

## Meeting Minutes: Annual Board Meeting: May 18, 2021

**Call to Order:** At 4:30 pm, President Hill called the Annual 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), Joanna Bertucci (RFPL Operations Manager), and Shannon Gruber (RFPL Adult & Teen Services Manager)

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 Administrative Officer is present at the public body's physical meeting 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 Village Hall in River Forest (400 Park Avenue) and the meeting is being recorded via Zoom.

### Visitors and Guests

- Ann Berens
- Daniel Luther
- Cathy Ruggeri
- Janet Hanley

### Minutes

Annual Board Meeting: July 21, 2020

- President Hill asked for a motion to approve the minutes of the July 21, 2020 Annual Board Meeting. Trustee Calabrese-Berry moved to approve the minutes and Trustee Smedinghoff seconded. A roll call vote was taken.
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, and Smedinghoff

### Honoring outgoing Trustees

- Trustee Hopkinson read a resolution honoring outgoing Trustee Calabrese-Berry and appointing her Trustee Emerita. Trustee Calabrese-Berry gave remarks thanking the Board and complimented the Board for their commitment and diligence over the years. Trustee Smedinghoff gave remarks thanking Trustee Calabrese-Berry for her service to the RFPL Board.
- Trustee Hopkinson read a resolution honoring outgoing Trustee Bevan and appointing her Trustee Emerita. President Hill gave remarks thanking Trustee Bevan for her service to the RFPL Board. Trustee Bevan gave remarks thanking the Board.
- President Hill made a motion to appoint Trustees Calabrese-Berry and Bevan as Trustees Emeritae. Trustee Long seconded. A roll call vote was taken.
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, and Smedinghoff

- Trustee Bevan gave remarks thanking outgoing Operations Manager, Joanna Bertucci, for her years of service to the Library. Ms. Bertucci thanked the Board for their remarks honoring her service to the Library.

### **Installation of New Trustees**

- President Hill administered the Oath of Office to Trustee-elect Berens.
- President Hill administered the Oath of Office to Trustee-elect Ruggeri.

### **Approval of Officer Slate for FY 2021-22**

- President: Deborah Hill
- Vice President: Jim Hopkinson
- Treasurer: Tom Smedinghoff
- Secretary: Elan Long
  - President Hill and Treasurer Smedinghoff are serving the second year of their two-year terms.
  - Trustee Calabrese-Berry moved to approve Trustee Hopkinson's appointment as Vice President. Trustee Smedinghoff seconded. A roll call vote was taken.
    - Ayes: Bevan, Calabrese-Berry, Hill, Long, and Smedinghoff
    - Abstain: Hopkinson
  - Trustee Hopkinson moved to approve Trustee Long as Secretary. Trustee Calabrese-Berry seconded. A roll call vote was taken.
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, and Smedinghoff

### **FY 2021-22 Committee Appointments**

- Finance Committee: Smedinghoff (Chair) and Ruggeri
- Facilities Committee: Stierwalt (Chair), Berens and Long
- Policy Committee: Hill (Chair), Berens, Hopkinson, Long and Ruggeri

### **Annual Reports**

- **President's Report**
  - President Hill recapped the year including the impact of the pandemic and RFPL response; Director Quinn's retirement, excellent leadership from Interim Co-directors Bertucci and Grossman, the search for a new Director, and welcoming Director Compton-Dzak.
  - President Hill thanked Ms. Bertucci for her service to the Library and Trustee Long for her work with the Foundation last year.
- **Facilities Committee**
  - Trustee Calabrese-Berry reported that the following has been accomplished:
    - Fiscal year 2020-2021 included building projects such as:
      - Tuck-pointing at the front entrance and near the garden planters
      - Replacement of the air compressor
      - Planning for the removal of the air handler from the building
    - Minor building updates and projects included:
      - Two new self-check machines were installed
      - New computers installed throughout the building.
    - The Library began work on the air handler project.
      - In October, President Hill and Ms. Bertucci began strategizing how to approach the Park District for the lease of additional land needed for the exterior air handler relocation. After many tours and meetings with Park District Commissioners and community stakeholders, RFPL formally

approached the Park District in January to assess their level of interest in leasing additional land to RFPL for the project.

- Trustee Calabrese-Berry thanked Joanna Bertucci with her assistance with the report.

- **Finance Committee**

- Trustee Smedinghoff reported on the following activity for the Finance committee during the fiscal year 2020-2021.
  - The pandemic did not affect the property tax revenue as much as expected. The Library ended the fiscal year with tax receipts slightly under that projected because the due date for taxes was extended beyond the Library's fiscal year end.
  - Expenses were down during the pandemic.
  - The operating budget and capital budget were amended to reallocate funds to address necessary changes in spending. Spending did not exceed budget limits.
  - The planned transfer to capital fund was delayed and should be back on schedule for the next fiscal year.
  - The Library has a new auditor.
- Trustee Smedinghoff thanked Trustee Bevan again for all of her work on the Finance Committee.

- **Policy Committee**

- President Hill reported on the following activity for the Policy committee during fiscal year 2020-2021:
  - The committee continues to rely on the policy-tracking tool developed by Trustee Bevan and maintained by Ms. Grossman.
  - The committee met quarterly or as needed.
  - The committee began reviewing with the Board sections of the Illinois State Standards for Public Libraries. RFPL policies typically meet or exceed the standards.
- President Hill is looking forward to working with new Trustees Berens and Ruggeri.

