

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

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

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

ROLL CALL

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem (7:03p.m.); Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; David Somheil (via phone); Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, and Joan Wrenn, Library Staff

APPROVAL OF REMOTE ATTENDANCE

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

Vice- President Hanba made a

MOTION: to approve the remote attendance of Trustee Somheil

Secretary Rapisand seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Thiagarajan

Motion passed

PUBLIC COMMENT

No comments were made

Treasurer Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

Vice-President made a

MOTION: to approve the minutes of September 12, 2023

President Thiagarajan seconded the motion.

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

Motion passed

FISCAL YEAR END BUDGET TRANSFERS

A number of budget transfers are proposed for approval by the Committee. The Library's Levy and Budget Policy authorizes the Library Director to transfer funds in to or out of budget lines, not to exceed a cumulative amount of \$5,000. Transfers in to or out of budget line items totaling more than \$5,000 require the approval of the Library Board.

Director Bertucci reviewed each of the proposed transfers. The first transfer moves budgeted funds into the Administration PPO line from the Administration Salary line and the Administration HMO line in order to provide budget funds to cover actual expenses expected through year end. Director Bertucci explained that the calculations that were done by the City Human Resources Department for this fiscal year were inadequate. She is confident that the amounts budget for FY24 will be sufficient to cover actual expenses. After discussion of the other proposed transfers,

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Treasurer Rusk made a

MOTION: to approve the following budget transfers:

Transfer #1: Transfer \$23,000 from Administration – Regular Salaries to Administration – PPO; Transfer \$25,000 from Administration – HMO to Administration – PPO

Transfer #2: Transfer \$1,500 from Library Maintenance – Natural Gas to Administration – Telephone

Transfer #3: Transfer \$2,500 from Adult Services – MWL (Most Wanted) to Adult Services – Library E-Book; Transfer \$1,000 from Adult Services – Microfilm to Adult Services – Library E-Book; Transfer \$5,000 from Adult Services – DVD to Adult Services – Library E-Book

Trustee Renaldi seconded the motion.

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

Motion passed

These transfers will appear on the Consent Agenda for approval by the Board at its November 21, 2023 meeting.

OTHER

None

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

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Building and Grounds Committee of the Whole Meeting of the Board of Trustees

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

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil (via phone), Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff

Trustee Powers opened the meeting at 7:05p.m.

APPROVAL OF MINUTES

Trustee Kiem made a

MOTION: to approve the minutes of the September 12, 2023 meeting

Vice-President Hanba seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 7 of the packet. She noted that the window project is progressing with work at the Touhy entrance side of the building. The paint there is lead based and will require heat removal and having the area encapsulated during paint removal.

The Interior Improvement project is nearing completion. The Committee moved to the Children's room in order to view the new space. Director Bertucci explained the plan for promoting the new space and making the community aware of its existence and use.

The Comcast fiber installation project is in its final stages with turn-up of the new service anticipated for the week of December 4, 2023.

Trustee Kiem asked about the status of the Ice Melt system. Director Bertucci explained that Green Associates continues to work on the solution for this without any additional cost to the Library. It appears that the solution may be to install a switch to operate the system. This is not what was originally intended as it was designed to be automatic with the system turning on when moisture was detected. As more details become available, Director Bertucci will advise the committee.

EXHAUST FAN REPLACEMENT

Director Bertucci provided background information regarding the proposed exhaust fan replacement. The 2021 Capital Need Assessment scheduled replacement for 2024 however, with completion of the interior updates to the Children's room washrooms, it has been determined that the existing fan does not provide adequate venting for the building. Director Bertucci explained that because the cost for this is less than \$25,000, bids are not required. ATOMATIC is the vendor who will do the replacement as they are most familiar with the Library's current system.

Vice-President Hanba made a

MOTION: Approve quotation from ATOMATIC in the amount of \$6,950 for the installation of one (1) Cook 210C17D VF fan rate for 3000CFM with ¾ HP and one (1) curb adapter

Trustee Rapisand seconded the motion

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

Motion passed

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Building and Grounds Committee of the Whole Meeting of the Board of Trustees

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OTHER

None

Meeting was adjourned at 7:24 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

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

The meeting was called to order by Trustee Renaldi at 7:28p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil (via phone), Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff

Trustee Kiem made a

MOTION: to approve the minutes of September 12, 2023

President Thiagarajan seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for November, noting that all tasks are being completed on schedule. She noted that she will attend the City Council's first reading of the budget and levy. Also noted was that Library policy review will begin again in January, 2024.

