

**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, APRIL 18, 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; Charlene Foss-Eggemann, Secretary (7:20 p.m.); Karen Burkum, Stevan Dobrilovic, Judith Rayborn, Michael Reardon, Treasurer; Patrick Lamb (7:10 p.m.);

**TRUSTEES ABSENT:** Berardino Parisi, Vice-President; Joseph Egan

**OTHERS PRESENT:** Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Gretchen Kottkamp, Peggy Maiken, Laura Scott, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Oliwia Mlodawska and Abby O'Rourke, Maine South High School; Joshua Kiem, Jennifer LaDuke, Park Ridge residents

**CONSENT AGENDA**

Mr. Reardon MOVED to approve the Consent Agenda.

Mrs. Rayborn SECONDED the motion

Roll call vote: 4 Yay: Dobrilovic, Rayborn, Reardon, Trizna  
1 Abstain: Burkum  
4 Absent: Egan, Foss-Eggemann, Lamb, Parisi

MOTION PASSED

**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. Rayborn stated there are two items to report:

- A thank you card to the Children's Services staff from Mrs. Westendorf and family, thanking the staff for fostering her daughter's love of reading, for all the story times, and for always making them feel welcome.
- A letter to Mrs. Van De Carr from the Illinois Secretary of State's office, informing her that the State has awarded the Park Ridge Public Library a FY2017 Illinois Public Library Per Capita Grant in the amount of \$29,100.97.

Mrs. Van De Carr explained that the letter from the Illinois Secretary of State also says that "due to the continued state budget impasse, payment of these funds may be significantly delayed. According to the letter, the Library may use these funds until June 30, 2018. Mrs. Rayborn added that it's good that the libraries continue to apply for the grants.

## **TREASURER'S REPORT**

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

Mr. Reardon reported that he and Mrs. Van De Carr attended the City Council budget meeting and answered questions presented to them.

The Year-to-Date Budget Report in the packet indicates that as of March 31, 2017 with 92% of FY17 completed, the Library has expended 88% of its operating budget and 82% of the total budget.

Acknowledged in the packet were generous gifts to the Library Restricted Fund by: the Bruce A. Michel Trust, St. Paul of the Cross Queen of Peace Guild, and Mr. Salita.

## **LIBRARY DIRECTOR'S REPORT**

Mrs. Van De Carr stated that the statistical reports begin on page 44 of the packet and solicited questions and comments. Mr. Trizna reviewed the daily statistics on page 50 which consistently shows that Sundays tend to have the highest per-hour number of visits. He stated that in the past people have suggested expanding the Library's hours, and he suggested the Board consider expanding the Sunday hours one to two hours either before noon or after 5:00 p.m. There was discussion among the Board regarding the Library's hours of operation. Mrs. Van De Carr gave a brief history of the hours of operation and suggested that the Library wait until after the renovation is complete to make changes to the hours of operation. Mr. Dobrilovic asked if the Library would reduce hours on other days of the week. Mrs. Burkum asked the Trustees to consider the big picture and what the Library wants to be as it transitions with the renovation from a center for borrowing materials to one that is a community center. She doesn't want to ask just the patrons who utilize the Library on Saturdays and Sundays why they visit on the weekends or evenings; she suggested surveying patrons and asking what the Library can do better; why they use the Library. Mr. Trizna suggested the Board devise appropriate questions. Mr. Lamb asked if the visits per hour are actual for each hour; Mrs. Van De Carr replied no, that the daily visits per hour is the total number of visits for that day divided by the number of hours the Library is open.

Mrs. Van De Carr stated that the data for virtual visits and Business Use Fees is on page 57. Mrs. Van De Carr stated that she and Mr. Parisi have spoken with American Eagle about the issues with reporting of virtual visits. She has also been working with American Eagle and CVI (the Library's I.T. provider) the last few months to evaluate and fine-tune how the virtual visits are counted and she believes the corrections to the process for counting the number of visits to the website are working. The chart on page 57 indicates that there were 24,348 virtual visits in March and she believes the website is on track to be tracking consistently and the number of visits being made to the site and therefore FY17 with the new website will closely match FY16 for visitor statistics.

