

**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

August 8, 2023 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:00 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, Alyson Doubek, and John Priala,  
Library Staff

**PUBLIC COMMENT**

No comments were made

**APPOINTMENT OF COMMITTEE CHAIRS**

President Thiagarajan thanked all trustees who responded to the request for interest in committee chair positions. Based on those responses, the following committee chair positions will be in place for the 2023/2024 term:

Budget & Finance Committee Co-Chairs: Treasurer Rusk and Trustee Somheil

Planning & Operations Committee Chair: Trustee Renaldi

Communications & Development Committee Chair: Secretary Rapisand

Personnel Committee Chair: Vice-President Hanba

Building & Grounds Committee Co-Chairs: Trustee Kiem and Trustee Powers

Resources Committee Chair: President Thiagarajan

Treasurer Rusk opened the Budget and Finance Committee meeting at 7:02 p.m.

Trustee Somheil made a

**MOTION:** to approve the minutes of June 13, 2023

Treasurer Rusk seconded the motion.

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

Abstain: De Frank

**Motion passed**

**FY24 BUDGET SUMMARY DISCUSSION**

Director Bertucci noted that she and Ms. Doubek met with Treasurer Rusk on August 2<sup>nd</sup> to discuss the FY24 budget and she thanked Treasurer Rusk for the input and insight he provided. She then directed the committee's attention to pages 4 through 10 of the packet. The City's budget timeline is outlined on pg. 4 and Director Bertucci noted that the Library is on track with this schedule and added that a meeting with Mayor Maloney and City Manager Gilmore is scheduled for August 9<sup>th</sup> to discuss assumptions for City provided services for FY24. She will update the Board on this discussion at the August 15<sup>th</sup> Board meeting.

Director Bertucci reviewed the Library's updated cash position on page 5, which also includes an analysis of the Library's historical and projected levy requests. For FY24 the Library is requesting a flat levy which is consistent with the City's expected flat levy for FY24. The director then reviewed the Library's operating revenue and expense forecasts for FY24. Looking ahead to FY25, a 4% increase in the levy request is being preliminarily forecast. Treasurer Rusk pointed out that this projection should take into account the additional

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costs that have been transferred to the Library from the City (IMRF and FICA contributions, payroll processing) and also the substantial capital projects being funded and undertaken by the Library, so that in conclusion, the Library is not really requesting a 4% increase over FY23 levels. President Thiagarajan added that although the cost of materials may be stabilizing or falling, the cost of labor is still quite high which adds to the inflationary pressure on budgets.

**OTHER**

None

Treasurer Rusk adjourned the meeting at 7:28 p.m.

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**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

August 8, 2023 at 7:00 p.m.

Committee Chair Hanba opened the Personnel Committee meeting at 7:28 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, Alyson Doubek and John Priala, Library staff

Trustee Hanba made a

**MOTION:** to approve the minutes of July 11, 2023

Trustee Rapisand seconded the motion.

Roll Call vote: Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan

Abstain: De Frank, Kiem, Renaldi

**Motion passed**

**FY24 SALARY PLAN**

Director Bertucci reviewed the memo beginning on page 12 of the packet explaining that each year, the library's salaries are benchmarked using data from the HR Source Annual Salary Survey for Libraries. The Board's compensation philosophy of maintaining an internally equitable and externally competitive compensation structure that allows the Library to recruit and retain highly proficient and qualified employees is used as the baseline for compensation decisions. In the current employment market, external factors present challenges to employers as a result of low unemployment rates and continued pressure on employers to increase wages in response to increases in the cost of consumer goods. Increases to minimum wage are also a significant factor.

These factors in combination with the Salary Survey data were analyzed to develop a salary plan that rewards staff in line with the Library market and continues to adjust the lowest grades of the pay scale. The secondary goal of this plan is to create a sustainable personnel budget during this anomalous economic time. Additional data on staffing levels and salary budgets is included in the memo.

For FY24, Director Bertucci is recommending \$98,270 in increases in the following areas: \$77,680 for 4% average merit pool; \$14,600 for one-time merit bonuses; and \$5,990 for merit adjustments based on updated pay grade/scale and minimum wage adjustments. Director Bertucci explained that one-time merit bonuses are used for employees who have reached the top of their salary range.