2024 DAYS CLOSED CALENDAR

The proposed Days Closed calendar for 2024 appears in the packet on page 19. Director Bertucci noted that in addition to the dates presented, she is proposing that the Library also be closed on February 26, 2024 for an all staff training day. She also noted the addition of Juneteenth, June 19, as an additional paid holiday and closure date, beginning in 2024.

Trustee Renaldi made a

MOTION: to approve the 2024 Days Closed Calendar as presented, with the addition of February 26, 2024 for staff training

Trustee Powers seconded the motion.

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

Motion passed

OTHER

None

The meeting was adjourned at 7:34 p.m.

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Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – November 14, 2023 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:34 p.m.

ROLL CALL

Trustees Present: Deepika Thiagarajan, Chair; Anita De Frank, Alexandra Hanba; Josh Kiem, Danielle Powers; Lauren Rapisand, Theresa Renaldi, Gregg Rusk; David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of December 13, 2022

Vice-President Hanba seconded the motion.

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

Abstain: De Frank, Rapisand

Motion passed

PER CAPITA GRANT REQUIREMENTS

In preparation for applying for the 2024 Illinois Per Capita Grant, the application requires that the Library Director and Board review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. Trustee Kiem assigned chapters for review to each trustee. Once reviewed, each trustee brought their findings for discussion to tonight's meeting.

Chapter 1: Core Standards – President Thiagarajan reviewed this chapter, noting no questions or concerns regarding the Library's compliance with this standard

Chapter 2: Governance and Administration – Trustee De Frank reviewed this chapter noting that as a newer trustee on the Board, she found it to be very informative. She noted that all items on the chapter's checklist are either in place or are on the Board's future task list. Trustee De Frank inquired about trustees' attendance at Board education classes. Director Bertucci replied that most opportunities for this come through RAILS, noting that in-person legislative meet-ups are starting again now, post-pandemic. She will send trustees updates on additional opportunities as they occur

Chapter 3: Personnel – Vice-President Hanba reviewed this chapter and the related check list, noting that all check list items are in place. She further noted that in 2024, Library staff will undertake a complete review of all job descriptions and will modify as needed.

Chapter 4: Access – Trustee Powers reviewed this chapter, noting the recent interior and exterior projects undertaken by the Library to improve accessibility. Director Bertucci noted that when the ramp leading to the first floor meeting room is reconfigured, this will be an excellent opportunity for the Library to apply for another State Library Live and Learn Accessibility Grant.

Chapter 5: Building Infrastructure and Maintenance – Trustee Kiem reviewed this chapter noting the ongoing projects and that the building overall is in good condition.

Chapter 6: Safety – Trustee Somheil reviewed this chapter, noting contingency planning.

Chapter 7: Collection Management – President Thiagarajan reviewed this chapter, noting that the Library has a current and updated Collection Management policy to guide collection development.

Chapter 8: System Member Responsibilities and Resource Sharing – Treasurer Rusk reviewed this chapter noting compliance with checklist items.

Chapter 9: Public Services: Reference and Readers' Advisory Services – Trustee De Frank reviewed this chapter noting that infrastructure is in place to provide these services.

Chapter 10: Programming – Trustee Renaldi reviewed this chapter noting that programming presented meets the diverse needs of the community, incorporating new philosophies and best practices. She further noted additional strides in this area with the addition of Low Sensory programming hours.

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Chapter 11: Youth/Young Adult Services – Trustee Renaldi reviewed this chapter noting compliance with standards. Also noted was the re-establishment of the Teen Advisory Board during 2023 with the goal of having teen input into programming and space within the building.

Chapter 12: Technology – Trustee Kiem reviewed this chapter noting that the Library meets standards in this area. Also noted were recently undertaken projects to improve technology including, i.e. Comcast fiber upgrade, system hardware upgrades, installation of Teams environment for staff. In 2024, staff and patrons computers will be replaced.

Chapter 13: Marketing, Promotion and Collaboration – Secretary Rapisand reviewed this chapter noting that all checklist items are in place. She noted that in the area of library orientation for staff and trustees, a link to the history of the Library that appears on the Library's website will be added to the orientation process.

OTHER

None

Trustee Rapisand made a

MOTION: to adjourn the meeting at 7:48 p.m.

Trustee Powers seconded the motion

Voice Vote: All in favor

Motion passed

Meeting adjourned at 7:48 p.m.