

**Meeting Minutes: Regular Board Meeting: February 16, 2021**

**Call to Order:** At 4:30 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, and Smedinghoff
- Trustees Absent: Stierwalt
- Also Present: Emily Compton-Dzak (RFPL, Director) and Joanna Bertucci (RFPL, Operations Manager)

**Visitors and Guests**

- Ms. Ann Berens
- Ms. Cathy Ruggeri

President Hill made the following announcement at the start of the February 16, 2021 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 is 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 Library Director, Emily Compton-Dzak is present at the River Forest Public Library building (735 Lathrop Ave., River Forest, Illinois) and the meeting is being recorded via Zoom.

**Consent Agenda:**

- a. Minutes of the Regular Meeting: January 19, 2021
- b. January 2021 Revenue and Expense reports
- c. January 2021 Warrant List
- d. January 31, 2021 Balance Sheet
- e. Policy updates: Oversight V. Compliance

President Hill asked if Trustees would like any items taken off the consent agenda. No items were requested to be removed from the Consent Agenda.

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

**Roll Call Vote:**

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

**Patron Suggestions**

- Director Compton-Dzak reported that a patron suggested RFPL explore the impacts of isolation as a result of COVID-19 on adults as a future program topic. Director Compton-Dzak shared this suggestion with the Adult/Teen Services staff.

**Director’s Report**

- Director Compton-Dzak reported that due to the heavy snowfall, RFPL closed at 3 pm on Monday, February 16 and remained closed on Tuesday, February 16 as adjacent walk ways were impassable.

- RFPL has contracted with a local snow removal provider who cleared the Library’s walkways and will continue to do so going forward.

### **President’s Report**

- Trustees shared positive comments about the inclusion of committee minutes in the Board packet.
- On February 11, President Hill and Trustees Long and Smedinghoff attended a webinar entitled, “Making Each Other Look Good: the Library Board and the Library Director.” Trustee Long summarized the webinar for Trustees.

### **New Business – Committee Reports**

#### **Facility Committee**

- Trustee Calabrese-Berry reported that the Facility Committee met on February 11, 2021 to discuss the air handler replacement project. Additional meeting details are included in the meeting minutes.

#### **Finance Committee**

- Trustee Smedinghoff reported that the Finance Committee met on January 4, 2021 to review the amended budget drafts for FY 20-21 and draft budgets for FY 21-22. Trustee Smedinghoff asked if Trustees had any questions regarding the proposed amended operations and capital budgets for FY 20-21. No questions were asked, and Trustee Smedinghoff moved to approve the amended budgets from the Finance Committee and a roll call vote was taken.
- Roll Call Vote:
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, and Smedinghoff
- Trustees discussed the draft operations and capital budgets for FY 21-22. Trustee Long asked for additional information to support the increase to the wages and salaries line. Trustees Bevan and Long asked for the rationale behind the 2.3% increase to the salary line over the FY 20-21 original salary budget of \$720,000. Director Compton-Dzak will provide an updated organizational chart and data to address Trustee questions and support the proposed increase.

#### **Policy Committee**

- No report.

#### **RFPL Foundation Liaison**

- The Foundation Board held its quarterly meeting on January 26<sup>th</sup> and agreed to hold an additional meeting on February 23<sup>rd</sup> for further consideration of RFPL’s space project grant request.
- The Foundation will host its first virtual event, “Looking Ahead with Emily Compton-Dzak” on Wednesday, February 24<sup>th</sup> at 4:00 pm. Foundation donors were invited via email or mailed post card.
- The Foundation is compiling a list of potential Foundation Advisory Board members.

#### **Old Business**

- Air Handler Project Discussion
  - President Hill updated the Board on the steps RFPL has taken regarding the air handler project. Ms. Bertucci engaged Chicago Project Management to complete an updated feasibility study to address the Park District’s questions about the project. RFPL expects to have the report and

updated cost estimates by March 1<sup>st</sup>. Director Compton-Dzak will present the updated feasibility to the Park District Board at their March 8 meeting.

- Director Compton-Dzak presented architectural renderings/concepts of what the new space could become if RFPL is able to reclaim the mechanical room for usable space. Mr. Andy Dogan of Williams Architects provided these concepts to RFPL free of charge. Trustees reviewed the concepts and asked Director Compton-Dzak to get some clarification regarding the addition of a family bathroom to RFPL's plumbing program, as well as options for lighting the space.
- President Hill asked Trustees to indicate their level of support for the relocation of the air handler to the exterior.
  - Trustee Smedinghoff stated that he considers this project a "must do," so long as the Library can secure additional funding.
  - Trustee Long stated that she considers this project a once in a 30-year opportunity for the Library, is in full support of the project, and willing to advocate on behalf of the Library to the community why this project is important to RFPL.
  - Trustee Calabrese-Berry stated that she is in support of the project.
  - Trustee Hopkinson agreed with other Trustees insofar as the project is a once in a generation opportunity and is in support of the project. Trustee Hopkinson suggested that RFPL approach the RFPL Foundation and ask for a possible commitment of funds to support the project over a 3- year period.
  - Trustee Bevan stated that she is in support of the project, as one of the current strategic plan priorities is to optimize space. Trustee Bevan added that she would not be in support if other funding sources were not used, as the space renovation is a desirable project. Trustee Bevan echoed Trustee Smedinghoff insofar as it would not be financially prudent for RFPL to assume 100% of the costs related to the project, as it would drain the capital reserve for future imperative projects.
  - Trustee Long added that she felt that if the RFPL Board believes in the project, the Foundation would be behind the project as well.
  - President Hill believes the RFPL Board has established consensus and support for the air handler relocation project and Director Compton-Dzak will convey that message to the Foundation Directors at their February 23 meeting.

### **Adjournment**

- At 6:03 pm President Hill asked for a motion to adjourn. Trustee Long moved that the Regular meeting be adjourned and Trustee Smedinghoff seconded. A roll call vote was taken:
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, and Smedinghoff.

Respectfully submitted,

Jim Hopkinson  
Secretary