

**MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE PARK RIDGE PUBLIC LIBRARY HELD  
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL  
TUESDAY, FEBRUARY 21, 2017 AT 7:00 P.M.**

**CALL TO ORDER**

Mr. Trizna called the meeting to order at 7:06 p.m.

**ROLL CALL**

**TRUSTEES PRESENT:** Robert Trizna, President (*present at 7:06 p.m., left at 7:27 p.m.*); Berardino Parisi, Vice-President (*chaired the meeting beginning at 7:27 p.m.*); Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Patrick Lamb (*7:22 p.m.*)

**TRUSTEES ABSENT:** Stevan Dobrilovic, Joseph Egan, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Gretchen Kottkamp, Peggy Maiken, Parry Rigney, Laura Scott, Library Staff; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

**CONSENT AGENDA**

Mr. Reardon MOVED to approve the Consent Agenda.

Mrs. Burkum SECONDED the motion

Roll call vote

MOTION CARRIED UNANIMOUSLY

**COMMENTS FROM THE GENERAL PUBLIC**

Mr. Trizna solicited questions from the general public on non-agenda items. There were no comments.

**SECRETARY'S REPORT**

Mrs. Foss-Eggemann stated that she sent draft minutes to the Board of the closed session from Tuesday, December 13, 2016 and from the closed session from the Personnel Committee that took place Monday, January 23, 2017. She stated that the Board needs to approve those minutes at a closed session. Mr. Trizna suggested that it be deferred for another month considering the number of trustees absent this evening.

**TREASURER'S REPORT**

Mr. Reardon stated all items are covered under the Consent Agenda and he has nothing to add.

The Year-to-Date Budget Report in the packet indicates that as of January 31, 2017 with 75% of FY16/17 completed, the Library has expended 52% of the operating budget and 61% of the total budget.

Acknowledged in the packet were generous gifts to the Library Restricted Fund by: Mr. Lyons, the Park Ridge Youth Commission, and Mr. & Mrs. Westhoff; and generous gifts to the Library Endowment Fund by: Mrs. & Mrs. Ferschl, and Ms. Newman.

## **LIBRARY DIRECTOR'S REPORT**

Mrs. Van De Carr stated that the trustees have at their seats new statistics sheets, pages 51, 52, and 57. She explained that pages 51-52 are the door counts not initially included in the packet because she wanted Ms. Berger and Ms. Daskalos to review the information again. She added that also at their seat is page 57 that includes all the statistics about virtual visits and computer use. Mrs. Van De Carr explained that the page regarding virtual visits/computer use/Wi-Fi sessions/Media Lab statistics from last month's packet was inadvertently placed in this month's, and so the new page 57 reflects usage data through January 31. Mrs. Van De Carr solicited questions on the reports.

In regard to the statistics of visits to the website, Mrs. Van De Carr reported that American Eagle has pulled in one of their search engine optimization experts to take a look at the reports and the coding to determine why the Library is seeing such a difference in the statistics since the new Library website was launched and she hopes to have some concrete answers before the March Board meeting.

Mr. Parisi explained that he spoke with American Eagle and one of their experts in the area of search engine optimization has looked at this issue and he agrees that something has changed but he will require additional hours to determine the root cause; they suggest something is changed but they don't know exactly what that is at this time.

In response to Mr. Trizna's inquiry about the decline in Wi-Fi use and whether this could be related, Mrs. Van De Carr stated that Wi-Fi statistics are counted separately from visits to the website so it shouldn't be related.

Mrs. Van De Carr announced that there are new statistics regarding "media lab orientations and usage" reported on page 58 of the packet, and on page 62 is information on community partnerships that took place in January. This relates to the discussion at the February Committee meetings regarding the various community partnerships in which the Library is involved. She added that, starting this month, any activity in the previous month will appear in the packet via this report.

