

**Meeting Minutes: Special Board Meeting: April 1, 2020**

**Call to Order:** At 7:00 pm, President Smedinghoff called the special 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)

President Smedinghoff stated, the April 1, 2020 Special Meeting of the River Forest Public Library Board of Trustees took place by phone pursuant to the Executive Order by Illinois Governor J.B. Pritzker that suspends the requirement for in-person public meetings due to the COVID-19 pandemic.

President Smedinghoff stated the purpose of the Special Meeting was to approve the consent agenda from the previously cancelled March 17, 2020 meeting and to approve the Library's operating and capital budgets to comply with the Village of River Forest's budget submission deadline.

**Public Comments:** None submitted.

**Consent Agenda:**

- a. Minutes of the Regular Board Meeting: February 18, 2020
- b. February 2020 Warrant List
- c. February 2020 Revenue and Expense reports
- d. February 29, 2020 Balance Sheet
- e. Policy Revisions: IV. Computer Use; Patrons IV. Equipment and Computer Use
- f. 1 year cleaning contract with Buildingstars in the amount of \$24,600
- g. PlanIt Green Letter of Commitment Initiative in Pursing 100% Renewable Energy.

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustee Stierwalt asked that item g., PlanIt Green letter of commitment initiative in pursuing 100% renewable energy, be removed from the consent agenda.

Trustee Hill moved to approve the consent agenda, items a.-f. Trustee Hopkinson 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.

Trustee Stierwalt asked for additional information regarding the PlanIt Green commitment letter. Director Quinn shared that she had been in communication with Village of River Forest administration and indicated that RFPL would be looking for direction and support from the Village in order to undertake any renewable energy initiatives. President Smedinghoff added

that, if signed, the letter is non-binding and RFPL has not committed to anything. Trustee Stierwalt expressed concerns that RFPL would be unable to commit financially to renewable energy infrastructure initiatives, as there are so many unknowns with renewable energy. Trustees Bevan, Long, and Calabrese-Berry expressed their support for the PlanIt Green initiative. Trustee Long added that there might be opportunities for RFPL to secure grants and Trustee Calabrese-Berry suggested that RFPL could support the initiative through collections and programs. Trustee Bevan noted that RFPL should be considering the environmental impact of facilities improvements regardless.

After discussion, President Smedinghoff asked for a motion to approve the PlanIt Green letter of commitment initiative in pursuing 100% renewable energy.

Trustee Long moved to approve the PlanIt Green letter of commitment initiative in pursuing 100% renewable energy. Trustee Bevan seconded. A roll call vote was taken.

Roll Call Vote:

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

## **Old Business**

### **a. 2020-21 Operating Budget**

President Smedinghoff asked for a motion to approve the 2020-21 operating Budget. Trustee Calabrese-Berry moved to approve the 2020-21 operating budget, Trustee Hill seconded and questions were taken.

Trustee Bevan asked how the budgets for health insurance and IMRF were determined. Director Quinn responded that the health insurance budget amount came from the Village of River Forest as they were able to confirm the rate of increase that will go in effect on July 1, 2020. Regarding IMRF, Director Quinn explained that the rate is determined for the calendar year and RFPL is projecting an increase in the rate for 2021. Trustee Bevan noted that in light of the current circumstances (COVID-19 pandemic) health insurance and IMRF costs will likely increase in the future. Director Quinn commented that IMRF has established a practice to spread significant rate increases out over a period of 3 years so as not to overburden contributing entities. A roll call vote was taken.

Roll Call Vote:

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

### **b. 2020-21 Capital Budget**

President Smedinghoff asked for a motion to approve the 2020-21 capital budget. Trustee Long moved to approve the 2020-21 capital budget, Trustee Hill seconded. No questions were asked. A roll call vote was taken.

Roll Call Vote:

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

## **Director communications regarding emergency closure**

Director Quinn reported that on March 13, 2020 the library closed at 5 pm and has remained closed due to the COVID-19 pandemic. Since the closure, Director Quinn has participated in weekly virtual meetings with the administrators from School District 90, School District 200, the Villages of River Forest and Oak Park, and other local taxing bodies and is monitoring the crisis response on the local and state levels.

The staff of the RFPL have been working since 3/14 to operate a virtual library. Remote desktop capabilities have been set up for administrative staff and the circulation manager since the closure. Staff have issued 24 new library cards, reset PINS, and help troubleshoot virtual services for patrons. All expired library card expiration dates have been extended until 7/4/2020 to allow for more users to have virtual access.

The Adult/Teen and Children's staff have added nearly 100 eBook and eAudiobook titles to Media on Demand. They are purchasing extra copies of popular eContent items and filling patron requests for eContent titles. 24 new patrons started using Hoopla in March and 775 items were checked out. In April, the Management Team will discuss increasing monthly Hoopla checkouts from 8 to 12. An online book club will be hosted at the end of April.

Amy Grossman (Children's Services Manager) and Danielle Moore (Assistant Children's Services Manager) have been filming and sharing short story time activities daily on Facebook and Instagram. RFPL launched a YouTube page and will begin adding additional content next week.

On April 1, RFPL launched Kanopy, a video streaming service. This launch was planned for May 1, but due to the circumstances, the roll out was accelerated to offer patrons more digital content immediately.

Fran Arnold has extended our social media presence and is managing all the library's communications to the public.

The Management Team has met over Zoom and will continue to meet weekly. All Managers have maintained regular communication with staff members via email, Zoom meetings, phone, and text. Managers have shared professional development articles, links, and videos with staff.

In the next week, we hope to re-open our virtual chat service on our website to help patrons immediately reset PINS, answer questions, and troubleshoot virtual services.

Director Quinn acknowledged and thanked all the staff for their efforts during this uncertain time and stated how proud she was of how the staff has pivoted their focus to providing patrons with the best virtual service possible.

Trustee Hopkinson asked when the library would plan to reopen. Director Quinn indicated that the RFPL would look to the Village of River Forest and School District 90 for guidance on when it would be safe for the library to reopen.

President Smedinghoff thanked Director Quinn and the RFPL team for keeping the library moving forward during this fluid time.

Trustee Stierwalt asked if there was any support the Board could offer at this time. Director Quinn thanked Trustee Stierwalt for asking and appreciated the autonomy to make decisions regarding the budget, as some line items may need to shift as we move forward.

**Adjournment**

- At 7:45 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