

**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

June 11, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:06 p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, Alexandra Hanba, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff  
Louis Kaufman  
Josh Kiem

Vice President Hanba made a

**MOTION:** to approve the minutes of May 14, 2024

Trustee Powers seconded the motion.

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

Absent: Kiem

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Trustee Renaldi reviewed each of the tasks on the June, 2024 calendar noting that all were on schedule for timely completion. Director Bertucci noted that she will not be in attendance at the July Board meeting but will be at the July Committee of the Whole meetings. She stated that she will present a high level budget overview at the July COW for the Board's review.

The preliminary audit report has been completed and the FY23 year-end reports will show revenue in excess of the amount budgeted as a result of greater than expected interest income on invested funds.

Director Bertucci noted an addition to the task calendar for September, 2024 when she is planning to issue an RFP for Strategic Planning consulting.

**COMPUTER VIEW, INC. CONTRACT EXTENSION**

Director Bertucci is recommending that the Library enter into a one year contract extension with its managed IT services provider, Computer View, Inc. (CVI). Such an extension complies with the Library's Purchasing Policy which provides for contract extensions of one year. The original agreement was a two year agreement signed in August, 2022. The one year contract extension is at the rate of \$157,600 annually. Director Bertucci noted that next year an RFP will be issued for a new contract.

Vice President Hanba made a

**MOTION:** to approve a contract extension with Computer View, Inc. for a one year term commencing on September 1, 2024 and ending on August 31, 2025 at the rate of \$157,600 per year.

President Thiagarajan seconded the motion.

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

Absent: Kiem

**Motion passed**

**ANNUAL NONRESIDENT LIBRARY CARD RESOLUTION**

Per 23 Ill. Admin Code 3050.60 of the State of Illinois Administrative Code, the Library sells library cards to eligible non-residents that live in areas not taxed for public library services. Cards purchased by non-residents provide all the privileges of a resident card and can be used at other libraries within the CCS consortium. The fee charged

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for non-resident cards is calculated each year using a formula provided by the State. The formula divides the Library's total anticipated tax revenue by the local population from the latest census. The resulting tax revenue per capita is then multiplied by the average household size per the 2020 Census and results in the non-resident fee for the next year. Trustee Rapisand asked Director Bertucci how many non-resident cards the Library currently has issued and Director Bertucci replied that it is a small number, less than 10 in total.

Trustee Rapisand made a

**MOTION:** to approve a Non-resident Library Card fee of \$272 for qualified non-residents, effective July 1, 2024

Trustee Renaldi seconded the motion.

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

Absent: Kiem

**Motion passed**

### CONDUCT IN THE LIBRARY POLICY REVIEW

Director Bertucci directed the committee's attention to page 28 of the packet and her recommendation to modify the current Conduct in the Library policy to extend the Director's authority to impose a patron ban from the current limit of 45 days to a maximum of up to one year. This proposed change would provide the Director with more flexibility in responding to serious or repeated violations of the Code of Conduct policy. Included in the packet is a redlined version of the policy indicating proposed changes.

Discussion ensued among the committee with regard to current practice in place to notify the Board of bans issued and how going forward, when and how that notification would occur under the proposed policy. Also discussed was the role and timing for Board oversight required when longer bans (longer than 45 days) are issued by the Director. It was agreed that the proposed policy changes will not be placed on the Consent Agenda for the June 18, 2024 Board meeting so that this topic may be discussed when all trustees are present.

Vice President Hanba made a

**MOTION:** to approve revisions to the Conduct in the Library Policy, as modified

Trustee Rapisand seconded the motion.

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

Absent: Kiem

**Motion passed**

### OTHER

None

### ADJOURNMENT

Trustee Powers made a

**MOTION:** to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor. None opposed.

**Motion passed**

**Meeting adjourned at 7:47 p.m.**

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Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

June 11, 2024 at 7:00 p.m.

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

**ROLL CALL**

Trustees Present:

Anita De Frank, Alexandra Hanba; Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; David Somheil; Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff  
Louis Kaufman  
Josh Kiem

**PUBLIC COMMENT ON NON AGENDA ITEMS**

None

**BOARD PRESIDENT’S REPORT**

President Thiagarajan noted that she has received email from some trustees expressing interest in being on the Nominating Committee. She requested that if other trustees are interested, they please email her before June 18, 2024 at which time the Nominating Committee will be appointed.

**BUDGET & FINANCE**

Treasurer Rusk called the meeting to order at 7:02 p.m.

Treasurer Rusk made a

**MOTION:** to approve the minutes of May 14, 2024

Trustee Somheil seconded the motion.

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

Absent: Kiem

**Motion passed**

**BUDGET TRANSFER APPROVAL**

Director Bertucci noted that with approximately six months remaining in FY24, a budget transfer is being proposed in accordance with the Library’s Levy and Budget Policy which authorizes the Director to transfer funds not to exceed a cumulative amount of \$5,000 for any budget line. During the development of the FY24 budget, it was anticipated that the year’s entire Per Capita Grant (PCG) of \$58,490 would be used to purchased face forward shelving for the picture book collection in the Children’s Department. The actual cost of the shelving at the time of purchase was \$33,150 and since the full PCG will no longer be spent on shelving, the Youth Services staff would now like to reallocate \$10,000 for the purchase of additional picture books.

Treasurer Rapisand made a

**MOTION:** to approve a FY24 budget transfer of \$10,000 from Administration – Furnishings/Office Supplies to Youth Services – Children’s books - Fiction

President Thiagarajan seconded the motion.

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

Absent: Kiem

**Motion passed**

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**OTHER**

None

Meeting adjourned at 7:04 pm