Mr. Trizna stated that it appears Media Lab orientations and usage is down compared to last year. Mrs. Van De Carr agreed, adding that staff continues to advertise the media lab. New equipment has been added to the Media Lab during the year, but it is possible that the holidays had an impact on people coming in.

Mrs. Van De Carr solicited questions on the statistics, there were none.

Mrs. Van De Carr announced that for the first time the Library will be expanding its "*Book March Madness*" program to include teens and adults. *Book March Madness* has been a very popular program for 4<sup>th</sup> and 5<sup>th</sup> graders for many years; the next issue of the Library newsletter has further information about this new program.

Mrs. Van De Carr reminded the Board to submit any nominations for the Annual Library Award soon since the deadline for submissions is March 1.

Mrs. Van De Carr stated that at the committee meetings last month there was discussion about new technologies. She stated that included in her report beginning on page 69 of the packet are new technologies she saw on display at the recent ALA (American Library Association) conference. Some examples are "pick-up lockers" for patrons to retrieve borrowed items after-hours, machines to dispense materials such as books and DVDs, laptop/iPad loan units, and one example shows how some libraries are using small trailers when they cannot afford to build a brick and mortar facility. She explained that these machines need to be in a location protected from the weather.

In regard to page 72A, Mr. Reardon asked that for the last item, the follow-up action to this item was to be a visit to Crystal Lake Library to see if they are doing anything revolutionary and for Mrs. Van De Carr to create an action plan from that. Mrs. Van De Carr replied that she did report back to the Board that she

had visited Crystal Lake Library and they weren't doing anything particularly revolutionary. She explained that the "Cost Per Circulation" is based on the Library's total operating budget divided by the number of materials that are circulated, and a number of other factors like cost of upkeep on their building and staffing levels, etc. so it isn't an apples-to-apples comparison.

Mr. Reardon stated that at the January Board meeting there was to be an RFID (Radio Frequency Identification System) project presentation to the Board and asked what the status is. He added that he still doesn't understand what the process is and why the Library still needs barcodes, as is stated on page 3 of the January Board minutes. Mrs. Van De Carr explained that barcodes are still used on each circulating item to give it a unique identifiable number, but that barcode isn't needed to borrow the items with an RFID system instead there is a radio frequency identification tag in each item. Items are checked out based on the RFID signal. Mr. Reardon said he thinks it's twice the work since the RFID tag can have a serial number and he asked that the RFID presentation be added to this chart (on page 72A) and noted a number of items he would like addressed. Mrs. Van De Carr stated the actual costs will be unavailable until she has information from the vendors, and asked Mr. Reardon if it would be ok for her to give him this information when she gives her full presentation to the Board in April, presenting the proposals received for the RFP (Request for Proposal) for an RFID and automated materials handling system. Mr. Reardon stated he would prefer she give her presentation in March, without the financial data.

Mr. Reardon stated that the trustees discussed the purchasing services and Mrs. Van De Carr stated she was going to contact libraries who have used the purchasing services and wondered if this should be on the list. Mrs. Van De Carr stated she intends to speak on this subject later this evening when the Board discusses the joint purchasing. Mr. Reardon replied that would be fine.

## **COMMITTEE REPORTS**

### **Communications & Development:**

Mrs. Foss-Eggemann reported that the Committee discussed possibly seeking sponsorships or donations for some of the line items that will be included in the Library renovation plan; many of these items are "nice-to-haves" as opposed to "must-haves" and they lend themselves to community support, and these would be acknowledged with name plaques, etc. She noted that Mrs. Van De Carr had highlighted eight to ten items that could possibly fall under this kind of sponsorships. One suggestion was to have an event sometime in the summer for possible donors and Mrs. Van De Carr will prepare a more detailed list of possible donation opportunities and present them to the Committee as soon as pricing is available.

The Committee discussed marketing to non-Park Ridge library card holder households in Park Ridge. Staff came up with approximately seven action items to possibly interest this specific demographic. The Library's marketing coordinator will be working on this.

