

**MINUTES  
OF THE REGULAR MEETING OF  
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE  
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD  
OCTOBER 11, 2016 AT 7:20 P.M. IN THE THIRD FLOOR MEETING ROOM**

**ROLL CALL:**

**TRUSTEES PRESENT:** Joseph Egan, Chair; Karen Burkum, Stevan Dobrilovic, Patrick Lamb, Bernardino Parisi, Michael Reardon, Robert Trizna

**TRUSTEES ABSENT:** Charlene Foss-Eggemann, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

**Approval of Minutes**

Mr. Reardon questioned the wording in the second paragraph on page 4 of the 9/13/16 Building & Grounds meeting minutes. He asked that the paragraph beginning with, "Mr. Reardon reiterated..." be replaced by:

Mr. Reardon reiterated that the financial charts will be updated. He asked for consensus on including in the base case the cost of lighting, bathroom upgrades, and carpeting. The Trustees voiced their agreement.

Mr. Reardon made a

**MOTION:** to approve the minutes for the Buildings and Grounds Meeting held September 13, 2016 as amended

Mr. Egan SECONDED the motion.

MOTION PASSED UNANIMOUSLY

**Capital Budget Plan**

The Committee reviewed and discussed the October 5, 2016 memo from Mrs. Van De Carr regarding the capital plan. She explained that costs that are related to improvements are estimates only. For FY22, FY23, and FY24, she estimated a budget of \$100,000 annually for capital repairs as/if needed (for planning purposes only). This is an old building and so some work will probably be needed. For FY18, \$2,000,000 is estimated for Library improvements. Mr. Egan asked if the Library will have those funds by that time, to which Mrs. Van De Carr replied that we should.

The Committee reviewed the fund balance information. Mrs. Van De Carr stated this is a planning document and the Library doesn't have to spend all of the funds shown in the Capital Budget.

Mr. Egan made a

**MOTION:** to approve the proposed Capital Plan for FY18 through FY21 as presented

Mr. Reardon SECONDED the motion.

MOTION PASSED UNANIMOUSLY

**Library Improvement Project Update: Studio GC**

Mrs. Van De Carr gave an update to the Committee on the Library Improvement Project. The Library is currently in the design development phase, which includes interior design, furniture, options, finishes, costs, major dimensions, and details. Mrs. Van De Carr informed the

Committee that Studio GC is working to revise and update the shelving numbers and plans. The next set of plans and budget detail will be much more specific than what has been presented in the past.

**Other** The Committee discussed the advisory referendum language proposed by Mr. Trizna. Mr. Reardon asked the trustees if it is necessary to discuss whether the Library needs an advisory referendum. Because of efficiency gains projected through FY24 resulting from undertaking the Library Improvement Plan, there isn't a significant impact on funds available for operations whether or not the renovations are undertaken. Based on this conclusion, he asked if there is any need to do a referendum.

Mr. Trizna and Mr. Parisi expressed concern about the accuracy of long-range projections. Mrs. Van De Carr stated there would be efficiencies, as discussed, with an RFID (Radio Frequency Identification System). Mr. Trizna questioned how many people would use the self-checkouts based on current usage, unless the Library forces patrons to use the self-checkouts by reducing staff at the desk. Mr. Reardon noted that, as in private industry, you do the best you can to project numbers. Mr. Parisi stated that at this time this is the most accurate projection.

The Committee questioned projected employee health care benefits. Mrs. Van De Carr replied that the City forecasted a 3% increase and so in order to be more conservative she estimated a 5% increase. She added that the City joining the new insurance group has helped reduce costs.

Mr. Trizna reiterated his concerns about funding. Mr. Lamb noted changes in Library services and resources and changes in the ways people use libraries. He expressed concerns about the amount of time and energy that would be required to educate and inform the public about an advisory referendum.

Mrs. Burkum suggested the Library do a better job of communicating to the public what has been discussed regarding renovations; invite the public to attend Board and Committee meetings to express their opinions; put the plans on the Library website. Mrs. Van De Carr stated that as the plans are developed the Library will be able to give the public more specific information.

Mr. Parisi stated he has always viewed the renovations as evolutionary, not revolutionary. The improvements are needed to bring the Library up to today's standards while looking to the future. Mrs. Van De Carr stated that nothing is planned that would preclude changes in the future for repurposing various areas as needs, wants, and technology change.

The Committee discussed asking the public to attend meetings to give input, contribute ideas, and express opinions.

**The consensus of the Committee is to publicize the Library Improvement plans, rather than have an advisory referendum.**

**Adjournment:** 8:04 p.m.