

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

April 11, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Committee Chair: Joseph Steinfelds; Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, and Alyson Doubek, Library Staff

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

UPDATES FROM THE LIBRARY DIRECTOR

Director Bertucci provided the Committee with operational updates as follows:

- The Library experienced a 24 hour internet outage as the result of an issue with the migration from vendors WOW to Astound. Access has now been fully restored.
- A blood drive was held at the Library today with 40 donors participating. The next drive will be held on June 3, 2023.
- Trustees were reminded that the Cook County Statement of Economic Interests filings are due on May 1, 2023.

President Hanba congratulated Trustee Steinfelds on his election to the City Council. She explained that Director Bertucci is working with City of Park Ridge Administration to determine next steps for his replacement on the Library Board.

Chairman Steinfelds opened the Building and Grounds meeting at 7:05 p.m.

APPROVAL OF MINUTES

Trustee Steinfelds made a

MOTION: to approve the minutes of the March 14, 2023 meeting

Trustee Rapisand seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 3 of the packet. The acoustic project for the Children's room was completed on March 21st and both patrons and staff have noticed a reduced noise level in the room. Trustee Steinfelds asked if there were other areas of the building that were being considered for sound attenuation and suggested the Teen Loft and the center stairwell. Director Bertucci stated that she would speak to Andrew Jose of Green and Associates about the advisability of this

Director Bertucci noted that the hearing for the Live and Learn Grant application took place on April 6, 2023 and the Library's accessibility grant application was unanimously recommended for approval. The final step in the approval process comes when the recommendation is approved by the Illinois Secretary of State.

Andrew Jose has been working with contractors on the back end programming of the ice melt system and hope to finalize system testing by the end of April.

On April 7th, Director Bertucci and Mr. Priala met with Green and Associates regarding the building envelope project. A draft timeline for the project was developed and is noted in the memo on p. 3 of the packet.

CVI is available to assist trustees in accessing their PRPL email accounts.

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OTHER

Trustee Kiem inquired about the gift received from the estate of Mr. Stanley Malinowski. Director Bertucci replied that the funds have been received by the Library and she will be meeting with Treasurer Somheil and Trustee Rusk to discuss the best use(s) for the funds.

Meeting was adjourned at 7:16 p.m.

MINUTES

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Communications and Development Committee of the Whole Meeting of the Board of Trustees held in the First Floor Meeting Room at the Library on April 11, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Lauren Rapisand and Theresa Renaldi, Committee Co-Chairs, Alexandra Hanba, Josh Kiem, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger and Alyson Doubek, Library Staff;

Trustee Renaldi called the meeting to order at 7:16 p.m.

MINUTES

President Hanba made a

MOTION: to approve the minutes of March 14, 2023

Trustee Somheil seconded the motion.

Voice Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

ANNUAL REPORT – FY22

Director Bertucci directed the committee's attention to the draft FY22 Annual Report for the Library and explained that copies will be distributed to the mayor, city council and City of Park Ridge administration and will also be posted on the Library's website. Discussion ensued with regard to using this data for social media, the use of data comparing PRPL stats with those of other libraries (Director Bertucci noted that comparative data is already on our website) and the possibility for next year of adding information with collection data that indicates new resources added to the collection.

LIBRARY AWARD UPDATE

Director Bertucci stated that Joan McGee, this year's Library Award honoree, will be attending the April, 2023 Board meeting. Programming librarian Sarah Vessalo will be inviting Ms. McGee's class participants to attend the award ceremony as well.

OTHER

None

The meeting was adjourned at 7:23 p.m.

MINUTES

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

Held in the Third Floor Meeting Room at the Library

May 9, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Thiagarajan at 8:39p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger and Alyson Doubek, Library staff

Treasurer Somheil made a

MOTION: to approve the minutes of April 11, 2023

Trustee Thiagarajan seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for May noting that all tasks are in progress and on track for timely completion. She noted that the call for trustee applicants has not yet been posted but she will be following up with the City on this matter.

CCS & OCLC ANNUAL FEES

Director Bertucci reviewed the memo on page 57 of the packet that provides background information on the formation and governance of the CCS consortium of which the Library is one of 28 member libraries. The memo also provides detailed information on the methodology for calculation of annual fees for each member of the consortium. For next year, the Library's fees are 3% lower than the prior year. Director Bertucci explained that the reduction is the result of an additional library, Warren-Newport, joining the consortium. In addition to the lower fees that result from the addition of another library, PRPL cardholders now have access to additional resources. Director Bertucci noted that OCLC fees are based on a 4% increase over last year's combined fees. The estimate for the Library is \$15,482.88. When the actual increase for the OCLC services contract is received, the fees will be adjusted to reflect actual charges and the libraries will be notified.

Trustee Thiagarajan made a

MOTION: to approve annual CCS consortium membership fees of \$60,453.30 and OCLC fees not to exceed \$16,000 for July 2023 through June 2024, to be paid from the Data Processing budget line

Trustee Rapisand seconded the motion.

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

Motion passed

OTHER

Trustee Thiagarajan noted that the official date for the end of the COVID emergency is May 11, 2023.

Trustee Thiagarajan made a

MOTION: to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 8:45 p.m.