

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

December 12, 2023 at 7:00 p.m.

ROLL CALL

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

Trustees Absent: Josh Kiem, David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff, Josh Kiem (via telephone)

Trustee Powers opened the meeting at 7:02p.m.

APPROVAL OF MINUTES

Trustee Renaldi made a

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

President Thiagarajan seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 4 of the packet. She noted that the window project is progressing and has benefitted from the unseasonably warm weather this year. The window replacement for the window in the front of the building will be scheduled for a later time. The Interior Improvement project is nearing completion and has been slowed for a couple of days due to the contractor's illness. Completion is expected by the end of the week.

The new exhaust fan has been installed and Mr. Priala is currently working on balancing the system.

Director Bertucci reported that she met with City Manager Joe Gilmore and Sarah Mitchell, the City's Public Works Director, regarding work required on the Touhy Avenue porch and railings. The City is planning to complete some of the work with Public Works employees and some of the work will be put out to bid.

Director Bertucci will provide the Board with additional information on this work as more details are available.

HVAC PROJECT PLANNING

In anticipation of undertaking the HVAC project scheduled for 2024, Director Bertucci developed a tentative timeline for the process of selecting an architect for the project. She is proposing that the Library issue a Request for Quote in order to obtain proposals as the first step in selecting a qualified architect. She further explained that she has spoken with the Library's attorney and that the RFQ process is governed by statute and so the Library must follow the statutes guidance. In response to a question from Trustee Rapisand, Director Bertucci explained that unlike in the RFP process where the owner must accept the lowest qualified bidder, the RFQ process is used for professional services only and focuses on qualified providers over pricing. Trustee De Frank inquired about the project scope to which Director Bertucci replied that there are five boilers, three air handling units and the building wide control system included.

Director Bertucci then reviewed the proposed timeline for selecting an architect. It was the consensus of the Board that the Director proceed with the project plan.

OTHER

None

Meeting was adjourned at 7:19 p.m.

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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

December 12, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:19p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan
Trustees Absent: Josh Kiem, David Somheil
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff
Josh Kiem (via phone)

Vice President Hanba made a

MOTION: to approve the minutes of November 14, 2023

Trustee DeFrank seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for December, noting that all tasks are being completed on schedule. She noted that she attended the City Council's first reading of the budget and levy and there were no questions asked with regard to the Library. Also noted was that Library policy review will begin again in January, 2024.

BOARD CALENDAR – 2024

Director Bertucci reviewed the 2024 Board Calendar presented in the packet on page 9 noting that the January and February, 2024 Board meeting will be held at the Library due to changes in the City Council meeting schedule resulting from the MLK Day and President's Day holidays. Also noted was a special meeting planned for March 5, 2024 in regard to the selection of an architect for the HVAC project.

Trustee Renaldi made a

MOTION: to approve the Library Board Meeting Calendar for 2024

President Thiagarajan seconded the motion.

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

Motion passed

LFI PICTURE BOOK SHELVING PROJECT

Director Bertucci referenced the memo on page 10 of the packet that details specifics of this project. The project entails the reclassifying and shelving of the entire picture book collection in a face-forward format. In order to accommodate this shelving arrangement, additional shelving will be purchased with Per Capita Grant (PCG) Funds being used for this purpose. Any PCG funds not used on shelving will be used for relabeling and signage for the new configuration.

Trustee Renaldi made a

MOTION: to approve a quote from Library Furniture International, LFI QT-3948 rev.2, in the amount of \$31,600 for purchase and installation of shelving

Vice President Hanba seconded the motion.

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

Motion passed

SECURITY CAMERA VIRTUAL SERVER

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December 12, 2023 at 7:00 p.m.

Director Bertucci reviewed the memo on p. 14 of the packet that provides background information on this project. The current server is at full capacity and does not provide sufficient capacity to comply with the policy on retainage of footage for 20 days. Treasurer Rusk asked if this is a standard retention period to which Director Bertucci replied that it is standard for libraries.

