Hill, Hopkinson, Long, and Smedinghoff
- Excused: Calabrese-Berry and Stierwalt
- Also present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager), and Shannon Gruber (Adult & Teen Services Manager)

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 21, 2020
- b. January 2020 Warrant List
- c. January 2020 Revenue and Expense reports
- d. January 31, 2020 Balance Sheet
- e. Policy Revisions: II. Operations: I. Collection Management; II. Reference Services
III. Patrons: XII. Donations of Non-Library Materials
IV. Staff: I. Employment

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

Roll Call Vote:

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

Patron Suggestions

- Director Quinn replied to patron suggestions and comments from January 2020.

Director's Report

- RFPL hosted a 2020 Census program on Sunday, February 17, 2020. The Village of River Forest has provided the library with promotional materials branded with the Census logo as well as informational handouts and bookmarks. RFPL will set-up a kiosk with a laptop on the second floor for patrons to access the census website and submit their data. Staff training on the census is underway across departments.
- The Oak Park River Forest League of Women Voters is celebrating its centennial and will be our Local Spotlight display in March in honor of Women's History Month.

- 2019 tax revenues have started to come in. River Forest is part of the triennial re-assessment this year. Director Quinn is looking for data on the average property tax increase for River Forest homeowners.
- Trustees Hopkinson and Long attended ILA's Legislative Lunch in early February with Director Quinn. ILA is focusing its efforts on key issues for libraries, including advocating for an increase in the per capita grant. Currently, state provides funding for libraries at \$1.25 per capita, a rate that has been in place since the mid-1970s.
- One of our air compressors is in need of repair. Oak Brook Mechanical was onsite this week to assess and will be back out the week of 2/24/2020 to complete the repair.
- Our 2020-21 cleaning contract will be part of the March consent agenda. After negotiations by Ms. Bertucci, our contractor agreed to hold the increase in costs to 2.5% over last year.
- Director Quinn handed out copies of *Standards for Illinois Public Libraries 4.0*. Director Quinn recommended that Trustees could review chapters, as they are applicable to policies to be reviewed and approved over the course of the year.
- Trustee Bevan asked when the Board would receive a report/update of strategic plan progress. Director Quinn responded that the Board would be given a year-end report on plan progress.

Staff Visit: Shannon Gruber, Adult and Teen Services Manager

- Since starting in December 2019, Ms. Gruber has been getting to know staff, collections, and the River Forest Community. The second-floor staff is wonderful and have been helpful in brainstorming changes in the department.
- The goal for collections is to keep items circulating. Staff are working on ways to feature local authors, backlist titles, new audiobooks, and our dementia friendly kits and tools.
- Ms. Gruber has met with representatives from our vendors (Ingram, Midwest Tape, and various database vendors) to renegotiate contracts, processing costs and specifications.
- RFPL will be adding Kanopy, a movie streaming service, in May 2020. This digital resource will round out our digital offerings by providing patrons with high quality movie streaming in their homes courtesy of the library.
- In alignment with our strategic plan, Meghan O'Keefe, Adult Programming Librarian, has made a concerted effort to hire a more diverse lineup of presenters for library programs. So far this year we have featured the Chicago Arabic Ensemble and African

Dance Fusion. We look forward to the Harriet Tubman Speaks program in early March and local Iranian author, Jacqueline Saper in April.

- RFPL continues to offer programs for seniors sponsored by the River Forest Township.
- Adult/Teen Services staff are preparing for the 2020 summer reading program. This year, patrons will be able to track their progress in the program using the Beanstack app.
- Connections programming, supported by the Oak Park River Forest Township resumed in January 2020. Programming takes place on Tuesdays and Fridays weekly and features craft programming and movie/gaming programs.
- Meghan O'Keefe will be attending the Public Library Association's (PLA) annual conference in Nashville, Tennessee at the end of February. Beth Kirchenberg will be attending the Chicago Comic Entertainment Expo (C2E2).

President's Report

- President Smedinghoff shared that RFPL has been invited to commit to PlanItGreen's initiative in pursuing 100% renewable electricity. Participation in the agreement is non-binding and will be brought to the Board for vote in March. All River Forest and Oak Park taxing bodies were invited to commit.
- President Smedinghoff provided an update on the Trustee vacancy process. RFPL cannot declare a vacancy until the end of the April Board meeting, after Trustee Calabrese-Berry tenders her resignation. An interest form will be posted on RFPL's website and a notice will be posted on the public meetings board in the lobby to alert the public of the vacancy. Interested parties must complete the online form between March 15 and April 15, 2020. Selected candidates will be interviewed in executive session meetings in May 2020.
- President Smedinghoff would like Trustees to consider putting a motion on an upcoming agenda to shorten the River Forest Public Library's Board of Trustees term from 6 years to 4 years.

New Business

- Facility Committee
 - Trustee Calabrese-Berry reported that the committee did not meet in January or February.
- Finance Committee
 - Trustee Bevan explained the 12-month reserve graph that was included in the Board packet and explained that twice a year Trustees would receive a graphical depiction of the library's reserve balances.
- Policy Committee

- Trustee Hill reported that the Policy Committee met on February 10, 2020 to continue their policy work. The committee will meet again in June 2020.
- VRF Collaboration Committee Liaison
 - Trustee Long reported that the VRF Collaboration does not have a future meeting scheduled.
- RFPL Foundation Liaison
 - Trustee Long reported that the 2019 winter appeal generated \$24,375. An eNews update will go out in February. Directors Long and Bevan are continuing to work on Foundation procedures and reporting.
- 2021 (Draft) Operating and Capital Budget review
 - Director Quinn presented the draft 2020-2021 budgets. Trustees reviewed the draft budgets. Director Quinn explained that the personnel budget takes into account the minimum wage increase. Trustee Long suggested that Director Quinn make a request to the RFPL Foundation for an additional \$5,000 to cover the overage in the Children's room project. Director Quinn will write a memo to the Foundation to that effect.

Old Business

- None

Adjournment

- At 9:05 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Deborah Hill
Vice President