

Meeting Minutes: Regular Board Meeting: April 20, 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, Smedinghoff , and 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 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 Board President Deborah Hill 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: March 16, 2021
- b. March 2021 Revenue and Expense reports
- c. March 2021 Warrant List
- d. March 30, 2021 Balance Sheet
- e. Policy updates: Patrons I. Borrowing Privileges, Patrons II. Circulation, Patrons III. Patron Confidentiality.

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

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

Roll Call Vote:

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

Patron Suggestions

- None

Director's Report

- Director Compton-Dzak made some additional comments in addition to her written Director's Report.
 - Starting May 1, RFPL will eliminate the 12-1 pm closure to allow for more open hours for patrons. In March, Governor Pritzker announced the "bridge" plan to increase capacity limits in between phases 4 and 5 of the Restore Illinois plan. Unfortunately, at this time the bridge is on hold as positivity metrics are increasing.

- Based on a recommendation from RAILS, RFPL ceased quarantining library materials on April 15.
- As COVID safety guidance evolves Management Team continues to develop reopening phases, planning for a capacity increase when we reach the Illinois Bridge phase, then extending the time limit on visits and making furniture available, then expanding operating hours.
- Trustees were pleased to see that program attendance has held steady in recent months.
- President Hill was encouraged to see that IMRF experienced stronger than anticipated financial returns in 2020.

President's Report

- President Hill signed the conflict of interest waiver prepared by Greg Smith of Klein, Thorpe, and Jenkins. The Village of River Forest has also signed the waiver.
- The Park District Commissioners unanimously approved the Memorandum of Understanding (MOU) between RFPL and RFPD pending RFPD attorney review. When the motion is made to sign the MOU, President Hill will ask Trustees to authorize her signature as the MOU may be modified.
- President Hill added that Greg Smith has been extremely responsive and has provided RFPL with excellent counsel.

New Business – Committee Reports

Facility Committee

- Trustee Calabrese-Berry reported that the Facility Committee met on April 15 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 did not meet in April. The next meeting is scheduled for May 6.

Policy Committee

- President Hill reviewed Chapter 4, Access from *Serving our Public 4.0* with Trustees as this chapter closely aligned with the patron borrowing, circulation, and confidentiality policies included on the consent agenda. Upon review of the chapter the committee determined that RFPL meets and in some instances, exceeds this standard. For instance, RFPL reviews its space needs on a regular basis, new space allocations/renovations seek to improve ADA accessibility, and service desks are clearly identified and accessible to the public.

RFPL Foundation Liaison

- The Foundation Board will hold its next meeting on April 27 at 7PM.
- The Foundation received a \$925 donation from local book group members in honor of a recently deceased member, Martha Trantow.

Old Business

- Memorandum of Understanding between the River Forest Park District and the River Forest Public Library
 - Director Compton-Dzak, Vice President Bevan, and Ms. Bertucci attended the RFPD Board meeting on April 12. The MOU was approved unanimously, with two changes. The first changed the term of the lease from 99 to 50 years. The second change increased the amount RFPL would reimburse RFPD for legal fees from \$3,500 to \$5,000. The Library agreed to those terms.

- The Development Review Process (DRB) requires that RFPL host a neighbors' meeting to address any questions from residents who live within 500' of the Library building in all directions. Resident comments will be included in the Library's application to the DRB.
- A DRB pre-file conference meeting is tentatively scheduled for May 6.
- Chicago Project Management (CPM) and Williams Architects (WA) are working on specifics for the bid process. CPM is also putting together a decibel study for the anticipated noise that would be produced by the new air handler unit.
- Trustee Calabrese-Berry suggested that when the time comes for RFPL to apply for a Live and Learn Construction Grant that Director Compton-Dzak reach out to the Illinois State Library to schedule a call to discuss RFPL's project.
- Director Compton-Dzak addressed the timing issue regarding the DRB process. Interim Village Administrator Lisa Scheiner estimated that RFPL would review the project in June 2021. Additionally, RFPL would be required to deposit \$10,000 with the DRB application. These funds will be held in escrow by the VRF and the balance will be returned to the Library at the end of the project. President Hill is cautiously optimistic that the installation will take place in the fall.
- After discussion, President Hill asked for a motion to approve the MOU, as it might be modified by RFPL and/or RFPD attorneys. Trustee Calabrese-Berry moved to approve the MOU, Trustee Long seconded and a roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Closed Session Minutes

- President Hill asked for a motion to approve and release the 9/15/20 executive session minutes. Trustee Smedinghoff moved to approve and release the 9/15/20 executive session minutes, Trustee Bevan seconded and a roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
- President Hill asked for a motion to approve and release the 12/6/20 executive session minutes. Trustee Bevan moved to approve and release the 12/6/20 executive session minutes, Trustee Smedinghoff seconded and a roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
- President Hill asked for a motion to approve and release the 12/10/20 executive session minutes. Trustee Calabrese-Berry moved to approve and release the 12/10/20 executive session minutes, Trustee Long seconded and a roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

President Hill announced that the May 18 Annual and Regular Meetings will be in person, most likely in the community meeting room at the Village of River Forest.

Adjournment

- At 5:12 pm President Hill asked for a motion to adjourn. Trustee Bevan moved to adjourn the meeting and Trustee Smedinghoff seconded. A roll call vote was taken:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

Respectfully submitted,

Jim Hopkinson

Secretary