Mrs. Foss-Eggemann reported that staff responded to patrons comments on the survey and noted that specific comments received responses from Library staff in regard to their specific concerns. Due to "survey exhaustion", the Committee agreed that the next Library survey in May, 2017, will only have a single question. Mrs. Van De Carr stated she has decided to also place a "comment" solicitation on the survey.

*Since Mr. Lamb has arrived for this evening's meeting and since there will still be a quorum present, Mr. Trizna stated that at this time (7:27 p.m.) he will be departing (due to illness) and Mr. Parisi, Vice-President of the Library Board, will Chair the remainder of the meeting.*

### **Library Resources:**

Mr. Lamb reported that the Committee discussed a new policy allowing the distribution/circulation of non-traditional equipment, which he found very interesting. Some items suggested are green screens, LCD projectors, Go Pro cameras, art kits, knitting and crochet tools, etc. for use by patrons aged 18 and older. The Committee discussed the matter of wait times, appropriate late fees to assure timely returns, as well

as adjusting the loan periods. Mrs. Van De Carr stated she wishes to remove the Wi-Fi hotspots from the list while staff continues to review pricing from various providers.

Mr. Lamb made a

MOTION: to amend Policy ID2A: Loans of Books and Other Materials – Circulating Equipment/Schedule of Fees, and remove the Wi-Fi Hotspots, and approve the remaining changes to the loan periods, reserve status, and fees as revised

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

*Josh Kiem, Park Ridge resident* suggested language in item #6 was unclear and suggested language be added to specify the components as well, such as, “and/or any component of the equipment”. There was a great deal of discussion about the wording of item #6 and specifying the loss of items such as components. Mr. Lamb read into the record wording for item #6 in Policy 1D2A. After discussion and reading of the revised point #6, Mrs. Burkum suggested that the third bullet point becomes redundant after the changes to the language in points #1 and #2, therefore that point should be removed. After further discussion, Mr. Lamb read into the record the wording of point #6.

6. Lost materials:

- *If the item **and/or any component thereof** is lost **or not returned**, the retail price of the item **and/or any component thereof** plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the **item(s) and/or such component is/are** returned.*
- *If the **item(s) is/are** returned within 1 month after a charge for the lost item(s) **or any component thereof** has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.*
- *Replacement costs will be determined by the Library Director.*

Mr. Lamb made a

MOTION: to approve the language changes to Policy ID2A: Loans of Books and Other Materials – Circulating Equipment/Schedule of Fees, as discussed.

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

There being no further discussion from the general public,

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve Policy ID2A: Loans of Books and Other Materials – Circulating Equipment/Schedule of Fees, as modified.

Roll call vote.

MOTION PASSED UNANIMOUSLY

### **Building & Grounds:**

Mr. Parisi stated that since Mr. Egan isn't here this evening he will report on what transpired in the Committee meeting, as noted on page 77 of the packet. The Committee voted on a motion to approve the resolution for the Library to join two joint purchasing programs. Mr. Parisi reported that the Committee had a spirited conversation regarding the procurement of the furniture and related items for the Library renovation and again after a good conversation and debate the motion was passed approving the resolution(s) for the joint purchasing programs. Mrs. Van De Carr explained that the motion on the agenda is a place holder so that the Board can vote on it this evening.

Mr. Reardon stated he would like to comment prior to a motion being put forth. Mr. Reardon stated he has concerns with passing this motion this evening. He explained that he feels the Board won't be serving its fiduciary responsibility if the Library doesn't get multiple quotes on furniture. He added that per his notes from the December, 2016 Committee meeting, when he asked Mr. McCarthy of Studio GC how the Library is going to control furniture costs, Mr. McCarthy stated that Studio GC would spec two different dealers for each piece of furniture that the Board was to consider/wanted. Mr. Reardon added that in addition, last week at the Committee meeting Ms. Catania of Studio GC said that this would be impossible, and so Mr. Reardon doesn't understand what changed between December and now and stated he is concerned that it would be an abrogation of the Board's fiduciary duty if, somehow, multiple prices on furniture are not obtained and he proposed the Board not vote on this motion tonight until they can meet with Mr. McCarthy and find out why in December was he intending to get bids and in February the Board was given differing information.

