

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held at the Park Ridge Public Library

20 S. Prospect Avenue, Park Ridge, IL

April 16, 2024 at 7:00 p.m.

CALL TO ORDER

Vice President Hanba called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Vice-President; Josh Kiem, Danielle Powers, Lauren Rapisand, Secretary; Theresa Renaldi, David Somheil, Deepika Thiagarajan, President

Trustees Present: Deepika Thiagarajan, President, Gregg Rusk, Treasurer
(via telephone)

Others Present: Joanna Bertucci, Library Director; Angela Berger Lauren Bochat, John Priala, Laura Scott, Joan Wrenn, Library Staff
Roxy Poluchowicz, Timothy Brzny, CVI; Christine Nowacki, Louis Kaufman

APPROVAL OF REMOTE ATTENDANCE

As Trustees Rusk and Thiagarajan are attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. Vice President Hanba asked the reason for remote attendance and Trustee Thiagarajan stated that she is calling into the meeting due to personal illness and Trustee Rusk stated that he is travelling for business. There being no objection,

Trustee Kiem made a

MOTION: to approve the remote attendance of Trustee Thiagarajan and Trustee Rusk
Secretary Rapisand seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Somheil

Motion passed

PUBLIC COMMENT

No comments were made.

CYBER SECURITY PRESENTATION

Roxy Poluchowicz and Timothy Brzny from Computer View, Inc. (CVI), the Library's IT service provider, were on hand to provide a presentation to the Board on the Library's cyber security. Ms. Poluchowicz made the presentation which began with an update on the status of cyber security in the marketplace and was followed by a detailed presentation of safeguards in place in the Library's network. Also included in the presentation were details of training provided for Library staff to enhance the level of awareness of potential threats to the network.

CONSENT AGENDA

Vice President Hanba directed the Board's attention to the list of items on the Consent Agenda and stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved.

The following items are included on the Consent Agenda:

- Approval of Minutes of the March 19, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 3, March 16, 2024 in the amount of \$172,654.34 and Period 3, March 31, 2024 in the amount of \$138,634.86.

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- Approve Cash Statement for all accounts for March, 2024
- Ratify disbursements from the Petty Cash Fund, \$110.55 and the Gift Fund, \$1,775.63

Trustee Powers made a

MOTION: To approve the Consent Agenda, as presented

Trustee Somheil seconded the motion

Roll Call Vote: Yes: DeFrank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

TREASURER'S REPORT

Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures reports for FY24 Period 3. Operating expenses are at 23% of budget YTD and Capital expenditures are 8% of the YTD budget. Total expenditures are at 21% of budget. Trustee Somheil noted that property tax revenue is being received but has not yet been recorded in the MUNIS financial accounting system.

Trustee Somheil made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for March, 2024

Trustee Rapisand seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 9 reviewing each of the Library website News and local press articles. She noted that there were many great articles covering the creation of the new Seed Library by Owen Hanba as his Eagle Scout project. Director Bertucci added that the kick-off event went flawlessly and was very well attended by patrons. The Seed Library is now housed in the Adult Reference section of the Library and has already been a very well used new resource for the community. Vice President Hanba expressed her appreciation to Director Bertucci and Library staff for their support of this project.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 11 of the packet were noted. Director Bertucci along with the managers in Children and Adult Services are reviewing and updating the Collection Management Policy which will be included in the May, 2024 committee packet. Per statute, this policy is reviewed every two years. Also underway is work on the picture book genrefication project. The new face-forward shelving is scheduled for delivery in May. Activities in support of the Strategic Plan also include the launch of the new Library website taking place on April 26, the installation of sound proofing panes on the ceiling of the Teen Loft, and Adult programming which included on author talk that was presented to 89 patrons.

Director Bertucci also noted the success of the launch of the Seed Library stating that 156 attended the event. She added that Go Green Park Ridge has awarded Owen Hanba a Changemakers Award and stated that it was a privilege to support him in his endeavors.

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The Operational and Services Value Add Report begins on page 14 of the packet. Director Bertucci highlighted progress on the picture book project, cancellation of the Comcast project and ongoing work on streamlining the room reservation process for community organizations. Staff are also working to streamline the home delivery process for patrons.

FRIENDS OF THE LIBRARY

Director Bertucci explained that Discover Books, the firm that the Friends have used to recycle books, has closed its doors. They have successfully located two other sources for future book recycling. The Friends spring sale will be held May 3 – 5th this year.

UNFINISHED BUSINESS

None

NEW BUSINESS

APPROVE 2023 ANNUAL REPORT

Director Bertucci noted that the revised version of the annual report is included in the packet beginning on page 12. As discussed at the April committee meetings, changes were made to the financial and donors pages.

Secretary Rapisand made a

MOTION: To approve the Park Ridge Public Library 2023 Annual Report

Vice President Hanba seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

APPROVE TOLLING AGREEMENT

The revised Tolling Agreement between the Library, Green Associates and 20/20 Engineering is included in the packet for approval by the Board. The included agreement has a term of one year which is a change from the term that was discussed at the April Committee meetings. Director Bertucci indicated that if necessary, this agreement can be readdressed next year if need be. Director Bertucci also noted that a separate agreement will be negotiated with the other vendor, Powerlink, as they are unwilling to sign this agreement due to the fact that theirs is the payment that is being held as a retainage on the project.

Trustee Kiem made a

MOTION: To approve the one year Tolling Agreement between the Park Ridge Public Library, Green Associates, and 20/10 Engineering with regard to the Roof Snow Melt Project

Trustee Renaldi seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

The agenda item to approve a Tolling Agreement between the Park Ridge Public Library and Engineered Services Inc. d/b/a Powerlink is being tabled at this time as indicated above.

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ADJOURNMENT

Trustee Rapisand made a

MOTION: To adjourn the meeting

Trustee Powers seconded the motion

Voice Vote: Yes: All in favor

Motion passed

The meeting adjourned at 7:59 p.m.