

Meeting Minutes: Regular Board Meeting: July 21, 2020

Call to Order: At 5:18 pm President Hill 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, Long, and Smedinghoff
- Trustees Excused: Hopkinson, Stierwalt
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager)

President Hill asked for a motion to allow Trustee Stierwalt to attend the meeting by phone as personal illness prevents her from attending the meeting in person. Trustee Long moved to approve the motion, Trustee Smedinghoff seconded, and the motion passed unanimously.

Trustee Hopkinson called-in to listen as he is unable to participate in the meeting because his absence does not qualify for remote attendance according to the Open Meetings Act.

Visitors and Guests

- Cathy Ruggeri
- Kimberly Sam
- Ruth Sam
- Richard Sam
- Jeffrey Hill

Consent Agenda:

- a. Minutes of the Regular Meeting: June 16, 2020
- b. June 2020 Warrant List
- c. June 2020 Revenue and Expense reports
- d. June 30, 2020 Balance Sheet
- e. Policy Revisions: Section 1: Oversight: I. Board Responsibilities

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

Trustee Smedinghoff moved to approve the consent agenda, items a.-e. Trustee Long seconded. A roll call vote was taken.

Roll Call Vote:

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

Director's Report

- Before discussing RFPL's reopen plan, Director Quinn shared the following updates with the Board:
 - Director Quinn attended the LIRA midyear membership meeting on July 11. LIRA informed members to expect a 40% increase to property and casualty insurance. This projected increase is not a result of increased claims from the LIRA pool, but rather external factors affecting the insurance market. Trustee Bevan asked if the library should explore a new insurance options. Director Quinn answered that there were financial advantages to staying with the LIRA pool as libraries have lower loss incidents than municipalities. In addition, both the ILA and RAILS are members of the LIRA pool.
 - Director Quinn noted that the building maintenance and supplies budget lines are being spent down faster than usual due to RFPL's procurement of PPE and safety supplies.
- Director Quinn shared additional details regarding the reopen plan for July 27th.
 - Curbside service will end on Saturday, July 25th. Due to space constraints, the library will not be able to offer curbside service once the library reopens on July 27th.
 - The meeting room is being used to quarantine returned library materials and store excess furniture that has been removed from public spaces. Materials are quarantined for 3 days before check-in.
 - Staff will provide assistance from a distance and staff members will be stationed at all service desks. Each service desk will be equipped with a protective screen.
 - In order to accommodate staff distancing during meal breaks, the library will close from 12-1 pm daily so staff can clean the public spaces and have space to spread out during meal breaks.
 - Banners will be posted outside with the library's new hours:
 - Monday 9 AM – 12 PM; 1-7 PM
 - Tuesday – Saturday 9 AM – 12 PM; 1-5 PM
 - Closed daily from 12-1 PM.
- President Hill thanked Director Quinn for the comprehensive reopening plan.
- Trustee Long asked if the library could engage a cleaning company to perform the midday cleaning. Director Quinn responded that it was cost prohibitive to bring in our cleaning company to complete this work.
- Director Quinn explained the safety protocols staff have put into place
 - All staff are required to complete a health questionnaire before or at the start of their shift to certify that they are not experiencing any symptoms of COVID-19.
 - All staff have been provided with a safety training and updated protocols for cleaning upon reopen.
 - RFPL is following the travel quarantine recommendation put forth by the Cook County Department of Public Health. The library administration will require any

staff member traveling (for more than 24 hours) to a state on the Cook County Travel Quarantine List to quarantine for 14 days before returning to work. The Families First Coronavirus Response Act does not include paid time off for mandated quarantine after voluntary travel.

- President Hill asked if reopen was more labor intensive for staff. Director Quinn responded that the schedule has been crafted to have back-ups in place to provide coverage in the event of an employee illness or vacation.
- Trustee Bevan asked for an update on the CDARS accounts whose terms are expiring in July and August. Ms. Bertucci answered that interest rates are unfavorable due to the current economic situation. The expiring 3-year CD (roughly \$62, 935), will be rolled into a 26-week CD earning .05% interest. This CD is part of the library's long term reserve ladder. With rates so low, it wouldn't be prudent to tie these funds up at low rates. In 6 months, we will reevaluate how to proceed with this CD and if it can be realigned with the ladder. Similarly, the 26-week CD (roughly \$157,576), which is the mid-term reserve, will be rolled into the Operations ICS as these funds may be needed if there is a further delay in property tax receipts. In 6 months, we will reevaluate and determine if any of these funds can be moved to a CD.

President's Report

- President Hill stated that she is honored to be following in Trustee Smedinghoff's footsteps. President Hill feels that the library board has benefited greatly from his leadership in big and small ways, from his implementation of the consent agenda to his dedication to the first floor lobby/ staff spaces renovation project. President Hill announced that Trustee Smedinghoff will be the chair of Finance Committee and also serve as Treasurer.
- President Hill acknowledged Trustee Bevan for her work with the Finance Committee and hopes that her new role as Vice President will broaden her impact on the Board and RFPL.
- Trustee Hopkinson will be the Board Secretary and Trustee Long will continue to be the RFPL Foundation Board liaison. Additionally, Trustee Long will continue in her role President of the RFPL Foundation Board. President Hill conveyed that the Foundation has come to life due to Trustee Long's efforts.
- Trustee Calabrese-Berry will continue to serve as chair of the Facilities Committee. President Hill acknowledged the the fresh ideas and participation of Trustee Stierwalt on the Facilities Committee.
- Trustees Long and Hopkinson will continue to work with President Hill on the Policy Committee.
- President Hill thanked Director Quinn for all her hard work and leadership during what have been some difficult years at RFPL.

- Going forward, President Hill is requesting the following from Trustees:
 - Any requests made to the Director, are first made to President Hill. President Hill will review the nature of the request and determine whether that request is to be made of the Director.
 - Trustees are asked to email questions about items on the consent agenda to Director Quinn and President Hill in advance of the meeting, so that meeting time can be spent discussing larger issues.
 - President Hill asked Trustees to remember the role of the Board and dedicate themselves to long term planning.

New Business

- None

Committee Reports

Facilities Committee

- No report.

Finance Committee

- No report.

Policy Committee

- No report.

RF Collaborative Committee

- Trustee Long will reach out to determine if the RF Collaborative Committee will remain an active committee.

Foundation Liaison

- The Foundation has been sending regular email communications to its list of roughly 200 subscribers.
- Director Quinn thanked Trustee Long for connecting residents to the library's communications through the Foundation.

Old Business

- None

Semi-annual review of closed session minutes

- President Hill announced that closed session minutes are to be reviewed every six months. At this time the Board does not have any closed session minutes to review.

Executive Session

- At 6:01 PM, President Hill asked for a motion to enter Executive Session pursuant to 5 ILCS 120/2(c)1, the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.
 - Trustee Smedinghoff moved to approve entering executive session, Trustee Calabrese-Berry seconded and a roll call vote was taken:
 - Roll Call Vote:
 - Ayes: Bevan, Calabrese-Berry, Hill, Long, Smedinghoff, and Stierwalt.
- The Board returned to Open Session at 7:15pm. President Hill stated that the Board discussed the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

Adjournment

- Trustee Smedinghoff moved, and Trustee Bevan seconded, that the Regular Meeting be adjourned. There was a unanimous vote in favor and the meeting was adjourned at 7:16pm.

Respectfully submitted,
Alice Calabrese-Berry
Acting Secretary