Trustee Powers asked if the job titles used by HR Source are the same or equivalent as those of the library. Director Bertucci replied that care is taken to make sure data is comparable and job descriptions are used to ensure that positions are well matched to the HR Source data. Trustee De Frank inquired about the libraries that participate in the survey to which Director Bertucci replied that the survey data is broken down by operating budget, number of employees, and population size served to aid in the use of data that is comparable to that of our library.

Trustee Rapisand made a

**MOTION:** to approve the FY24 Salary Plan as presented, which includes \$98,270 in increases in the following areas; \$77,680 for 4% average merit pool increases; \$14,600 for one-time merit bonuses; and \$5,990 for merit adjustments based on updated pay grade/scale and minimum wage adjustments

Trustee 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 7:48 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

August 8, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:48p.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, Alyson Doubek, John Priala, Library staff

President Thiagarajan made a

**MOTION:** to approve the minutes of July 11, 2023

Trustee Somheil seconded the motion.

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

Abstain: De Frank, Kiem, Renaldi

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for August noting that presentation of the FY22 audit report will take place at the August Board meeting and that a new trustee orientation session is scheduled for August 10, 2023. Other July tasks are in progress and on track for timely completion. Also noted was that Secretary Rapisand will complete a review of Closed Session Minutes during September.

#### STRATEGIC PLAN UPDATE

Director Bertucci reviewed the memo on page 19 of the packet that provides a progress report on the status of the Strategic Plan. The report notes both progress to date and planned activity for FY24. President Thiagarajan commented on the goal on p. 20 to "Strengthen EDI collections" noting that the planned initiative for face-out picture books expands both the collections and the staff's knowledge on this subject. Treasurer Rusk asked if bullet points could be added to some of the goals that would serve to quantify and thereby further define those goals. Director Bertucci replied that she will review initiatives such as engagement with small businesses and quantify those and other objectives. Discussion ensued with regard to planned initiatives for FY24.

#### POLICY REVIEW

A memo detailing recommended changes to the Teacher Card policy was reviewed by Director Bertucci. In order to better serve our local preschools and day care facilities, the recommendation is to increase the card limit from 50 items to 75 on teacher cards.

Trustee Renaldi made a

**MOTION:** to approve a revision to the Teacher Card Policy to allow a limit of 75 items per card

Trustee Kiem seconded the motion.

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

**Motion passed**

#### OTHER

None

The meeting was adjourned at 8:14 p.m.

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

August 8, 2023 at 7:00 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, Alyson Doubek, and John Priala, Library Staff

**APPROVAL OF MINUTES**

Vice-President Hanba made a

**MOTION:** to approve the minutes of the July 11, 2023 meeting

Trustee Powers seconded the motion

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

Abstain: De Frank, Kiem, Renaldi

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project updates memo included on page 29 of the packet. Bids for the Interior improvements project were opened on August 1, 2023. The exterior improvement project start date is being determined.

The Comcast fiber project issue of where to bring fiber into the building has been resolved and installation scheduling is being determined

The copper to fiber circuit migration is now complete.

**2023 INTERIOR PROJECT BID REVIEW**

Director Bertucci reviewed the memo on page 30 of the packet that details the bid opening for the Interior Improvements Project which was held on August 1, 2023. Seven bids were received (bid tabulation on p. 34 of packet) with the low bidder being Stuckey Construction at \$186,400. After conducting scope review with the low bidder, project architect Williams Architects recommends that the Library award the contract to Stuckey Construction.

Trustee Kiem made a

**MOTION:** to award the 2023 Interior Renovations Project to Stuckey Construction of Waukegan, IL for the base bid amount of \$183,000 plus Alternate #2 in the amount of \$3,400 for a total contract award of \$186,400

Trustee Renaldi seconded the motion

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

**Motion passed**

**OTHER**

None

Trustee Powers made a

**MOTION:** to adjourn the meeting at 8:24 p.m.

Trustee Renaldi seconded the motion

Voice vote: All in favor

Meeting was adjourned at 8:24 p.m.