

Meeting Minutes: Regular Board Meeting: July 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: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt
- Trustees Absent: None
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager).

Visitors and Guests: There were no visitors or guests present.

Consent Agenda:

- a. Minutes of the Regular Meeting: June 15, 2021
- b. June 2021 Revenue and Expense reports
- c. June 2021 Warrant List
- d. June 30, 2021 Balance Sheet
- e. Policy updates: Patrons V. Services to Patrons with Disabilities, Patrons VI. Meeting Room Policy

President Hill stated that the Meeting Room Policy will be removed from the agenda for further discussion in committee. President Hill asked if the Trustees would like any other items taken off the consent agenda. There were no other requests to remove items from the Consent Agenda.

President Hill asked if the Trustees had any questions about items on the consent agenda. Trustee Ruggeri asked for a different format for the balance sheet to match what the Trustees have received in previous Board Packets.

Trustee Berens moved to approve the consent agenda, items a.-e without the Meeting Room Policy. Trustee Hopkinson seconded. A roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions

Director Compton reported that:

- Two patrons asked the Library to expand hours
- A patron thanked the staff for increasing inclusive collections in programs, and asked the Library to continue with this initiative
- A patron thanked the Library for expanding hours, and suggested a larger sign including the new hours on the building.

Director's Report

- Director Compton reported these comments in addition to her written Director's Report:
 - The Corporate Property Replacement Tax budget line had a duplicate entry in June and should be \$5,229 for the full fiscal year. The Library received two more checks in July that will bring the total back up to about \$13,000.
 - The audit fieldwork is nearly complete and the auditors said the Library will pass with comments. We will know more with the final audit report.
 - Director Compton and Ms. Cangelosi will begin work on more in depth statistical reporting for future Board packets.

- Director Compton expressed her gratitude for library staff for keeping a fun and exciting atmosphere during summer reading.
- Trustee Hopkinson asked about the Corporate Property Replacement Tax budget line. Ms. Cangelosi explained that Illinois corporations pay an extra percentage of personal property replacement tax to replace money lost by local governments in the past. Cook County distributes an allocation of the money to the Village of River Forest, which then distributes a percentage to the Library.

President's Report

- President Hill made the following comments in her President's Report:
 - The Memorandum of Understanding has been signed by the River Forest Park District and the River Forest Public Library and is ready to be submitted with the final Development Review Board Application.
 - The Library lease negotiations are ongoing, with discussion on how the building will be maintained throughout the duration of the lease.
 - The River Forest Park District was unable to provide the Library with a Plat of Survey or legal description of the 275 square feet of land for the air handler project. President Hill coordinated with Prairie Title to obtain the deed of the land for the surveyor to draft a legal description.
 - President Hill will host a Library celebration at her home on September 17th to celebrate the hard work of the staff throughout the last year; Board members should plan to attend.

Old Business

- Air Handler Project Update
 - Director Compton reported that the Development Review Board Application will be ready to submit once Prairie Land Survey has completed their work with the Plat of Survey.
 - Director Compton reported that during the replacement of the air handler, the Library will be without the HVAC system for approximately three days and the calibration period will take several months. Williams Architects does not anticipate this to be an issue through the end of the year.
 - The Trustees discussed the possibility of pipes freezing during the period that the air handler would be off. Director Compton will discuss cold weather planning with Williams Architects should the project be delayed.
- Prairie Land Survey Company Proposal – discussion and vote
 - Director Compton stated that she would remove the language on the legal description on page 5 of the proposal.
 - Prairie Land Survey is prioritizing the legal description so the Library can submit the Development Review Board application, but the earliest they can provide it is August 16th.
 - The Board discussed language in the proposal including transferring a benchmark to the site and staking the ground. Director Compton will ask Prairie Land Survey Company about these questions.
 - Trustee Stierwalt asked when Prairie Land Survey would be out to do the physical groundwork and Director Compton repeated that the work will be completed before August 16th.
 - Trustee Stierwalt moved to approve, the Prairie Land Survey Company Proposal; Trustee Smedinghoff seconded the motion. A roll call vote was taken.

Roll Call Vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt.
- Oak Brook Mechanical Chilled Water Pump Discussion and Vote

- Director Compton reported that the chilled water pump is about to fail; this is an essential component of the Library building cooling system. The chilled water pump is separate from the air handler and will remain with the equipment throughout the project. The cost for replacement is \$9,180, and takes about ten weeks for delivery.
- The Board discussed the chilled water pump, including its useful life, how the pump fits in with other HVAC equipment, and whether any work needs to be done while waiting for the pump. Director Compton will ask Oak Brook Mechanical what the useful life of the chilled water pump is. Director Compton explained that the water pump is what chills the cold water to move through the air handler which pushes that water to the rest of the building.
- Trustee Smedinghoff moved to approve the replacement of the chilled water pump; Trustee Hopkinson seconded the motion. A roll call vote was taken.

Roll Call Vote:

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

- Request for Purchase Authority – Discussion and Vote

- Director Compton is asking for an increased purchase authority of \$2,000 for a new computer for the Operations Manager. According to the technology replacement plan, public computers may be replaced this year, however, the Operations Manager desktop has consistent issues with slowness and crashing.
- The Board asked Director Compton to review the current IT contract with Versatile and explore which IT Companies other libraries are using.
- Trustee Long moved to approve the request for purchase authority of \$2,000 for the purchase of the computer; Trustee Ruggeri seconded the motion. A roll call vote was taken.

Roll Call Vote:

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

New Business – Committee Reports

Facilities Committee

- Trustee Stierwalt reported on library building leaks and steps taken to repair and prevent future leaks.

Finance Committee

- Trustee Smedinghoff reported the Finance committee did not meet. The next Finance Committee meeting will be in September.

Policy Committee

- President Hill announced that the next Policy Committee meeting will be in October.

RFPL Foundation Liaison

- Trustee Long reported that the RFPL Foundation monthly email will go out this week.
- A memorial donation has been dedicated to Jeanne Walsh, a River Forest Public Library Reference Librarian for 27 years.
- The next RFPL Foundation meeting is next Tuesday, July 27th.

Village of River Forest Collaboration Meeting Liaison

- Trustee Stierwalt reported that Village of River Forest Collaboration Meetings will begin after the summer.

Adjournment

The meeting was adjourned at 5:15pm following a motion by Trustee Berens, seconded by Trustee Ruggeri and a voice vote.

Respectfully submitted,

Elan Long
Secretary