- **RFPL Foundation Liaison**

- Trustee Long reported on the following activity for the RFPL Foundation in fiscal year 2020-2021:
  - The Foundation gave \$22,000 to the Library:
    - \$12,000 for Strategic Initiatives, Special Programs and Library garden maintenance in the Operating Budget
    - \$10,000 grant towards purchase of a self-check machine.
  - The Foundation's growth was evidenced in the Annual Appeal which had 32% more donors in 2020 than 2019.
  - The Foundation increased visibility with the monthly e-newsletters and intermittent Facebook posts. A pandemic-inspired window sign campaign is still visible around town.
  - The Foundation hosted a virtual event to introduce new Director Compton-Dzak to the community which was well received.
  - The Foundation is maturing organizationally as it adopted Operating Guidelines, implemented the grants program and revised its bylaws.

## **Adjournment**

- At 5:16 pm, Trustee Smedinghoff moved to adjourn the Annual Meeting. Trustee Bevan seconded. A roll call vote was taken.
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, and Smedinghoff

**Emerita Resolution**

Approving the Appointment of Ms. Alice Calabrese-Berry as  
Distinguished Emerita Trustee of the River Forest Public Library,  
River Forest, Illinois

**WHEREAS**, in special recognition of distinguished service to the River Forest Public Library, the Board of Trustees of the River Forest Public Library wishes to acknowledge Ms. Alice Calabrese-Berry by appointing her Trustee Emerita of the River Forest Public Library; and

**WHEREAS**, Ms. Calabrese-Berry served the Library and the Village of River Forest as a steadfast and committed Library Trustee for 12 years from May 2009 to April 2021; and

**WHEREAS**, Ms. Calabrese-Berry provided strong leadership during her tenure as Vice President (May 2010 to April 2012) and as President (May 2012 to April 2014), and

**WHEREAS**, Ms. Calabrese-Berry served as chair of the Facilities Committee for twelve (12) years, and oversaw the major lobby and staff area renovation project and the updates to the Children's Room, as well as numerous other building improvements; and

**WHEREAS**, following the departure of the Library Director in 2016, Ms. Calabrese-Berry donated her time and expertise as an executive search recruiter to manage the initiative to hire the best possible Director to lead the Library through a transition period and beyond; and

**WHEREAS**, in 2014, Ms. Calabrese-Berry was actively involved in establishing the River Forest Public Library Foundation to increase public awareness of the Library and foster a commitment to enhance Library funding; and

**WHEREAS**, Ms. Calabrese-Berry's vast expertise in library matters, and extensive knowledge of the library community, have greatly benefitted the Library and the other trustees; and

**WHEREAS**, Ms. Calabrese-Berry, and her husband John, are both dedicated library professionals, have been, and continue to be steadfast supporters of the Library, promoting the many offerings of the Library to their friends and neighbors within the River Forest community;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of River Forest Public Library that it approve appointment of Ms. Calabrese-Berry as Trustee Emerita of River Forest Public Library.

**BE IT FURTHER RESOLVED** that this Board herein extends its deepest appreciation to Ms. Calabrese-Berry for her dedication and tireless service to the River Forest Public Library and to the people of this village, state, and nation.

**BE IT FURTHER RESOLVED** that this resolution be included in the permanent minutes of this Board and that copies be given to Ms. Calabrese-Berry, her husband John, other members of her family, and to other appropriate Village of River Forest Officials.

Approved by unanimous vote of the RFPL Board of Trustees, May 18, 2021  
River Forest Public Library, River Forest, Illinois

**Emerita Resolution**

Approving the Appointment of Ms. Katherine Bevan as  
Distinguished Emerita Trustee of the River Forest Public Library,  
River Forest, Illinois

**WHEREAS**, in special recognition of her distinguished service to the River Forest Public Library, the Board of Trustees of the Library wishes to acknowledge Ms. Katherine Bevan by appointing her Trustee Emerita of the River Forest Public Library; and

**WHEREAS**, Ms. Bevan served the Library and the Village of River Forest as a steadfast and committed Library Trustee for 6 years from May 2015 to May 2021; and

**WHEREAS**, Ms. Bevan provided strong leadership during her tenure as Treasurer (May 2015 to April 2020) and Vice President (May 2020 to May 2021); and

**WHEREAS**, Ms. Bevan served as a Chair of the Finance Committee for five (5) years, thereby sharing her financial acumen and prudence for long term financial planning; and

**WHEREAS**, Ms. Bevan was a key member of the Policy Committee for three (3) years, and not only diligently reviewed, crafted and organized the Library's policies into a cohesive manual, but also created an organizational system to facilitate the timely review of policies; and

**WHEREAS**, Ms. Bevan was chair of the 2020 Library Director Search Team and was instrumental in developing an efficient process and timeline for recruiting the Library's new Director; and

**WHEREAS**, Ms. Bevan's strong work ethic and knowledge of the community have greatly benefitted the Library throughout her tenure as a Library Trustee; and

**WHEREAS**, Ms. Bevan was actively involved in establishing financial policies and oversight for the River Forest Public Library Foundation, and

**WHEREAS**, Ms. Bevan, her husband Peter and their children Sam, Nick, and Charlie, have been steadfast supporters of Library programming and collections; promoting the many offerings of the Library to their friends and neighbors within the River Forest community;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the River Forest Public Library that it approves appointment of Ms. Katherine Bevan as Trustee Emerita of the River Forest Public Library.

**BE IT FURTHER RESOLVED** that this Board herein extends its deepest appreciation to Ms. Bevan for her dedication and service to the River Forest Public Library, and to the people of this village, state, and nation.

**BE IT FURTHER RESOLVED** that this Resolution be included in the permanent minutes of this Board and that copies be given to Ms. Bevan, her husband Peter, other members of her family, and to other appropriate Village of River Forest Officials.

Approved by unanimous vote of the RFPL Board of Trustees, May 18, 2021  
River Forest Public Library, River Forest, Illinois