

River Forest Public Library
Board of Trustees Meeting
January 19, 2016, 7:30 p.m.
Observer: Barbara Smith

<http://www.rflib.org/>

PRESENT: Claudette Zobel, Kevin Crowell, Alice Calabrese-Berry, Thomas Smedinghoff, Deborah Hill, and Katherine Bevan.

ALSO PRESENT: Acting Library Director Susan Quinn.

The Trustees of the River Forest Public Library met at their regularly scheduled time (on the third Tuesday of the month at 7:30 p.m.) in the library conference room at 735 Lathrop Ave., River Forest.

With typographical corrections, the minutes from the Board's December meeting were approved by voice vote.

Parking Lot

The trustees discussed reported plans of District 90 regarding the parking lot south of the library. Ms. Zobel reported that Eric Palm of the Village had asked the library trustees for a letter stating their position regarding District 90's plan. The library trustees supported the plan to open 9 additional spots to the public. It was not clear whether District 90 would be required to submit its plan to the Zoning Board of Appeals, and the library trustees took no position on that.

Treasurer's Report

The Treasurer's Report was presented, and the list of warrants was approved by voice vote.

The Treasurer's report was discussed, with specific clarification of the liability policy through Arthur J. Gallagher for cyber liability, governmental crime coverage and WEA. Total insurance costs were \$11,888. The report was approved by voice vote.

The **Revenue** Report shows that a shortage would arise in the account because of a shortage in tax revenue coming in. Mr. Smedinghoff noted that the tax revenue should be received in March or April.

The **Expense** Report showed that supplies were costing 100% of the budgeted amount. Ms. Quinn noted that the expense line had been cut by \$1200 previously, and it was now inadequate. The expenses include even minor items like signage. Overall the library was at 58% of allotment, but needed to purchase bookstands. Also, the fire alarm control panel is malfunctioning and needs to be replaced for about \$7,000. Mr. Smedinghoff asked staff to clarify what funds are maintained in the operating fund, and Ms. Quinn explained that the General Fund, kept by the Forest Park Bank, included the operating fund.

The Balance Sheet was reviewed, and trustees noted that Ms. Quinn was added as a signatory.

For the **Audit** Report, the auditor was called and went over the report on speaker phone. Ms. Zobel asked about the language referring to the pension liability (p. 21) because the library employees were grouped with the Village employees for actuarial purposes. As a result, the combined group appeared to have unfunded liability although Mr. Smedinghoff noted that the library pensions was reportedly funded as required. The

trustees directed that the Village be consulted on its own reporting, and that the status of pension liability for library employees be separately reported back to the Board. Ms. Bevan noted that the library pension obligations were funded at about 73%, up from about 60% after the 2008 downturn.

The Audit Report overall showed that the Library remained in strong financial condition, with reserves at 4 times its minimal requirements, where double is that usual goal. The capital improvement fund was included in the report, whereas in past years it had mistakenly been omitted. Revenues as reported exceeded expenses by \$45,000. Ms. Hill commented that the report included references to long-term capital plans for 2015 that were based upon a 2011, even though some of the projects had not been completed in 2015. The auditor explained that the report had simply captured the goals as stated for 2015, and that the completion, or lack thereof, would be reflected in the 2016 report.

Director's Report

Patron suggestions were discussed, and Ms. Quinn indicated that she would try to post responses near the box so that patrons could receive information. In this way, duplicate inquiries might also be reduced. Mr. Crowell reminded staff of the need to maintaining a friendly tone in communications.

Staff also reported on the farewell for Sofia Anastos and the holiday party. No Library-palooza would be scheduled this year, but would now be offered every other year. Also, band-width had been improved, and that proposals are being reviewed for upgrades for equipment. The goal might be about \$10,000 for seven units. The Strategic Initiatives Budget showed about \$17,000. In addition, a new copier is needed, and proposals will be reviewed. Trustees do not vote on each expenditure from that budget.

Intergovernmental

Intergovernmental relations have moved forward with sending a representative to meetings of the Council of Governments. Due to the lack of a State budget, a grant of \$43,965 was awarded but only half will now be paid. Trustees are invited to attend a luncheon that provides legislative updates. The library levy was forecast to increase by \$10,000, but newly introduced legislation might affect levies. In addition, the River Forest Service Club meets on Thursday nights, and a library representative may present a power point on the collaboration of governments. Ms. Quinn pointed out that the library, unlike other entities, starts its programming based upon community needs. Also the library uses external partnerships, such as sharing databases from local colleges. Currently 2% of the local property levy is allocated to the library, compared to 6% in Oak Park, a home rule entity.

Facility Committee

The Facility Committee reported that the bathrooms had been remodeled. A new countertop is being installed. The Finance Committee had no report.

Library Policy Manuals

Ms. Bevan reported that the Policy Committee was proceeding with its review of the Library Policy Manuals for the public and for staff. The revisions will be submitted to the Board piecemeal over the next 2 years.

Priorities are set for collection management and internet usage policies. Employment policies for grievance processes, along with drug and alcohol usage, will be reviewed. Ms. Hill also reported that the by-laws should be reviewed to allow for trustee participation, including voting, at Board meetings where there is already a quorum by electronic means when needed no more than twice every 12 months. The bylaws were approved by voice vote.

Collaboration

A collaboration task force with other entities is working on improving the Village web site. It will include links and information on other entities. District 90 has offered the use of its art rooms, when available, for public meetings.

New Director

Other new business included the search for a new director. Trustee Calabrese-Berry offered her services in leading the search. An outside attorney had provided an opinion that the professional service of a trustee does not create a conflict and may be accepted by the Board. Trustee Calabrese-Berry explained the process of posting, screenings and interviews, culminating in selection by the Board. The Board expressed a desire to have a new director in place by May.

The trustees adjourned the meeting in order to convene in executive session.