

Meeting Minutes: Regular Board Meeting: June 15, 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: Berens, Hill, Hopkinson, Long, Ruggeri, and Smedinghoff, and Stierwalt
- Trustees Absent: None
- Also Present: Emily Compton-Dzak (RFPL, Director) 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 the River Forest Public Library (735 Lathrop) 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: May 18, 2021
- b. May 2021 Revenue and Expense reports
- c. May 2021 Warrant List
- d. May 30, 2021 Balance Sheet
- e. Policy updates: Patrons VII. Exhibits and Displays, Patrons VIII. Community Bulletin Board and Pamphlet Display, Patrons IX. Code of Conduct.

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 Berens noticed some minor discrepancies between the revenue and expense reports that Director Compton-Dzak said she would fix.

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

Roll Call Vote:

- Ayes: Berens, Hill, Long, Ruggeri, and Stierwalt.

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 meeting between the Library's attorney and the Park District's attorney regarding the lease renewal.

- The Summer Reading Program has officially started. There are prizes for Children, Teens, and Adults for reading and participating in other activities over the summer.
- The part needed to fix the accessible toilet in the women's public restroom is coming and S&D Maintenance will be making an emergency visit to fix it.
- Trustee Hopkinson asked if it was possible to compare 2021 statistics to 2019 since the 2020 statistics are unusual due to the pandemic. Trustee Long suggests possible comparing quarterly stats to 2019. Director Compton-Dzak said she could look into providing more comparisons in the next packet. .

President's Report

- President Hill is optimistic that the new attorney for the Park District will result in progress on the Memorandum of Understanding (MOU) and lease renewal.

New Business – Committee Reports

Facilities Committee

- Director Compton-Dzak discussed the fee structure in the Williams Architects Owner-Architect agreement for the air handler project to the agreement for the lobby renovation and indicated that they were similar.

President Hill moved to **approve the agreement** Trustee Berens seconded. A roll call vote was taken.

Roll Call Vote:

- Ayes: Hopkinson, Long, Ruggeri, Smedinghoff, and Stierwalt

Finance Committee

- Trustee Smedinghoff had nothing to report. The next Finance Committee meeting will be in September.

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 met on May 24th and appointed Alice Calabrese-Berry as Director and Janet Hanley as Treasurer of the Foundation. They worked with the bank to switch over signatories and worked on documenting procedures. The monthly e-newsletter will be going out this week.
- The Foundation received three donations this month, one of which was from a grandfather in honor of his grandson participating in Summer Reading. They would like to announce the name of donors in the e-newsletter and also post on the Community Board in the Library's lobby. There was discussion if the Foundation needed donor permission to publicize the donation and Trustee Long said no, unless the donation was anonymous.

Village of River Forest Collaboration Meeting Liaison

- Trustee Stierwalt had nothing to report because the meeting has not yet been scheduled.

Old Business

- Director Compton-Dzak presented an update on the air handler project.
 - Williams Architects addressed some of the concerns of the Village Development Review Board (DRB) about safety, unit noise, brick style, and the fate of the tree in that location.
 - Williams Architects also addressed questions raised by the Board last month. There are no concerns about inflated materials and construction costs at this time based on the nature of the project. Radon testing is not necessary. Director Compton-Dzak contacted a surveyor.
 - A single-use restroom was recommended for the space. This project would be eligible for the Live and Learn Grant offered by the State of Illinois for public libraries.
 - Williams-Architect quoted between \$200,000-\$300,000 for the remodel of the air handler room and the addition of a new bathroom.

Executive Session

- At 5:15 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 Smedinghoff moved to approve entering an executive session. Trustee Ruggieri seconded and a roll call vote was taken.
 - Roll call vote:
 - Ayes: Berens, Hill, Hopkinson, Long, and Stierwalt.
 - The Zoom recording was disabled.
- The Board returned to Open Session at 5:43 pm and the Zoom recording was enabled. President Hill stated that the Board discussed the performance and compensation of Director Compton-Dzak after five months of employment during the closed session.
- President Hill requests a motion to increase Director Compton-Dzak's salary by \$2,500 and to pay a one-time bonus of \$2,500.
 - Trustee Ruggieri moves to approve the salary increase and bonus. Trustee Smedinghoff seconded and a roll call vote was taken.
 - Roll call vote:
 - Ayes: Berens, Hill, Hopkinson, Long, and Stierwalt.

Adjournment

- At 5:47 pm President Hill asked for a motion to adjourn. Trustee Berens moved that the meeting be adjourned. Trustee Ruggieri seconded and a roll call vote was taken.
 - Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, and Smedinghoff

Respectfully submitted,

Elan Long
Secretary