

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees
Held in Council Chamber at Park Ridge City Hall
505 Butler Place, Park Ridge, IL
May 21, 2024 at 7:00 p.m.

CALL TO ORDER

President Thiagarajan 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 Absent: Gregg Rusk, Treasurer
Others Present: Joanna Bertucci, Library Director; Angela Berger, Anastasia Rachmaciej, Laura Scott, Joan Wrenn, Library Staff
Trustee Greg Rusk (as community member), Louis Kaufman

PUBLIC COMMENT

None

CONSENT AGENDA

President Thiagarajan 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 April 19, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 4, April 16, 2024 in the amount of \$179,981.87 and Period 4, April 30, 2024 in the amount of \$165,287.63.
- Approve Cash Statement for all accounts for April, 2024
- Ratify disbursements from the Petty Cash Fund, \$14.99 and the Gift Fund, \$425.00
- Approve reduction of the color copy charge for library patrons from \$1.00 per page to \$0.50 per page effective immediately.
- Approve annual CCS consortium member fees of \$56,747.51 and OCLC member fees not to exceed \$15,500 for July 1, 2024 through June 30, 2025.

Vice Preside Hanba made a

MOTION: To approve the Consent Agenda, as presented

Secretary Rapisand seconded the motion

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

Motion passed

TREASURER'S REPORT

Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures reports for FY24 Period 4. Operating expenses are at 28% of budget YTD and Capital expenditures are 7% of the YTD budget. Total expenditures are at 25% of budget. Trustee Somheil noted that property tax revenue has been recorded in the MUNIS financial accounting system this month.

Trustee Somheil made a

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

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President Thiagarajan seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Thiagarajan noted that applications will be made available soon for trustees wishing to apply for reappointment as well as those interested in applying for the Board for the first time. With regard to developing a slate of officers for next year's term, she asked that trustees interested in serving on the Nominating Committee notify Director Bertucci of their interest by June 7th. The Nominating Committee will meet on July 9 prior to the July Committee of the Whole meetings.

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 14 reviewing each of the Library website News and local press articles. Noted among the website articles was one promoting attendance at Dia, a cultural celebration of stories and song. Also noted by Trustee Kiem was a press article from Bibliotecha, the vendor for our self-check and sorter machines.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 15 of the packet were noted. Director Bertucci highlighted proposed legislation that would impact libraries. HB4567 "aims to protect library workers in Illinois from harassment, threats, and disorderly conduct" and was proposed in response to the bomb threats libraries received last August. The proposed statute would provide library workers with the same protections as public officials and school personnel. Trustee Kiem added that although the legislation had been tabled earlier, it was brought back as an amendment and passed in the Illinois House today. Director Bertucci replied that she will send the Board an update once the Illinois Library Association issues a news article on this matter.

Other items noted by Director Bertucci include:

- The Library has been able to take advantage of current interest rates in investing gift funds and one half of the Malinowski gift was just renewed in a CD at 5% interest
- The new face forward picture book shelving has been installed in the Children's room and now all picture books are front facing. Progress continues on reclassifying these books by genre.
- The Library held its first Dia celebration – a celebration of diversity and inclusion for those speakers of languages other than English. The hope is that this will become an annual celebration.
- From the Value Add Report on page 30 of the packet – the Library's website has been launched. The meeting room application is on the website and Ms. Wrenn is working on adding the ability to pay meeting room fees online.

FRIENDS OF THE LIBRARY

The Friends reported that they earned \$8,430.36 on their spring book sale. Director Bertucci congratulated the Friends on their hugely successful sale and noted that she will meet with the Friends next week to discuss additional funding that the Friends plan to provide to the Library. Also noted was that the Friends Annual Meeting will be held on June 12th.

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UNFINISHED BUSINESS

None

NEW BUSINESS

APPROVE PROPOSAL FROM ELARA ENGINEERING

Director Bertucci directed the Board's attention to the memo on page 34 of the packet that provides follow-up information to the discussion from the May COW meeting. In discussion with Elara representative Jim Gibson, it was confirmed that 1) No additional services would be undertaken by Elara without written notice to the Library and 2) the hourly rate listed for 2024 apply only to 2024 and would change for 2025. It was also noted that if significant unforeseen issues were to arise, the parties would most likely enter into a new agreement rather than complete additional work on an hourly basis.

President Thiagarajan made a

MOTION: To approve the proposal from Elara Engineering for \$115,500 for the HVAC Upgrades Project
Vice President Hanba seconded the motion

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

Motion passed

Trustee Powers asked about timing for the work to begin to which Director Bertucci replied that work would begin when the contract was signed by both parties.

APPROVE REVISIONS TO THE COLLECTION MANAGEMENT POLICY, REQUEST FOR REVIEW OF AN ITEM IN THE COLLECTION POLICY AND THE GIFTS POLICY

Director Bertucci explained that in following up with Kevin Noll at Robbins Schwartz after the discussion at the COW, it was confirmed that information from the Request for Review of an Item in the Collection is public record and subject to FOIA. Also confirmed was that certain private information would be subject to redaction. The revised draft policy appears on page 38 of the packet.

Trustee Renaldi made a

MOTION: To approve revisions to the Collection Management Policy, the Request for Review of an Item in the Collection Policy and the Gifts Policy

Trustee Rapisand seconded the motion

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

Motion passed

TOLLING AGREEMENT

A Tolling Agreement between the Library, Green Associates and 20/20 Engineering has been executed by the three parties. Power Link, the installer of the Ice Melt System has been unwilling to enter into a Tolling Agreement with the Library. Legal counsel for both the Library and Power Link continue to be in conversation on this matter with the statute of limitations set to expire on May 26, 2024. No monetary value is associated with the tolling agreements, they simply extend the statute of limitations.

Trustee Kiem stated that he would like to authorize Director Bertucci to enter into a Tolling Agreement with Power Link if one can be successfully negotiated between the two parties.

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Trustee Kiem made a

MOTION: To authorize Director Bertucci to execute a Tolling Agreement with Power Link, subject to review and approval of such agreement by Robbins Schwartz

Vice President Hanba seconded the motion

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

Motion passed

ADJOURNMENT

Vice President Hanba made a

MOTION: To adjourn the meeting

Trustee Powers seconded the motion

Voice Vote: Yes: All in favor

Motion passed

The meeting adjourned at 7:40 p.m.

DRAFT