

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

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

Trustee Thiagarajan called the Committee of the Whole 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
 Roxy Poluchowicz, Rich Antonini, Timothy Brzny, CVI

Trustee Steinfels made a

MOTION: to approve the minutes of February 14, 2023

Trustee Thiagarajan seconded the motion.

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

Motion passed

CYBER SECURITY PRESENTATION

Director Bertucci introduced members of the team from CVI, the Library's IT service provider, who are present at the meeting tonight to provide an overview of the cyber security measures in place to protect the Library's network. Roxy Poluchowicz, CVI's account manager for the Library, began the presentation by noting the increase in both the number and sophistication of cyber-attacks taking place. She then outlined all of the many protections that are in place to protect the Library's network from such attacks. Included is staff training that aims to make staff aware of phishing and other techniques used that might compromise the network. Trustee Rusk inquired about the existence of a policy that would address a situation whereby the Library was subject to ransomware. Discussion ensued with regard to system back-ups that exist and that could be implemented to restore the network along with the existence of insurance coverage that would address these business continuity issues. Trustee Somheil stated that he would like to have more information on the security measures in place to protect the network for our consortium, CCS. Director Bertucci replied that she will obtain that information and forward it to all trustees.

E-RATE

Ms. Poluchowicz provided an overview of the E-rate program. The program provides discounts to assist K-12 schools and libraries in the United States to obtain affordable telecommunications and internet access. The Library has applied for an e-rate subsidy for the acquisition of an internet access circuit. Available discounts under the program are determined by participation in the National School Lunch Program and by the Library's location, either urban or rural. The Park Ridge Library is eligible for a 50% discount. The process for applying for and obtaining a grant where detailed, along with the Library's success realized with prior applications.

Director Bertucci then directed the committee's attention to page 8 of the packet where a memo explains the application currently in process. She explained that the Library is currently on a month to month billing basis for internet access. It is anticipated that upon review of proposals being received under e-rate, the Library will lower the monthly cost by at least 50% and also increase the access circuitry anywhere from 50-100%.

Approval of a contract will be included under New Business at the March 21, 2023 Board meeting in order to be in compliance with e-Rates requirement that all requests remain open for 28 days.

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for March noting that the IPLAR has been submitted to the Illinois State Library as required. She also stated that review of the Library's employee manual will begin in May and is scheduled to be completed in June. Trustee Rapisand, as chair of the Personnel committee, will work with Library Administration on this review.

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

REQUEST FOR PROPOSAL – PRINTING AND MAILING OF LIBRARY NEWSLETTER

Director Bertucci noted that for the past four years, the Library has not been under contract for printing and mailing of the newsletter. To help budget more effectively and get the best pricing possible for the newsletter, a request for quote was issued on February 6, 2023. Five responses were received with the lowest bidder being Vogue Printing. After evaluating costs and references from the two lowest bidders, Vogue Printing is being recommended. If approved, the contract will begin on or about May 1, 2023 and will run through February 2026.

Trustee Thiagarajan made a

MOTION: to approve a three year contract with Vogue Printing for printing and mailing of the Library's newsletter, for a total of \$63,252

Trustee Rapisand seconded the motion.

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

Motion passed

OTHER

None

The meeting was adjourned at 8:00 p.m.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees held in the First Floor Meeting Room at the Library on March 14, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Lauren Rapisand and Theresa Renaldi, Committee Co-Chairs, Alexandra Hanba, Josh Kiem, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger and John Priala Library Staff;

Trustee Renaldi called the meeting to order at 8:00 p.m.

MINUTES

President Hanba made a

MOTION: to approve the minutes of April 12, 2022

Trustee Thiagarajan seconded the motion.

Voice Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan
Abstain: Renaldi

Motion passed

LIBRARY AWARD NOMINATIONS

Trustee Rapisand explained that she and Trustee Renaldi met with Director Bertucci prior to tonight's meeting in order to discuss the three nominations received for this year's Library Award. She also noted that the nominations had been forwarded to all trustees prior to this meeting. She indicated that the nominees would be discussed tonight in the order in which they were sent to the trustees. She further noted that all three of the nominees were either employed by the Library or were paid for their services. Trustee Kiem expressed his concern with the fact that one of the nominees is a vendor of the Library. Trustee Rapisand stated that she did not want the award to be viewed as a staff service award. Director Bertucci suggested that in the future, the Board might wish to make this award on a two or three year cycle rather than annually. Further discussion ensued with regard to the nominees. It was the recommendation of the co-chairs that Nominee #2 receive this year's award.

Trustee Steinfelds made a

MOTION: to approve awarding the 2023 Library Award to Nominee #2

Trustee Rapisand seconded the motion.

Voice Vote: Yes: Hanba, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds, Thiagarajan
No: Kiem

Motion passed

OTHER

None

The meeting was adjourned at 8:14 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

March 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, and John Priala, Library Staff

Chairman Steinfels called the meeting to order at 8:14 p.m.

APPROVAL OF MINUTES

Trustee Steinfels made a

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

Trustee Powers seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 12 of the packet. The acoustic project for the Children's room will begin on Monday, March 20th and is expected to be completed on Tuesday morning.

During that time, the room will be closed to patrons however the first floor meeting room will be open for patron use and a small collection of materials will be moved to the meeting room during the closure.

Director Bertucci noted that the hearing for the Live and Learn Grant application will take place on April 6, 2023.

She explained that the Library is one of four libraries in the State applying for an accessibility grant and those applications are considered for funding before applications that are not accessibility related. Once grant approval has been received, the project will be put out to bid.

The email migration project for Library staff has been completed and CVI will be available to assist trustees in accessing their accounts.

OTHER

None

Meeting was adjourned at 8:18 p.m.