

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

January 10, 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; Joseph Steinfelds, Deepika Thiagarajan

Trustees Absent:

David Somheil

Others Present:

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

In Treasurer Somheil's absence, Trustee Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

President Hanba made a

MOTION: to approve the minutes of December 13, 2022

Trustee Renaldi seconded the motion.

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

Abstain: Rapisand

Motion passed

MICHEL TRUST DISBURSEMENT REQUEST

Director Bertucci reviewed the memo in the packet that provides background information on this trust. She explained that the trust was established in 1998 for the purpose of keeping the Library up to date with technology. The funds are managed by Northern Trust and the Library receives quarterly account statements.

Trustee Rusk made a suggestion that the Library adopt an Investment policy and Director Bertucci replied that doing so will be added to the Board's 2023 task list. Director Bertucci then reviewed the letter to the trustees requesting funding totaling \$21,862 for upgrades to the first and third floor meeting rooms as well as to the Studio and the staff marketing office.

Trustee Rusk made a

MOTION: to approve a request to the Bruce A. Michel Trust for \$21,862 for the purchase of technology equipment to upgrade the first floor meeting room, third floor meeting room, Media Lab and Marketing office.

Trustee Thiagarajan seconded the motion.

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

Motion passed

BUDGET TRANSFERS

Director Bertucci stated that no additional budget transfers are being proposed at this time and staff continues to work through invoices that will be included in Period 13 for FY22. If as a result of this process, there are budget transfers that need Board approval, Director Bertucci will include those as New Business for the January 17, 2023 Board meeting.

OTHER

None

Trustee Rusk adjourned the meeting at 7:08 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

January 10, 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, Deepika Thiagarajan
Absent: David Somheil
Others Present: Joanna Bertucci, Library Director; Angela Berger and John Priala, Library Staff

Chairman Steinfels called the meeting to order at 7:08 p.m.

APPROVAL OF MINUTES

Trustee Rapisand made a

MOTION: to approve the minutes of the November 8, 2022 meeting

Trustee Thiagarajan seconded the motion

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

Abstain: Rusk

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 18 of the packet, beginning with the exterior wall project. She noted that the door hardware that was backordered has now been received and installed and that the project is now complete. She noted that the work carries a two year warranty, beginning on January 9, 2023.

Work on the interior acoustic improvements project will be begin on Monday, January 16th with the second floor study rooms. Staff will be notifying patrons of the limited availability of study rooms during this time. The acoustic panels for the Children's room are on backorder until the end of January. More information to follow with regard to timing of the work for this installation.

The Ice Melt system work remains to be tested. Director Bertucci noted that final payment on this project is being held until satisfactory completion of the work. Discussion ensued among the committee with regard to warranty for the system and close-out of the project. Further updates will be provided as they become available.

The email migration project is underway and will be ongoing throughout the month of January. 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.

Trustee Steinfels inquired about the status of the Children's washroom project. Director Bertucci replied that on December 21, 2022, the Live and Learn Grant application was submitted. The Library is now awaiting notice of grant approval and when that is received, the project will be put out to bid.

OTHER

None

Meeting was adjourned at 7:19 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

January 10, 2023 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:19 p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, Joseph Steinfelds, Deepika Thiagarajan
Trustees Absent: David Somheil
Others Present: Joanna Bertucci, Library Director; Angela Berger and John Priala, Library staff

President Hanba made a

MOTION: to approve the minutes of December 13, 2022

Trustee Thiagarajan seconded the motion.

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

Abstain: Rapisand

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for January noting that the nomination period for the annual Library Award is now open. She further noted that President Hanba will lead the discussion regarding review of the Board's Bylaws.

BYLAWS REVIEW

President Hanba directed the committee's attention to a memo on page 22 of the packet that makes a recommendation to add the City of Park Ridge's attendance requirements for Board trustees to the Board's Bylaws. Trustee Renaldi inquired about the need to have the Bylaws include the Board's remote attendance at meetings policy. Vice-president Kiem inquired about the need to have the requirement that trustees complete the Cook County Statement of Economic Interest included in the Bylaws. Director Bertucci replied that she would research these questions and include this subject matter as New Business on the Board agenda for next week's January 17, 2023 Board meeting.

MEETING ROOM POLICY REVIEW

Director Bertucci began the conversation by stating that staff has noticed a change in the way people are wanting to use meeting room space in the Library. More nonprofit organizations are seeking meeting space in public spaces and sometimes the fee for use of the third floor meeting room is prohibitive for those groups. Director Bertucci discussed with President Hanba and Committee Chair Thiagarajan the possibility of modifying the Meeting Room policy to waive the \$35 use fee for nonprofit organizations using the third floor meeting room and is now making the recommendation that the committee do so.

Discussion ensued regarding requiring nonprofit groups to provide proof of their nonprofit status when booking the room. It was decided that a statement be added to the policy wherein the Library reserves the right to ask for proof of nonprofit status.

As a point of clarification, Committee Chair Thiagarajan inquired about the policy's wording regarding extended use (beyond 3 hours) of the room by nonprofit organizations. It was agreed that a \$10 per hour fee would apply for meetings beyond a 3 hour booking.

Director Bertucci stated that she will amend the policy to reflect these points prior to the Board meeting. She also stated that it is her recommendation to combine the current policy for the Library's grand piano with the Meeting Room policy and then rescind the Grand Piano policy.

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

January 10, 2023 at 7:00 p.m.

Trustee Thiagarajan made a

MOTION: to approve revisions to the Meeting Room Policy, as amended, and rescind the Grand Piano Policy
Trustee Rapisand seconded the motion.

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

Motion passed

OTHER

Trustee Rapisand stated that prior to the pandemic, the possibility of the Library hosting an art show was discussed by the Board. Discussion ensued with regard to operational and policy issues that might be involved in this endeavor.

Trustee Powers inquired about the possibility of the Library initiating a program wherein patrons would become readers for those who might benefit from such a program. It was agreed that the Library might serve as a facilitator and supplier of materials for such a program, if it existed, but that the Library is not best situated to initiate or manage such an initiative.

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 8:07 p.m.