

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

June 13, 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, Deepika Thiagarajan

Others Present:

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

PUBLIC COMMENT

No comments were made

PRESIDENT'S REPORT

President Hanba stated that any trustees that are interested in serving on the Nominating Committee should contact her by June 14th. Vice-President Kiem will announce the committee's membership at the June 20, 2023 Board meeting as she will not be in attendance at that meeting. The committee is tentatively scheduled to meet during the week of July 10th with the swearing in of officers scheduled for the July 18, 2023 Board meeting.

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

Trustee Renaldi made a

MOTION: to approve the minutes of May 9, 2023

Treasurer Somheil seconded the motion.

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

Motion passed

INVESTMENT UPDATE

The memo on page 4 of the packet provides an update on the investment of funds received from the Malinowski bequest. In accordance with the Board's Investment Policy, the funds were invested in two Certificates of Deposit, one at Huntington Bank for a term of 335 days at a rate of 5% and one at Village Bank & Trust with a term of 12 months at a rate of 5.08%

BUDGET TRANSFER

Library administration has proposed a budget transfer from the FY23 Operating budget which will reduce the budget for Youth Services DVD/Blu-rays by \$8,000 while increasing the Youth Services budget for Programming by \$8,000.

Treasurer Somheil made a

MOTION: to approve a budget transfer from the FY23 Operating budget to reduce the budget for Youth Services DVD/Blu-rays by \$8,000 while increasing the Youth Services budget for Programming by \$8,000.

Trustee Rapisand seconded the motion.

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

Motion passed

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OTHER

None

Treasurer Somheil adjourned the meeting at 7:05 p.m.

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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

June 13, 2023 at 7:00 p.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, Alyson Doubek, and John Priala, Library Staff

Chairman Powers opened the Building and Grounds meeting at 7:06 p.m.

APPROVAL OF MINUTES

Trustee Thiagarajan made a

MOTION: to approve the minutes of the April 11, 2023 meeting

Trustee Renaldi seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 8 of the packet noting that there are currently three infrastructure and three technology projects in progress. The Library is waiting on Green Associates for an update on the ice melt project. The building envelope/window repairs project will be going out to bid on June 14th with the bid opening schedule for July 6. It is anticipated that project will be scheduled for approval at the July 18, 2023 Board meeting with work tentatively set to begin on August 15th. The structural and restroom/ADA project will go out for bid on July 10 with the bid opening scheduled for August 1. Work on this project is tentatively scheduled to begin on September 18, 2023.

With regard to the technology projects; Comcast continues to assess the best way to bring fiber into the building and Mr. Priala and Mr. Brzny are working to expedite this project. The copper to fiber migration project is expected to be completed by August 1. The final technology project, the file server migration, was completed on May 4, 2023.

OTHER

None

Meeting was adjourned at 7:08 p.m.

MINUTES

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

June 13, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:08 p.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, Alyson Doubek and John Priala, Library staff

Trustee Renaldi made a

MOTION: to approve the minutes of May 9, 2022

Secretary Powers seconded the motion.

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

Motion passed

EMPLOYEE HANDBOOK SECTIONS A, B, C AND D

Trustee Rapisand stated that she, along with President Hanba, met with Director Bertucci and Ms. Doubek to review these section of the employee handbook. She thanked Director Bertucci and Ms. Doubek for their work in taking the City of Park Ridge handbook and modifying it to be applicable specifically for the Library. Director Bertucci directed the committee’s attention to the memo on page 10 of the packet which explains the background on revision made to the manual after the May committee meeting. Highlights of the revisions include the addition of a solicitation policy which was suggested by President Hanba, renaming of the Dispute Resolution policy, and making the Whistle Blower section more prominent. She clarified that Sections A through C have already been reviewed by the Committee at its May meeting.

Director Bertucci noted changes to Section D – Compensation and Benefits that were made from the original City of Park Ridge Handbook and Library Appendix. These changes are detailed on page 11 of the packet and include adding required language regarding payroll deductions that did not exist in previous manual, adding a policy on Bloodborne Pathogens, as required by the Illinois State Library, and modifying the Tuition Reimbursement policy to provide for reimbursement for doctoral level coursework.

Discussion ensued among the committee members with Trustee Powers inquiring about the distinction in the Workers Compensation policy between major and lesser offenses. Director Bertucci replied that the language there was maintained from the City’s Employee Handbook as the City continues to manage the Library’s Workers Compensation claims. Trustee Rusk asked if there were any policies that might benefit from being reviewed by legal counsel. President Hanba stated her opinion that the policies are consistent with current best practices. Trustee Rusk stated his opinion that it would be better to err on the side of caution in decisions to refer policies for legal review. There was consensus among the committee that they will wait until all sections of the handbook are completed and then approve the entire handbook, rather than approving individual sections.

OTHER

None

Meeting adjourned at 7:26 p.m.

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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

June 13, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Thiagarajan at 7:27p.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, Alyson Doubek, John Priala, Library staff

Treasurer Somheil made a

MOTION: to approve the minutes of May 9, 2023

President Hanba 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 June noting that all tasks are in progress and on track for timely completion. She noted that the June 20, 2023 Board meeting will be held in the first floor meeting room at the Library as the City Council meeting is being held that same evening in the Council chambers.

NON RESIDENT LIBRARY CARD RESOLUTION

Director Bertucci explained that each year, per Illinois Library law, the Board approves a fee for library cards sold to non-residents whose taxes do not support library services. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support. According to this year's calculation, the fee that will be effective July 1, 2023 is \$284.

Trustee Rapisand made a

MOTION: to approve a Non-Resident Library Card Fee of \$284 for qualified non-residents, effective July 1, 2023

Trustee Renaldi seconded the motion.

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

Motion passed

OTHER

President Hanba asked about the status of the Teen Advisory Board that has recently been formed. Director Bertucci reported that at the first meeting of the group there were 12 teens in attendance, led by Teen Librarian, Emily Fardoux. The group discussed strengths and challenges in the Loft and opportunities for improvements. They plan to develop a logo for the Loft that would distinguish it from other parts of the building. Ms. Fardoux was very encouraged by the enthusiasm of the group and their level of commitment to the process.

Trustee Rapisand made a

MOTION: to adjourn the meeting

Trustee Renaldi seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 7:37 p.m.