

Meeting Minutes: Regular Board Meeting: November 15th, 2022, 6pm

Call to Order: At 6:00pm, Vice President Ruggeri called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Ann Berens, Jim Hopkinson, Elan Long, Karen Stierwalt
- Trustees Absent: Deborah Hill, Tom Smedinghoff
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Melaina Maraldi (RFPL Children's Services Manager), Brian Wolowitz (RFPL Adult Programming Librarian), Rachel Goldrick, Mike Grant (River Forest Park District Commissioner)

Guest Comments:

- Ms. Maraldi presented on the Summer Reading Program and RFPL Foundation Story Time Grants. She reported excellent participation in the Summer Reading Program by patrons of all ages. There was a significant increase in patrons using the play area after the doll house arrived in August; it was populated by the hand painted dolls that children made for it earlier in the summer. The new floor cushions save time and space; kids (and adults) love that they can help by putting their cushions back in the stand at the end of the program. Other materials purchased with the grant include sensory tiles, flannel boards and an iMac computer. Feedback from staff and patrons has been positive, and the Foundation grant is much appreciated.
- Mr. Wolowitz reported on attending the ILA conference in October. Sessions on wellness, post-pandemic programming, and the role of libraries in public health were particularly valuable.
- Trustee Long also presented on attending ILA, primarily trustee-oriented sessions on public health and public libraries, advocacy, reviewing policies through a DEI lens, trustee roles and responsibilities, and library design.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 18th, 2022
- b. September 2022 Corrected Revenue and Expense Reports
- c. September 30, 2022 Corrected Balance Sheet
- d. October 2022 Revenue and Expense Reports
- e. October 2022 Bill Payment List and Credit Card Charges
- f. October 31, 2022 Balance Sheet
- g. Policy updates: Staff VII- Grievance Resolution; Staff VIII- Employee Discipline

Trustee Berens moved to approve the consent agenda. Trustee Hopkinson seconded the motion.

There were a few minor edits to the October minutes. The issue of the high gas bills was discussed, and Trustees agreed that there may need to be Board approval of additional expenditures in this budget line in the next few months. Minor edits were suggested to the versions of the Grievance Resolution and Employee Discipline policies that were included in the Packet to reflect the changes made to these policies by the Policy Committee. In the future, after each Policy Committee meeting, staff will circulate the revised policies to Committee members for their review.

Roll Call Vote:

- Ayes: Trustees Hopkinson, Long, Ruggeri, Stierwalt, Berens

Old Business

Air Handler Relocation and Mechanical Room Renovation

- River Forest Park District Memorandum of Understanding (MOU) - Vote
 - Further negotiations occurred after the Board Packet was distributed to Trustees. Director Compton presented the changes in the MOU, including an extension of the term, prohibition of non-essential vehicles on Park District property, changes to fencing requirements, and specifications related to seeding and turf repair surrounding the delivery of the air handler.
 - Trustee Hopkinson moved to approve the MOU changes; Trustee Long seconded the motion.
 - Roll call vote:
Ayes: Trustees Ruggeri, Stierwalt, Berens, Hopkinson, Long
- Rubino Engineering, Inc. proposal for construction material testing (\$5,202) - Vote
 - Trustee Berens moved to approve the testing proposal; Trustee Long seconded the motion.
 - Trustees discussed the cost as an addition to the original bid.
 - Roll call vote:
Ayes: Trustees Stierwalt, Berens, Hopkinson, Long, Ruggeri
- Amendment to contract with Construction Solutions of Illinois, Inc. – Discussion
 - Trustee Ruggeri presented a proposed amendment to the Library's contract with Construction Solutions of Illinois (CSI), that addressed the Park District's requirements to include and indemnify the Park District under CSI's insurance policy.
 - Trustee Long moved to approve the amendment to the contract to meet the Park District's requirements. Trustee Hopkinson seconded the motion.
 - The motion passed unanimously on a voice vote.

Patron Suggestions:

Director Compton reported that there were no patron suggestions.

Director's Report:

Director Compton reported on the following topics:

- As part of required Trustee training, Director Compton presented Serving Our Public 4.0, chapter 13: Marketing, Promotion, & Collaboration.
- In response to a Trustee inquiry, Director Compton reported that the Library's auditors are still waiting for pension information from the Village of River Forest to complete their next audit draft.

President's Report:

Vice President Ruggeri thanked the Library staff and Board for their efforts over the past week during construction negotiations with the Park District.

New Business

Committee Reports

Facilities Committee

- The Facilities Committee met on November 7th.
- Oak Brook Mechanical Proposal for Boiler Safeguard Controller and Glycol (\$5,315)- Vote
 - Oak Brook Mechanical (OMS) provided a cost breakdown for the project. Replacing the flame safeguard controller is \$3,500, glycol is \$1,165, and labor for both projects is \$650. OMS advised the Library not to go another winter without adding glycol to the HVAC system.
 - Trustees discussed the terms of the Library's maintenance contract with OMS.
 - Trustee Stierwalt moved to approve the proposal and Trustee Berens seconded the motion.
 - Roll call vote:
Ayes: Berens, Hopkinson, Long, Ruggeri, Stierwalt

Finance Committee

- Property taxes will be mailed out by December 1st and due by the end of the year. The next two years may present similar delay issues.
- Director Compton will ask Lauterbach & Amen (L&A) whether there is a deadline to present the audit to the Board. Trustee Ruggeri asked if the Library would be able to get an extension on submission of the audit past December 31st. Director Compton will ask L&A if the Library can file for a second extension if the pension information from the Village is further delayed.

Policy Committee

- The Committee has not met since the last Board meeting. The next Policy Committee meeting will be January 9th at 2pm.

RFPL Foundation Liaison

- The Foundation Board met on October 25th and approved a Conflict of Interest policy. Officers continue to develop relationships with major donors. The letters for the Annual Appeal are at the printer and will be mailed to over 900 constituents this month. The Foundation is also participating in the Wednesday Journal's Season of Giving campaign with a catalog listing and digital ad.

Village of River Forest Collaboration Committee Liaison

- The Collaboration Committee met on November 2nd with Trustee Berens attending for Trustee Stierwalt. The Committee discussed the possibility of full-day kindergarten among other topics. The next meeting will be January 18th at 6pm.

2022 Levy Resolution - Vote

- Director Compton presented the 2022 Levy.
- Trustee Long moved to approve the Levy; Trustee Ruggeri seconded the motion.
- Roll call vote:
Ayes: Hopkinson, Long, Ruggeri, Stierwalt, Berens.

Period Products Questions and Answers - Discussion

Director Compton presented background information about the Library's decision to provide period products in all restrooms and the response to date from Library patrons.

Book Challenge Trends- Discussion

Director Compton presented information on book challenge trends in libraries across America. Although book challenges are not new, they have increased dramatically in recent years. Trustees discussed some of the books being challenged, the current collections policy, acquisition decision inputs and community values.

Adjournment

The meeting was adjourned at 7:52 pm following a motion by Trustee Berens, seconded by Trustee Hopkinson.

Respectfully submitted,
Elan Long, Secretary