

## 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 third floor meeting room at the Library

May 9, 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; Gregg Rusk; David Somheil, Deepika Thiagarajan  
Theresa Renaldi, via telephone

Others Present: Joanna Bertucci, Library Director; Angela Berger and Alyson Doubek, Library Staff

#### APPROVAL OF REMOTE ATTENDANCE

As Trustee Renaldi is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Hanba asked the reason for remote attendance and Trustee Renaldi stated that she is calling into the meeting due to personal illness. There being no objection,

Secretary Powers made a

**MOTION:** to approve the remote attendance of Trustee Renaldi

Trustee Rapisand seconded the motion.

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

**Motion passed**

#### PUBLIC COMMENT

No comments were made

Before beginning the Budget and Finance Committee meeting, President Hanba stated that Secretary Powers will be taking over the position of Chair, Building & Grounds, filling the vacancy opened on May 1, 2023 when Joseph Steinfels became the City's fifth ward alderman.

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

Treasurer Somheil made a

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

Trustee Rusk seconded the motion.

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

**Motion passed**

#### INVESTMENT POLICY

Director Bertucci stated that Library Administration met with Finance Committee Co-Chairs Somheil and Rusk to review and discuss a draft Investment policy. The impetus for this discussion was driven by stronger than usual interest rates for certificates of deposit and a desire to continue to grow the recent \$250,000 Malinowski Estate gift. Also included in the packet is a rate sheet compiled by Finance Manager Alyson Doubek, listing current rates for CDs at local area banks. Director Bertucci added that the priorities for investment are security, liquidity and rate of return.

The committee discussed having signatories included in the Library Director Succession plan that was approved by the Board last month, rather than in the Investment Policy. President Hanba suggested that a glossary of terms would be helpful to include with the Policy manual and Vice-President Kiem asked if this

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policy had been reviewed by the Library's auditors. Director Bertucci stated that she would submit it to the auditors for review prior to the next Board meeting.

Ms. Doubek reviewed the rate sheet and discussion ensued with regard to the merits of keeping investments in local area banks vs. at online banks. It was agreed that the revisions from tonight's meeting be incorporated into a new draft and that this matter be added to the agenda for the May 16, 2023 Board meeting as "New Business"

**OTHER**

None

Treasurer Somheil adjourned the meeting at 7:35 p.m.

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20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

Held in the Third Floor Meeting Room of the Library

May 9, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:39 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 and Alyson Doubek, Library staff

Trustee Thiagarajan made a

**MOTION:**               to approve the minutes of December 13, 2022

Secretary Powers seconded the motion.

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

Abstain: Rapisand

**Motion passed**

**EMPLOYEE HANDBOOK SECTION 1**

Trustee Rapisand 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 explained that currently, the Library is using the City's Employee Handbook with an appendix to cover policies where there are differences between City and Library policy. The new handbook will take applicable portions of both sections and combine them into a single manual for the Library's use. She further explained that the material included in tonight's packet are the first of three sections of the handbook that will be reviewed. She began by reviewing the memo on page 12 of the packet that highlights recommended changes to each policy.

Discussion ensued among the committee as to the format, content, definitions and organization of these policies. Suggestions were made for changes to remove language that is more procedural in nature, that provides greater clarity, and allow for more simplified management of the handbook in the future. Director Bertucci stated that she will incorporate suggested changes and if possible, add approval to the New Business portion of the Board agenda for the May 16, 2023 meeting. If additional time is required to complete the changes, the revisions will be brought to the June 13, 2023 COW meeting along with Section 2 of the revised handbook.

**OTHER**

None

Meeting adjourned at 8:35 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 Third Floor Meeting Room at the Library

May 9, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Thiagarajan at 8:39p.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 and Alyson Doubek, Library staff

Treasurer Somheil made a

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

Trustee Thiagarajan 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 May noting that all tasks are in progress and on track for timely completion. She noted that the call for trustee applicants has not yet been posted but she will be following up with the City on this matter.

#### CCS & OCLC ANNUAL FEES

Director Bertucci reviewed the memo on page 57 of the packet that provides background information on the formation and governance of the CCS consortium of which the Library is one of 28 member libraries. The memo also provides detailed information on the methodology for calculation of annual fees for each member of the consortium. For next year, the Library's fees are 3% lower than the prior year. Director Bertucci explained that the reduction is the result of an additional library, Warren-Newport, joining the consortium. In addition to the lower fees that result from the addition of another library, PRPL cardholders now have access to additional resources. Director Bertucci noted that OCLC fees are based on a 4% increase over last year's combined fees. The estimate for the Library is \$15,482.88. When the actual increase for the OCLC services contract is received, the fees will be adjusted to reflect actual charges and the libraries will be notified.

Trustee Thiagarajan made a

**MOTION:**               to approve annual CCS consortium membership fees of \$60,453.30 and OCLC fees not to exceed \$16,000 for July 2023 through June 2024, to be paid from the Data Processing budget line

Trustee Rapisand seconded the motion.

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

**Motion passed**

#### OTHER

Trustee Thiagarajan noted that the official date for the end of the COVID emergency is May 11, 2023.

Trustee Thiagarajan made a

**MOTION:**               to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor

**Motion passed**

The meeting was adjourned at 8:45 p.m.