Mr. Lamb stated while he doesn't disagree with Mr. Reardon on the principle of the matter, but he doesn't think Ms. Catania said the Board can't get multiple quotes, but rather she suggested using the consortium for getting best prices as opposed to quotes from individual vendors directly. He added he agrees with Mr. Reardon that the Board has a duty to try and get the best possible value for what we do when purchasing for the Library, but he doesn't remember it being framed that way. He added that the Board doesn't want to slow down the process.

There was considerable discussion among Mr. Lamb, Mr. Reardon and the other trustees regarding this issue. Mrs. Van De Carr clarified the difference between "bids" and "quotes" and the bid process versus the joint purchasing process. She added that the Library can't obtain the "better"/more inclusive pricing from multiple vendors if the Library isn't a member of the joint purchasing consortiums, which is what the approval of these resolutions is for.

In Committee, the trustees asked what the timeline is for obtaining furniture and shelving and Ms. Catania replied it is twelve weeks for shelving after the order is placed.

Mr. Lamb asked Mrs. Van De Carr how not joining the consortiums delays the project. Mrs. Van De Carr replied that it would depend on when the Board meets with Mr. McCarthy and when it takes action on approving joining the consortiums. Mr. Parisi stated his concern that this conversation took place at the Committee meetings and is taking place this evening and there are clear gaps in the trustees' knowledge, and so he thinks the Board should meet with Mr. McCarthy. Mrs. Van De Carr stated that the Building & Grounds Committee can schedule a special meeting and then have a Special Board meeting directly after the Committee meeting to take action if that is warranted.

Mr. Lamb asked Mrs. Van De Carr what the protocol is for scheduling a special meeting, to which she replied the Library has to give 48 hours' notice and a motion subject is placed on the agenda for the meeting as was done for tonight because the law doesn't allow introduction of a motion and a vote on it in the same meeting. She added that trustees can attend remotely as long as there is a quorum present in person. Mrs. Van De Carr asked the trustees to agree on a date for a meeting. Mrs. Foss-Eggemann suggested Mrs. Van De Carr poll the trustees via email and then contact Mr. McCarthy for when he can meet. Mrs. Van De Carr asked if the dates should fall in the next week and following week, to which the trustees said that would be correct. Mrs. Van De Carr stated she would send an email tomorrow morning

to poll the trustees to single out a date for a special Building & Grounds Committee meeting and a Special Board meeting immediately following it on the same day.

**Budget & Finance Committee:**

Mr. Reardon stated that in the Committee of the Whole meeting, the only topic of conversation was the salary plan review. Mr. Reardon stated that the trustees are committed to ensuring that raises happen on time, which has been his main concern since he was appointed to this Board. Mr. Reardon stated that the Committee had the initial discussion last week and there is some information that Mrs. Van De Carr was asked to provide to the Committee and that meeting will take place in March during the scheduled COW (Committee of the Whole) meetings.

**Special Committee to Select an Attorney:**

Mrs. Van De Carr reported that she was instructed by the Committee to contact the attorneys and see if they would be available to meet with the Committee on the next Committee meeting night which is March 14. She added that the attorneys have confirmed that they will be available. Therefore, this interview will be first on the agenda and will take place at 7:00 p.m. at the Library.

Mrs. Van De Carr added that Mr. Dobrilovic emailed some questions to her that he needed answered. Mrs. Van De Carr asked the other trustees to email their questions to her prior to March 14 so that they can be compiled in one document prior to the meeting.

**FRIENDS OF THE LIBRARY**

No report.

**UNFINISHED BUSINESS**

No discussion.

