

Meeting Minutes: Regular Board Meeting: June 16, 2020

Call to Order: At 7:02 pm, President Smedinghoff called the regular 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 made the following announcement at the start of the June 16, 2020 meeting. Governor Pritzker signed Bill 2135, which specifies requirements for meetings of public bodies while Illinois is under a state of emergency and disaster declaration due to the COVID-19 pandemic. The bill states that if an in person meeting is not practical or prudent, members of the public body can call into a meeting as long as one Trustee or the Chief Executive Officer are present at the public body's physical location. All votes must be roll call votes and the meeting must be recorded.

In order to comply with this law, Director Quinn is present at the River Forest Public Library building (735 Lathrop Ave., River Forest, Illinois) and the meeting is being recorded via Zoom.

Public Comments: None submitted.

Consent Agenda:

- a. Minutes of the Regular Meeting: May 19, 2020
- b. May 2020 Warrant List
- c. May 2020 Revenue and Expense reports
- d. May 31, 2020 Balance Sheet
- e. Non-resident Library Card Resolution

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

Trustee Long requested two changes to the May 19, 2020 minutes.

- Page 2, last bullet point: Trustee Long asked about the reduced service hours in the next stage of the plan. Director Quinn clarified that service hours are not reduced for help (via chat and email). The added curbside pickup (1-7 M-F and 11-5 Fri-Sat) are a subset of the overall service hours. Online support hours will be a part of our communication to public about reopening.
- Page 3, last bullet point before the New Business Section: Trustee Stierwalt asked if there was a plan to offer phone services by offsite staff during service hours. Director Quinn will investigate if RFPL can enable call forwarding through Comcast.

Trustee Hill moved to approve the consent agenda, items a.-e., with the minutes as amended. Trustee Hopkinson seconded. Trustees did not have any additional 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.

Director's Report

- On May 26th RFPL reopened the exterior book drops and curbside pickup for materials began June 2nd. Returned materials will be quarantined for 7 days. The public is confused about the quarantine process, as items remain on their accounts until they are checked-in, which is 7 days from when they are returned to the book drop. Our patrons are also adjusting to the notifications they will receive when materials are ready for pickup.
- On June 18th and June 25th, RAILS will return our items from storage at RAILS facilities and items from other libraries. At the end of June, we will begin to receive regular delivery of our items. Full resource sharing is not yet available. Director Quinn arranged materials drop off/pick-up with Forest Park library and Elmwood Park library as they have close proximity to RFPL.
- Our new materials procedures have been an adjustment for staff and we are working through the kinks. All staff have been trained in PPE usage, hand washing, and social distancing requirements while they are working in the building.
- During the workday, staffing levels are 5-6 people maximum. When Managers are in the building they are managing the circulation/curbside pickup process.
- On June 5th, RFPL experienced a power outage which brought down the RFPL server, phone system, and created other technology issues in the building. Our server was restored 2-3 days after the outage, although phone issues still persist. Comcast has identified that the issue is with a Comcast switch located outside our building. The switch malfunction is not allowing calls to roll through all of RFPL's 6 phone lines. When one phone line is in use and another incoming call is placed, the caller gets a busy signal.
- We have made adjustments to the scheduling of our chat service hours. Patrons can chat with RFPL staff 1-7 pm Monday thru Thursday and 11 am – 5 pm Friday and Saturday. As we started curbside it became challenging for staff to answer questions about materials status as they were not in the building. RFPL email accounts are monitored starting at 9 am through the end of pick-up service daily.
- At this point, Director Quinn recommends that curbside pick-up service be offered through July and possibly into August. This would allow virtual programming to continue as planned. The majority of virtual programming is being live streamed from RFPL. Due to space constraints, RFPL would not be able to continue the curbside

service model once the building reopens to the public. Additionally, the library meeting will be unavailable as we will be quarantining items for the foreseeable future.

- Director Quinn feels that if Governor Pritzker moves to Phase 4 of his Restore Illinois plan on June 26th, RFPL won't be ready to reopen to the public on that date.

Director Quinn addressed questions from Trustees:

- President Smedinghoff asked when the consortium would resume resource sharing. Director Quinn explained that members of the SWAN consortium will be voting when to resume full resource sharing/interlibrary loan service. A date has not yet been determined. When resource sharing resumes, RFPL will need to bring in an additional staff member or reallocate hours to help with this process. We will also need to reconfigure staff workspaces to allow for adequate social distancing for this process to take place.
- Trustee Bevan asked what factors would be taken in account to shift from the curbside model to in-person services. Director Quinn responded that virtual programming would be disrupted, nor would we be able to offer in-person programming when we shift to in-person service. Hours and access to the Children's room would have to be restricted to allow for virtual programming to continue. Additionally, Director Quinn responded that RFPL would need to guarantee reliable access to PPE, including hand sanitizer and wipes, which we have been unable to procure consistently. Additionally, the status of D90's reopening in the Fall is still unknown. Additional staffing challenges have to be taken into consideration as two managers are currently without childcare. Trustee Bevan requested that we have an internal framework for plan or a set of criteria for reopen to be able to share that with the public.
- Director Quinn commented that there is no consistency among libraries with plans to reopen to the public. Oak Park Public Library began curbside service on June 15th and has no plan at this time to reopen to the public.
- Trustee Hill thanked Trustee Bevan for her question and agreed that having a matrix to determine reopening would be helpful and asked that Director Quinn would have that available for the July meeting. Trustee Hill also commented that the Library Board may have to convene an August meeting as the situation continues to evolve.
- Trustee Long asked about the physical location of virtual programming. Director Quinn answered that story times are live streamed from the library due to copyright restrictions on the materials that are being shared. Children's staff have developed programs that have been streamed from inside the building as well, and filming takes places during the course of the day. Some Adult and Teen programs (Coffee Monday, for example) can take place from home and paid performers are being streamed from their location.
- Trustee Stierwalt asked if we knew how many people are watching the virtual programming. Director Quinn said that June to-date program statistics were not yet available. May program statistics were included in the Board packet. Trustee Bevan

