

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

May 14, 2024 at 7:00 p.m.

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

**ROLL CALL**

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem ; Danielle Powers; Lauren Rapisand;  
Theresa Renaldi; Gregg Rusk; David Somheil; Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger, John Priala, and Joan Wrenn, Library  
staff  
Louis Kaufman

**PUBLIC COMMENT ON NON AGENDA ITEMS**

None

**BUDGET & FINANCE**

Treasurer Rusk called the meeting to order at 7:01 p.m.

President Thiagarajan made a

**MOTION:** to approve the minutes of February 13, 2024

Trustee Powers seconded the motion.

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

**Motion passed**

**COPY MACHINE FEES – COLOR COPY PRICE REDUCTION**

Director Bertucci directed the committee’s attention to the memo on page 4 of the packet that provides background information on the proposed change. The current patron price for color copies is \$1 per page and the proposal is to reduce the cost to \$0.50 per page. Adult Services staff researched the fees charged by other area libraries and also local FedEx and UPS stores and found that our current price is at a minimum, 50% higher than at peer libraries and local copy centers. An analysis of the impact of this proposed change on current revenues was completed and showed that at current levels of usage, the revenue decrease would be approximately \$1,700 per year. Staff felt that with marketing of this price reduction, some of the impact might be mitigated by increased usage.

Trustee Kiem made a

**MOTION:** to reduce the charge for color copies for library patrons from \$1.00 per page to \$0.50 per page, effectively immediately

Vice President Hanba seconded the motion.

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

**Motion passed**

**OTHER**

None

**Meeting adjourned at 7:05 pm**

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

May 14, 2024 at 7:00 p.m.

Co-chair Kiem called the meeting to order at 7:05 p.m.

#### ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library Staff  
Louis Kaufman

#### APPROVAL OF MINUTES

Trustee Renaldi made a

**MOTION:** to approve the minutes of the April 9, 2024 meeting

Trustee Somheil seconded the motion

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

**Motion passed**

#### PROJECT UPDATES

Director Bertucci reviewed the memo on page 8 of the packet indicating that the contract with Comcast for the provision of fiber has been cancelled. CVI staff are working with our current provider, Astound, to extend our contract for one year at the same price but with faster speed. In 2025 the Library will complete another eRate filing for this service.

#### ICE MELT SYSTEM PROJECT

Director Bertucci updated the committee on work that was completed on the Ice Melt system, noting that representatives for all involved parties were working during the week of April 30 to test, reconfigure and improve the system's functioning. A third party commissioning agent tested all aspects of the system as reconfigured and the system passed all tests. Director Bertucci is awaiting a written summary of the work performed from Green Associates and 20/10 Engineering and will share that with the Board when it is received.

In discussions with PowerLink, they continue to be resistant to entering into a Tolling Agreement with the Library. Director Bertucci is working with the Library's legal counsel on this matter.

#### ARCHITECT/ENGINEER SELECTION UPDATE

Director Bertucci reviewed the memo beginning on page 9 of the packet that provides background information on the process for selecting a firm for the HVAC project. Elara Engineering was ranked as the most qualified as the outcome of that process and Director Bertucci has been working with Jim Gibson from Elara to secure a proposal. The Elara proposal is broken down by scope of services as outlined in the memo. Director Bertucci reviewed each phase of the project and the proposed costs. The total proposed cost for the engineering services is \$115,500. In evaluating this proposal, Director Bertucci considered that the typical cost for consulting for this type of project is typically about 10% of the total cost of the work to be completed which for this project, is estimated to be approximately \$1.2 million. She also spoke with area Library directors who have worked with Elara on projects and received positive feedback about their level of service and expertise. Based on all factors, she is recommending that the Committee approve the proposal from Elara in the amount of \$115,500.

After discussion of the proposal among the Committee, Director Bertucci was asked to follow-up with Elara regarding questions about the hourly rates for additional services for 2024 and 2025 and to have that language clarified in the contract as well as clarification of notification of additional services being undertaken prior to start of work.

#### APPROVAL OF MINUTES

Vice President Hanba made a

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

May 14, 2024 at 7:00 p.m.

**MOTION:** to approve the proposal from Elara Engineering for \$115,500 for the HVAC upgrades project

Trustee Renaldi seconded the motion

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

**Motion passed**

This motion will not be included on the Consent Agenda for the May 21, 2024 Board meeting but rather will appear on the agenda as New Business so that Director Bertucci may update the Board on her follow-up findings.

**OTHER**

Trustee Kiem noted his observation that the benches in the City Commons area in front of the Library need painting as do the railings near the old entrance to the Library. This property is maintained by the City.

Meeting was adjourned at 7:28 p.m.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

May 14, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:29 p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand (present until 7:30pm), Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff  
Louis Kaufman

Trustee Powers made a

**MOTION:** to approve the minutes of April 9, 2024

Trustee Rapisand seconded the motion.

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

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci noted that the auditors were at the City during the last week of April and Finance Director Lipman reported that the audit work went very smoothly this year and the audit should be completed in a timely manner.

The tasks on the June Board calendar include approval of the non-resident library card resolution, appointment of the Nominating Committee members and a contract extension with CVI.

**CCS/OCLC ANNUAL FEES APPROVAL**

As a member of the Cooperative Computer Services, Inc. (CCS) consortium, each year the Library is charged an annual fee for membership. There are 31 member libraries and each library is charged a proportionate share of costs. 75% of total billings are split evenly among member libraries with the other 25% of fees being allocated based on average adjusted income. For FY24-25 our library's fee is \$56,474.51, a 6.6% decreased over prior year. The lowered fees are a result of additional libraries joining the consortium, thereby spreading costs among more members. OCLC fees are also assessed on an annual basis using estimates of the cost which will be adjusted to reflect actual costs as these costs are incurred. For FY24-25 the estimate for PRPL is \$14,617.81.

Trustee Kiem made a

**MOTION:** to approve annual CCS consortium membership fees of \$56,474.51 and OCLC membership fees not to exceed \$15,500

Trustee Renaldi seconded the motion.

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

Absent: Rapisand

**Motion passed**

**OTHER**

None

The meeting was adjourned at 7:34 p.m.