**NEW BUSINESS**

Mrs. Foss-Eggemann stated that occasionally there have been comments in the surveys where people ask the Library to bring back the plastic bags. Mrs. Foss-Eggemann stated she had many plastic bags and reusable totes and asked Mrs. Van De Carr if the Library would be interested in soliciting used reusable totes from the public for use by Circulation when patrons need bags to hold the items they are borrowing. Mrs. Foss-Eggemann stated she had spoken to Mrs. Bartucci of Go Green who thought this would be a good idea, and wondered aloud if this would be appropriate. Mrs. Van De Carr replied that she and staff have discussed recycling plastic grocery store bags and have ruled that out for several reasons, namely that some received are torn, or can be sticky and the Library staff don't have time to check each bag people bring in and clean them, sort them, etc. She added that as far as other types of bags, like the cloth bags, if people want to bring those in that's possible. Mrs. Van De Carr added that the Library was approached by a marketing company who was selling ads on bags to be distributed in town; they have provided the Library with 500 bags. Staff has made them available on rainy days. Mrs. Van De Carr informed the Board that the Library has recyclable bags and cloth Friends of the Library bags for sale at the Circulation desk, for which the Library makes a few pennies profit. Mrs. Foss-Eggemann asked Mrs. Van De Carr to contact the Go Green people to discuss a joint project.

Mr. Parisi stated he heard some discussion about a parking feasibility or usability study done that may affect the Library. Mrs. Van De Carr replied that the City is conducting a parking study right now and all citizens are welcome to take participate in this study. She stated she isn't sure when the report will be ready. Mr. Parisi just wondered if she had heard any update, to which she replied that no, she has not yet received one.

Mr. Parisi asked for an update on the matter of “conducting business in the Library. This was another subject that had spirited conversation months ago and he is wondering if there’s been any feedback as of late. Mrs. Van De Carr replied that patrons who have paid to meet in the Library seem to be mostly tutors. She directed the Board to the new report which was at their seats this evening – page 57, the chart in the lower right-hand corner shows the number of people each month using the Library to conduct business and then the left-hand column shows how much has been collected in fees. She added that there were several comments from patrons in the Library’s last survey, but for the most part there is a small group of people who regularly use the Library to conduct business.

Mr. Parisi stated there had been a concern about staff having to police the areas and he is curious seven to nine months out, what the staff’s observations may be. Mrs. Van De Carr replied that staff have to monitor everyone’s activity while they’re in the Library and then if they do see someone that they believe is tutoring or conducting business they approach them and make them aware of our policy. We have had some people who have refused to move to the Business area and staff try not to create a scene. Mrs. Van De Carr added that for the most part people are cooperative, although we continue to have new people who aren’t aware of the policy.

Mrs. Van De Carr asked Ms. Kottkamp, Reference Services Manager, to report on her observations. Ms. Kottkamp stated that staff have developed a system; they watch and see if somebody appears to be meeting; staff don’t want to listen in on conversations and also try to be respectful, but sometimes people ask us leading questions, particularly if they’re looking for study room. Ms. Kottkamp stated the use of the Library by tutors and other business people has declined significantly and it’s usually one of the five “regulars” that use the Library. Occasionally someone new will come in for a business meeting and once they are told that they have to pay a fee they usually just go across the street or find another place to meet; many leave and don’t return. Ms. Rigney, Children’s Services Manager, also spoke to the Board about her observations, stating that by now most people know; having to approach people is awkward and it’s often really hard to know what’s going on with any given group of people sitting together at a table; it doesn’t happen very often anymore and staff are doing their best to be respectful with enforcing the policy. Mr. Parisi thanked them for speaking.

#### **ADJOURNMENT**

Mr. Reardon MOVED to adjourn the Board meeting.

Mr. Parisi SECONDED the motion.

Voice vote

**MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 8:41 p.m.

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Charlene Foss-Eggemann, Secretary