In addition to upgrading the server, CVI has also provided a quote for installation of an additional camera in the stairwell. The camera will monitor the second floor landing and adjacent stairs.

Secretary Rapisand made a

MOTION: to approve quotes from Computer View, Inc., CVI Quote 202685 in the amount of \$19,108 for a Security Camera Server and CVI Quote 202686 in the amount of \$1,235 for an additional security camera.

Trustee Renaldi seconded the motion.

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

Motion passed

OTHER

None

The meeting was adjourned at 7:32 p.m.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – November 14, 2023 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:34 p.m.

ROLL CALL

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

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of December 13, 2022

Vice-President Hanba seconded the motion.

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

Abstain: De Frank, Rapisand

Motion passed

PER CAPITA GRANT REQUIREMENTS

In preparation for applying for the 2024 Illinois Per Capita Grant, the application requires that the Library Director and Board review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. Trustee Kiem assigned chapters for review to each trustee. Once reviewed, each trustee brought their findings for discussion to tonight's meeting.

Chapter 1: Core Standards – President Thiagarajan reviewed this chapter, noting no questions or concerns regarding the Library's compliance with this standard

Chapter 2: Governance and Administration – Trustee De Frank reviewed this chapter noting that as a newer trustee on the Board, she found it to be very informative. She noted that all items on the chapter's checklist are either in place or are on the Board's future task list. Trustee De Frank inquired about trustees' attendance at Board education classes. Director Bertucci replied that most opportunities for this come through RAILS, noting that in-person legislative meet-ups are starting again now, post-pandemic. She will send trustees updates on additional opportunities as they occur

Chapter 3: Personnel – Vice-President Hanba reviewed this chapter and the related check list, noting that all check list items are in place. She further noted that in 2024, Library staff will undertake a complete review of all job descriptions and will modify as needed.

Chapter 4: Access – Trustee Powers reviewed this chapter, noting the recent interior and exterior projects undertaken by the Library to improve accessibility. Director Bertucci noted that when the ramp leading to the first floor meeting room is reconfigured, this will be an excellent opportunity for the Library to apply for another State Library Live and Learn Accessibility Grant.

Chapter 5: Building Infrastructure and Maintenance – Trustee Kiem reviewed this chapter noting the ongoing projects and that the building overall is in good condition.

Chapter 6: Safety – Trustee Somheil reviewed this chapter, noting contingency planning.

Chapter 7: Collection Management – President Thiagarajan reviewed this chapter, noting that the Library has a current and updated Collection Management policy to guide collection development.

Chapter 8: System Member Responsibilities and Resource Sharing – Treasurer Rusk reviewed this chapter noting compliance with checklist items.

Chapter 9: Public Services: Reference and Readers' Advisory Services – Trustee De Frank reviewed this chapter noting that infrastructure is in place to provide these services.

Chapter 10: Programming – Trustee Renaldi reviewed this chapter noting that programming presented meets the diverse needs of the community, incorporating new philosophies and best practices. She further noted additional strides in this area with the addition of Low Sensory programming hours.

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Chapter 11: Youth/Young Adult Services – Trustee Renaldi reviewed this chapter noting compliance with standards. Also noted was the re-establishment of the Teen Advisory Board during 2023 with the goal of having teen input into programming and space within the building.

Chapter 12: Technology – Trustee Kiem reviewed this chapter noting that the Library meets standards in this area. Also noted were recently undertaken projects to improve technology including, i.e. Comcast fiber upgrade, system hardware upgrades, installation of Teams environment for staff. In 2024, staff and patrons computers will be replaced.

Chapter 13: Marketing, Promotion and Collaboration – Secretary Rapisand reviewed this chapter noting that all checklist items are in place. She noted that in the area of library orientation for staff and trustees, a link to the history of the Library that appears on the Library's website will be added to the orientation process.

OTHER

None

Trustee Rapisand made a

MOTION: to adjourn the meeting at 7:48 p.m.

Trustee Powers seconded the motion

Voice Vote: All in favor

Motion passed

Meeting adjourned at 7:48 p.m.