

**Meeting Minutes: Regular Board Meeting: September 15, 2020**

**Call to Order:** At 7:01 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, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Operations Manager)

President Hill made the following announcement at the start of the September 15, 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.

**Visitors and Guests**

- Cathy Ruggeri

**Consent Agenda:**

- Minutes of the Regular Meeting: July 21, 2020
- Minutes of the Special Board Meeting: August 13, 2020
- July 2020 Revenue and Expense reports
- July 2020 Warrant List
- July 31, 2020 Balance Sheet
- August 2020 Revenue and Expense reports
- August 2020 Warrant List
- August 31, 2020 Balance Sheet
- Policy Revisions: Oversight: II. Fiscal Accountability
- Group 2 Computer Replacement, Versatile Computer Services, Inc. \$13,103.79 – Capital Improvement Fund.

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.-j. Trustee Long seconded. A roll call vote was taken.

**Roll Call Vote:**

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

**Director's Report**

- Director Quinn shared the following updates with the Board:
  - Victoria Muraiti was promoted to Materials Services Department Manager in August 2020. Victoria has been the Assistant Materials Services Manager since 2016. Joanna Bertucci, Operations Manager, will continue to supervise Victoria and manage the Technical Services Department.
  - Amy Grossman, Children’s Services Manager, will be co-presenting a session at the annual ILA conference on October 20, 2020.
  - The most recent REALM study results have indicated that the COVID-19 virus was still present on DVDs and audiobooks after 6 days of testing. In response to this development, RAILS has asked that all member libraries quarantine items for 7 days upon return. RFPL is complying with this recommendation.
  - Joanna Bertucci submitted a grant request to the Illinois State Library in the amount of \$500 for PPE in response to the COVID-19 pandemic. Additionally, RFPL has submitted a reimbursement request of \$5,100 to the Village of River Forest to be included in their FEMA grant request.
  - The library’s new service model and open hours seem to be working well. Patrons are grateful that the library is open and we have had few comments about reduced hours.
  - The audit fieldwork was completed at the end of July. Director Quinn, President Hill, and Trustee Bevan spoke with the auditors regarding the Foundation. The audit is currently under partner review at Sikich. The Finance committee will schedule an upcoming meeting to review the audit.
  - The Facilities Committee met in August. Davis Tree Care was onsite in early September to complete tree trimming. A window was broken by the crew during this work. A glass company has been hired to replace the window and Davis Tree Care will cover the cost. S&D will be out to power wash the exterior of the building next week. Director Quinn will be soliciting quotes for masonry repairs to the exterior retaining walls in the coming weeks.
  - The Fall Bookplate will be in homes by the end of September.

**President’s Report**

- President Hill stated that she is pleased to hear that reopening is going well and that the library’s open hours are working well.

**New Business**

- Contract with HR Source, not to exceed \$15,000, for Library Director Search
  - Trustee Bevan shared a report from the Director Search Team.

- The RFPL Director Search Team is comprised of Trustees Bevan and Long and RFPL Operations Manager, Joanna Bertucci. The team interviewed 3 search firms, all with different strengths and weaknesses.
- The team is recommending that the Board approve 2 contracts with HR Source. The team determined that HR Source will offer Trustees an organized and consistent process and give Trustees the flexibility needed to meet our needs. HR Source bills at an hourly rate, which will allow RFPL to control costs as needed.
- HR Source is proposing two contracts.
  - The first contract, is for HR Source to engage all RFPL staff members, individually, in a 15-minute interview to solicit feedback to get a better sense of the staff's perspective.
  - The second contract is for the Director Search process. The first step in this process would be a launch meeting with the Board to go through timeline, process, job description, and qualities in a new Director. HR Source believes the process, from posting the position to making an offer, will take approximately four months. HR Source will post the position and actively recruit candidates whom they will screen, with the goal of narrowing the pool of qualified candidates to be interviewed by the Board. The Board can expect to complete two rounds of interviews.
- Trustee Bevan recommended that RFPL approve 2 contracts with HR Source, not to exceed \$15,000. President Hill seconded and questions were taken.
  - Trustee Smedinghoff asked if the library's attorney reviewed the contracts with HR Source. President Hill shared that the contracts were not sent to the attorney. HR Source removed insurance requirements from the contract as this work will be completed remotely.
  - Trustee Stierwalt asked how RFPL can keep a pulse of the costs of the search. Trustee Bevan explained that HR Source will bill biweekly to help us manage costs.
  - A roll call vote was taken:
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

## Committee Reports

### Facilities Committee

- Trustee Calabrese-Berry gave a report from the Facilities Committee
  - The Facilities Committee met on August 27<sup>th</sup>. The Committee reviewed the capital asset tracking document. Director Quinn reviewed the 2020-21 capital projects with the Committee. Projects for 2020-21 include the air compressor replacement, group 2 computer and firewall replacement, and masonry work in the library garden.
  - In 2024, the library can anticipate replacing the skylight. It is estimated this project will cost roughly \$25,000 to complete.

#### Finance Committee

- No report.

#### Policy Committee

- The Policy Committee will meet next in January 2021.

#### RF Collaborative Committee

- Trustee Long reached out to Village of River Forest Trustee Tom Cargie about the future of the committee and has not heard back yet. Trustee Long will follow-up with Jon Pape at the Village of River Forest as well.

#### Foundation Liaison

- Trustee Long shared that Foundation Directors Long, Hopkinson, and Stierwalt met to begin work on the annual campaign. An insert will be included in RFPL's Fall Bookplate themed, "Connecting to our Community." Residents will be encouraged to place the enclosed sign in their window to show their support for the library.
- The Foundation has received one grant request from RFPL and another is expected shortly.

#### Old Business

- None

#### Executive Session

- At 7:48 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.
  - Trustee Long moved to approve entering executive session, Trustee Smedinghoff seconded and a roll call vote was taken:
    - Roll Call Vote:
      - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  - The Zoom recording was disabled.
- The Board returned to Open Session at 8:12pm and the Zoom recording was enabled. President Hill stated that the Board discussed the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body during the closed session.
  - President Hill asked for a motion to approve, but not release, the July 15<sup>th</sup> Executive Session Minutes. Trustee Smedinghoff made a motion to approve, Trustee Long seconded, and a roll call vote was taken.
    - Roll Call Vote:
      - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

- President Hill asked for a motion to approve, but not release, the August 13<sup>th</sup> Executive Session Minutes. Trustee Smedinghoff made a motion to approve, Trustee Calabrese-Berry seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  
- President Hill asked for a motion to appoint Joanna Bertucci, Operations Manager, and Amy Grossman, Children’s Services Manager, to serve as Interim Co-Directors starting when Sue Quinn leaves the library on approximately October 21<sup>st</sup> until a new Director is hired. Trustee Calabrese-Berry made a motion to approve, Trustee Smedinghoff seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  
- President Hill asked for a motion to provide each of the Interim Co-Directors an increase in salary per month or portion of month served at the rate of \$1,000 per month on top of their existing salary. Trustee Smedinghoff made a motion to approve, Trustee Calabrese-Berry seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  
- President Hill asked for a motion to retain Sue Quinn as an independent contractor for approximately 8 hours per month at the rate of \$100 per hour to support the Interim Co-Directors until a new Director is hired. Trustee Smedinghoff made a motion to approve, Trustee Calabrese-Berry seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

**Adjournment**

- At 8:27 Trustee Smedinghoff moved, and Trustee Long seconded, that the Regular Meeting be adjourned. A roll call vote was taken:
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Respectfully submitted,  
 Jim Hopkinson  
 Secretary

