

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

February 14, 2023 at 7:00 p.m.

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

ROLL CALL

Trustees Present:

Alexandrea Hanba; Josh Kiem; Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; David Somheil, Joseph Steinfels, Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek and John Priala, Library Staff

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

Co-chair Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

Trustee Kiem made a

MOTION: to approve the minutes of January 10, 2023

Trustee Thiagarajan seconded the motion.

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

Abstain: Somheil

Motion passed

FY22 BUDGET CARRYFORWARDS

Co-chair Rusk reviewed the memo from Director Bertucci regarding FY22 budget carryforwards. He noted that these represents funds that have already been levied but not yet spent. Carryforwards from the Capital Budget total \$389,008 related to the following capital projects: Ice Melt System, PA system, Lintel construction, Masonry Wall construction, and remainder of funds originally allocated for the Fire Suppression project, carried forward from SY21. Carryforwards from the FY22 Operating budget include \$9,710 of Computer materials funds for the Email migration project and \$22,615 of Office Supplies funds for the Sound Attenuation project.

Trustee Rusk made the following

MOTIONS:

- (1) To approve FY22 to FY23 Capital Budget carryforward in the amount of \$389,008 of Building Improvement Funds for the Ice Melt System, PA System, Lintel construction, Masonry wall construction, and additional expenses/projects in progress
- (2) To approve FY22 to FY23 Operating Budget carryforward of \$9,710 of Computer Materials funds for the Email Migration project in progress
- (3) To approve FY22 to FY23 Operating Budget carryforward of \$22,615 of Office Supplies funds for the Sound Attenuation project.

Trustee Somheil seconded the motion.

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

Motion passed

OTHER

None

Trustee Rusk adjourned the meeting at 7:06 p.m.

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

February 14, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Committee Chair: Joseph Steinfels; 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

Chairman Steinfels called the meeting to order at 7:06 p.m.

APPROVAL OF MINUTES

Trustee Steinfels made a

MOTION: to approve the minutes of the January 10, 2023 meeting

Trustee Renaldi seconded the motion

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

Abstain: Somheil

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 6 of the packet. She noted that the second floor study room acoustic improvements have been completed. Patrons have reported that they've noticed significant improvement in reduction of sound transferring between rooms. The acoustic panels for the Children's room are on order and expected to arrive in early March.

The Ice Melt system work remains to be tested. Director Bertucci confirmed with Andrew Jose of Green Associates that once a final resolution to the project is reached, he will facilitate the formal contract close out

The email migration project is underway and approximately 75% of staff have been cut over to Office 365. With regard to the filer server upgrade, the network card has been received and this project will be completed after completion of the email migration project.

Additional speakers for the PA system have been received and installed. This project is considered complete at this time.

Director Bertucci noted that the hearing for the Live and Learn Grant application will take place in the March or April timeframe. Once grant approval has been received, the project will be put out to bid.

With regard to the sound attenuation project in the Children's room, Trustee Steinfels asked if the space would be open throughout the work. Director Bertucci replied that it was unclear at this time but if the space were to be closed briefly, staff would make accommodations so that patrons can still access materials.

BUILDING ENVELOPE PROJECT

Director Bertucci reviewed the memo on page 7 of the packet that provides background information on this project as well as anticipated next steps. She noted that Andy Dogan of Williams Architects conducted an assessment of the work areas to be addressed in order to provide an update on the status since completion of the 2021 Capital Needs Assessment. The findings of this work are included in the packet beginning on page 8.

Trustee Kiem inquired about the decision to use Williams Architects for this project rather than Green Associates. His suggestion was to explicitly call attention to the transition from Green to Williams as the Library's architect of record. Director Bertucci explained that per statute, 50ILCS 510/4, the Library can employ multiple architects of record for individual projects. Discussion ensued among the Committee regarding the meaning of the term "architect of record" and the context around the decision to recommend Williams for this project. Trustee Steinfels thanked Director Bertucci for the clarification provided with regard to this issue and in summary opined that in the future, Green Associates would certainly be welcomed to provide proposals for future projects, to which Director Bertucci agreed.

Director Bertucci reviewed the project design elevations on pages 10 and 11 of the packet, noting the specific work (repair vs replacement) that will be required in each of the pictured areas of the building. She stated that effectively, this work will involve potentially three different types of work and thus, contractors. There will be

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

February 14, 2023 at 7:00 p.m.

painting required as well as widow fabrication and installation. The third component of the project will be the repair of the concrete supporting the building's columns. She explained that it might prove to be most cost effective to employ three individual companies to complete this work rather than employing a general contractor with related markups and overheads.

With regard to repairs that are needed on the City's property in the vicinity of our project's work, Director Bertucci noted that she could reach out to Steve Steffens at the City and perhaps add this work as alternates to the bid for the Library's project. Once bids on this are received, she could forward that information along to the City for their use in completing this work at the City's expense.

Director Bertucci noted that \$200,000 had been budgeted for this work but the current estimates are now coming in higher due to inflation since the original Capital Needs Assessment was completed. She reiterated that what she is asking the Committee to authorize tonight is that a proposal from Williams be obtained for their work on this project that could then be brought to the February 21, 2023 Board meeting for discussion and approval under New Business.

There was consensus among the Committee that Director Bertucci proceed with getting a proposal from Williams for consideration at the next Board meeting.

OTHER

None

Meeting was adjourned at 7:37 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

February 14, 2023 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:37 p.m.

ROLL CALL

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

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

Trustee Thiagarajan made a

MOTION: to approve the minutes of January 10, 2023

Trustee Steinfels seconded the motion.

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

Abstain: Somheil

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for February noting that the presentation on cyber security has been moved from February to March. She also noted that to date, two nominations have been received for the Board's annual Library Award.

STATISTICAL COLLECTION REVIEW AND DISCUSSION

Director Bertucci directed the committee's attention to the memo beginning on page 15 of the packet. She explained that the statistical data has been organized into three sections. The first set of data is a recap and analysis of FY22 results. Circulation trends indicate that while circulation of physical items is less than pre-pandemic levels, digital circulation has increased significantly.

The second set of data looks forward to FY23 and the data elements that will be reported for this year. Data from 2020 will be removed from the monthly statistics sheet going forward as that data does not provide a useful point of comparison going forward. Building usage statistics (study and meeting rooms) will be added to the stat sheet for FY23. Discussion ensued with regard to the decrease in number of library card holders since the pandemic with ideas and strategies for increasing that statistic being discussed.

The third set of data looks at PRPL's stats in comparison with those of comparable libraries. Director Bertucci reviewed her methodology for compiling the listing of comparable libraries which includes both other CCS libraries and libraries outside of CCS. The committee then reviewed the graphs comparing PRPL with comparable libraries on a number of dimensions. With regard to the stat on per capita cardholders, Director Bertucci stated that she will reach out to the comparable libraries whose percentage of per capita cardholders exceeds PRPL's.

Trustee Rusk thanked Director Bertucci for this analysis and stated his opinion that this is excellent information which provides a picture of the Library's strengths, supported with factual data. Trustee Powers suggested that this information be provided to the City Council and Trustee Rapisand suggested that some of these "fun facts" be shared on social media.

DAYS OFF CALENDAR

A revised Days Closed calendar was included in the packet which reflects a proposed additional half day closure on April 28th for a staff training day. Director Bertucci is requesting that the committee approve this change.

Trustee Kiem made a

MOTION: to approve the revised 2023 Days Closed Calendar

Trustee Rapisand seconded the motion.

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

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

February 14, 2023 at 7:00 p.m.

OTHER

None

President Hanba made a

MOTION: to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 8:12 p.m.