

Meeting Minutes: Regular Board Meeting: May 18, 2021

Call to Order: At 5:30 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Berens, Hill, Hopkinson, Long, Ruggeri, 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: There were no visitors or guests present.

Consent Agenda:

- a. Minutes of the Regular Meeting: April 16, 2021
- b. April 2021 Revenue and Expense reports
- c. April 2021 Warrant List
- d. April 30, 2021 Balance Sheet
- e. Policy updates: Oversight IV. Indemnification and Insurance

President Hill asked if Trustees would like any items taken off the consent agenda. There were no requests to remove items from the Consent Agenda.

President Hill asked if Trustees had any questions about items on the consent agenda. Trustee Hopkinson asked why money was prepaid to Hoopla. Director Compton-Dzak and Joanna Bertucci clarified the amount prepaid and explained that funds remaining in various eContent budgets were used to prepay Hoopla for FY22.

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

Roll Call Vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, and Smedinghoff.

Patron Suggestions

- None

Director's Report

- Director Compton-Dzak made some additional comments in addition to her written Director's Report.
 - An update was provided on the meetings with the Development Review Board on the air handler project.

- The Director's report states that proposals from both Chicago Project Management (CPM) & Williams Architects were included in the packet and CPM's was not. The CPM proposal was passed to Trustees for review. Director Compton-Dzak recommends that RFPL accept the Williams proposal which will be discussed in new business.
- RFPL received confirmation on Monday, May 17th that the Library is on the agenda for the June 3 meeting of the Development Review Board.
- With changing guidelines from CDC, Illinois Dept. of Public Health, and Cook County Health Department, mask guidance is a moving target.

President's Report

- President Hill welcomed the new Trustees to the work of the Board. She noted she was happy to see such good participation for chair yoga program in the return to limited in person programs.

New Business – Committee Reports

Facilities Committee

- The Facilities Committee recommends accepting the Williams Architects Proposal for Architectural Services in the amount of \$28,000, Director Compton-Dzak presented the proposal, highlighting key provisions, tasks, and timing.
- Director Compton-Dzak and Ms. Bertucci met with CPM & Williams to talk about the scope of the project. CPM offered their services for bidding and construction administration only. Their proposal was for those services at an hourly rate of \$110 per hour, with no estimated number of hours.
- Williams walked through the elements of the project, save the installation of the air handler unit itself, which is not within their scope. They discussed the bidding process, drawings and documents needed, the major requirements of the DRB/permit process (drainage, landscaping, site plans, etc.), timeline, and construction administration. As Williams is a known vendor from their work on the recent renovation, Director Compton-Dzak recommended accepting their proposal, with a few non-substantive edits.
- There was discussion of the scope of work for Williams and the general contractor. The scope of work done inside the building is largely driven by requirements of the building code, not the end use of the space. The exception is running the plumbing lines before the floor is raised rather than having to destroy the new floor to put them in. The requirements and design for the finished space are yet to be determined.
- There was clarification that only Phase 2 of the project would be eligible for consideration for a Live and Learn grant from the Illinois State Library since the grants must be awarded before the bid process is conducted.

As the Facilities Committee moved to approve the Williams Architects Proposal for Architectural Services in the amount of \$28,000, President Hill asked for a second. Trustee Ruggeri seconded the motion. A roll call vote was taken.

Roll Call Vote:

- Ayes: Hill, Hopkinson, Long, Ruggeri, and Smedinghoff.
- Abstain: Berens

Finance Committee

- Trustee Smedinghoff reported that the FY21-22 capital budget will likely need to be amended, as air handler project costs have increased due to the expansion of the scope of work, which includes the masonry wall and plumbing rough-ins in the interior space.
- RFPL has received approximately \$50,500 in property tax revenue since May 1. This revenue was delayed due to the timing of the property tax bill due date.

Policy Committee

- President Hill reported that the policy committee will be meeting at the end of June to review sections of the Patrons policies .

RFPL Foundation Liaison

- Trustee Long reported that the Foundation will be meeting May 24th to elect Outside Directors, appoint a new Treasurer, and amend the budget.

New Business – In-person Board Meetings

President Hill brought up the topic of future Board meetings being held in-person and made remarks on the benefit of meeting in-person rather than virtually over Zoom. Director Compton-Dzak said that if the State of Illinois moves to Phase 5 of the Restore Illinois Plan by June 11th as planned, the meeting room at the Library will be available again for Board meetings.

President Hill asked for the perspective of each Trustee and all favored a return to in person meetings as soon as restrictions were lifted. There was some discussion of offering a Zoom livestreaming option in future if there is interest. For clarification Trustee Smedinghoff noted that Trustees cannot attend over Zoom if the meeting is held in-person, unless the Board approves Trustees to participate remotely in the instance of personal illness, employment purposes, or a family emergency. Trustees confirmed that the 4:30pm start time going forward was acceptable.

New Business – CDC Interim Public Health Recommendations

Director Compton-Dzak reported on the CDC Interim Public Health Recommendations for Fully Vaccinated People.

- Based on the CDC announcement, the Library’s three options are to rely on the honor system, require everyone to wear a mask, or check vaccination cards.
 - Cook County Dept. of Public Health, order 5/14/21, states that businesses that choose to participate in allowing any exemptions allowed by Executive Order or this Mitigation Order for fully-vaccinated patrons must establish a system for verifying vaccination status. At minimum, it is the responsibility of the business to track patrons who are fully vaccinated and maintain those records so that they are available for health department investigators upon request.
 - The State of Illinois says businesses do not have to track patrons who are fully vaccinated.
 - The Library will continue to require masks because a large portion of the population we serve cannot be vaccinated, namely children, and tracking vaccination status among patrons is a burden on staff. There has been no guidance on how to track vaccination status from the State.
 - Vaccination rate in River Forest is over 60%. Director Compton-Dzak will continue to monitor and see if we get significant pushback from staff or patrons. If enforcing the mask mandate becomes burdensome to staff, she will update this procedure.

- Discussion was supportive of Director Compton-Dzak's planned approach to masks especially considering the number of children visiting the library and the comfort level of the staff. There was some discussion of the challenges for staff of knowing who was vaccinated as patrons move around the building without masks. Since the CDC announcement on 5/13/2021, no patrons have tried to visit without a mask or complained about the mask requirement. Trustees concurred with Director Compton-Dzak's decision on mask protocol for the Library and asked to be updated as needed.

Old Business

- Director Compton-Dzak presented an update on the air handler project.
 - The Development Review Board will be meeting June 3rd. This is a pre-filing conference where the Library introduces the project to the DRB and submits any application waiver requests. The Library will only request a waiver of the required traffic study.
 - Director Compton-Dzak continues to follow up with the Park District regarding the Memorandum of Understanding that is still under Park District attorney review.

Adjournment

- At 6:12 pm President Hill asked for a motion to adjourn. Trustee Smedinghoff moved to adjourn the meeting and Trustee Hopkinson seconded. A roll call vote was taken:
 - Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, and Smedinghoff

Respectfully submitted,

Elan Long
Secretary