commented that a children's program she attended had 20 participants, which seemed equivalent to a program previously hosted in person.

- Trustee Hopkinson asked about the rationale behind the 7-day quarantine of library materials. Director Quinn responded RAILS has asked libraries to quarantine their materials for 7-days as we await the results from the REALM study (facilitated by IMLS and OCLC). The REALM study is working to determine how long the coronavirus can live on library materials and make a recommendation for the appropriate quarantine period. Results of the study are projected to be delivered on July 15th. In order to ensure safety, RAILS has asked all member libraries to quarantine items for 7 days.
- Trustee Stierwalt asked where the library was receiving guidance about sanitization. Director Quinn responded that HR Source and LIRA (insurance company) have provided guidance for how to safeguard our work environment. Director Quinn shared concerns about how to maintain the patron restrooms without a custodian. Trustee Stierwalt offered support to Director Quinn in figuring out the logistics of reopening.

Director Quinn provided some additional updates:

- Director Quinn thanked the RFPL Foundation for the \$12,000 donation received in May 2020.
- The Illinois State Library sent notification that RFPL will receive \$13,965 for the FY 20 Per Capita Grant.
- Mortenson Roofing applied the seal coat to the slate roof and will make one final visit to adjust the ice melt heating cool on the roof. We expect to submit final payment in the next weeks.
- The lobby renovation project was closed out with JA Watts in June and final payment was submitted.
- RFPL experienced an air conditioning outage in late May. Oak Brook Mechanical was onsite to replace a flow switch on the chiller.
- Director Quinn thanked Children's Services Manager, Amy Grossman, and Teen/Middle School Librarian, Beth Kirchenberg, for their incredible work coordinating the D90 summer book club program. Amy and Beth have spent about 40 hours coordinating this program with D90. Books are available for pick-up at RFPL and the program begins 6/23. RFPL is cross promoting our summer reading program with the book club participants.

New Business:

- a. Youth Interventionist Contract FY 20-21

Director Quinn presented the Youth Interventionist Contract to the Board. Director Quinn noted that originally the Oak Park Township proposed a 17% increase to our fee. Director Quinn was able to re-negotiate the contract to \$4,200, which is in line with RFPL's budget for this service. The Township acquired a grant to help fund the program, as neither Village (Oak Park and River Forest) contribute to this program.

Director Quinn feels that the Youth Interventionist is a valuable resource for staff as they create a bridge between the school and the library. Director Quinn is in full support of funding this program.

Roll Call Vote:

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

b. River Forest Civic Center Authority redevelopment

Director Quinn and Trustee Hill attended a Zoom meeting with the RF Township, RF Park District, RF School District 90, Opportunity Knocks, Village of RF, and the RF Civic Center Authority to review 3 plans submitted by Cordogan, Clark, & Associates regarding the RF Civic Center Authority redevelopment.

Trustee Hill explained that three sets of plans were shared. The first plan would involve a renovation of the current RF Civic Center Authority building, the second plan would involve a tear down and rebuild at the current location, and the third plan would involve building a new building at the Forest/Vine location in River Forest. The cost for these options ranges from \$42-45 million dollars and those costs do not include land acquisition, if the location were to be moved to Forest/Vine. The project would take an estimated 18-24 months to complete.

Trustee Hill shared the VRF is still fleshing out further details and the VRF felt there was consensus in the community about the need for more recreational space. Eric Palm, VRF Administrator asked if the Library was in support of the project and Dr. Ed Condon, D90 Superintendent, asked if any other public bodies were considering referendum as the RFCCA will likely need to go to referendum to complete this project.

Trustees expressed a strong need for more information to get a better understanding of the project before discussing. With regards to a future RFPL referendum, Trustee Bevan stated that RFPL is evaluating its options and could not rule out going to referendum in the future.

Old Business: None

President's Report

- President Smedinghoff reported that the Illinois Public Library Annual Report was completed by staff and reviewed by Director Quinn, Trustee Calabrese-Berry and himself. The report will be submitted to the Illinois State Library this week.
- The July 21st annual and regular meetings of the River Forest Public Library Board of Trustees will take place in person, at a location where Trustees and Library staff can safely social distance, either at Roosevelt Middle School or River Forest Village Hall.
- A copy of the RFPL strategic plan update was included in the June meeting packet. Director Quinn will present a strategic plan update at the July 21st meeting.

Adjournment

- At 8:20 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