Mrs. Van De Carr reported that there are now thirteen months of Business Use Fees and beginning in May this chart will reflect a month-to-month comparison for the two years. In the past twelve months the Library has collected \$3,510 in Business Use fees – which reflects people paying \$10 per hour to conduct business in the Library. The number of "users" shows the number of unique users – so in March, 2017 there were 5 unique users. In response to Mr. Trizna's inquiry if the users in each month are the same people every month, Mrs. Van De Carr stated that those unique users were most likely "regulars" who come to the Library to work with students.

Mrs. Van De Carr reported that the Community Engagement Report for March appears on page 62. It lists the various community organizations and businesses that staff partnered with last month.

Mrs. Van De Carr solicited questions on her written report and the "Request for Information Status Report". She reported that as of Friday, April 14 the Library began circulating the non-traditional items, now known as the "Exploration Library". A staff member created a web page to highlight this Exploration Library, and the items are listed (with photographs) and they are linked to the Library catalog so that patrons can place holds on items they wish to borrow. In response to Mr. Lamb's

inquiry, Mrs. Van De Carr stated that she will have circulation data to report to the Board, but the collection just went into circulation four days ago.

Mrs. Van De Carr reported that she has added a section to her monthly report titled “Renovation Planning”, where she will chronicle the progress of the renovation and update the Board on what is being worked on at that time. She added that she anticipates that this part of her report will get longer as the renovation progresses.

Mrs. Van De Carr circulated a chart to the Trustees, noting that she has been trying to get dates when the majority of the Board are available to meet to discuss the RFID and to meet with the architects.

Mr. Trizna asked Mrs. Van De Carr if she recalls what it was that he supposed to do and report on. Mrs. Van De Carr stated she believes it is the Intergovernmental Agreement (IGA). She stated she had emailed him her notes, and Mr. Trizna replied that he will work on that and have it ready for next month’s meeting.

## **COMMITTEE REPORTS**

### **Planning & Operations:**

Mr. Trizna reported there were no action items for the Committee, and solicited questions. He noted that in perusing the Committee minutes just now, he sees that the first order of business was the Intergovernmental Agreement (IGA) and that he was to have information regarding the IGA for the May Committee meeting.

Mrs. Van De Carr announced that she has contacted the two RFID vendors and they will both be at the May 9 Committee meeting to be interviewed.

### **Communications & Development:**

Mrs. Foss-Eggemann reported that at next month’s Board meeting the Board will honor the 2017 Annual Library Award winner, Mr. Harry Krampitz, as well as Library volunteer Deb Kuhlman for her 25 years of service to the Library, Maine East student Hannah Flood, in recognition of her earning a perfect score on the *Advanced Placement U.S. History Exam* in 2016, and Ms. Flood’s teacher, Mr. Owen Doke.

Mrs. Foss-Eggemann reported that there was a nice article in the local paper in regard to the kiosks that the Library Board has discussed. She added that the Committee discussed possible locations for the kiosks in the community, with the next step being to review other models of kiosks. Mrs. Van De Carr added that the IT staff will also review the kiosk specs to assure that they will work with the existing computer system/interface. The consensus of the Committee is to purchase one kiosk and to identify a location for its placement. The trustees would like it to feature eBooks, “how to” obtain a Library card, and listings of Library programs if possible. Mr. Trizna stated that he had people contact him to ask why the Library is considering placing kiosks in the community when the same resources available on the kiosks are available on personal devices. Discussion ensued regarding available content on the kiosks, and how to track and measure usage.

Mrs. Foss-Eggemann reported that the Committee discussed fundraising to supplement the use of tax dollars for the Library renovation, noting that fundraising should be for enhancements. Issues that still need to be addressed include how donors and sponsors will be acknowledged, possible groups to approach, levels of donations established with consideration of how donors at each level will be recognized, etc. It was noted that the Library has a policy that limits naming rights of the building, rooms, and other items in the building. Mrs. Foss-Eggemann stated that there can be a plaque stating “donated by...” as opposed to naming a room, etc.

### **Library Resources:**

Mr. Lamb reported that the Committee discussed the staff proposal to use gift funds to digitize the Library's historical newspaper collection. The Committee asked that prior to a vote tonight, Mrs. Van De Carr obtain the answers to two questions, i.e.: (1) will the digital files created be in a standard format OCR (optical character recognition)? Mrs. Van De Carr replied that the answer to their questions are in the document at each Trustee's seat. Mrs. Van De Carr summarized that Advantage uses ABBYY Fine Reader as their Optical Character Recognition software, which is the best Optical Character Recognition software on the market today. It provides the highest hit return rate on the market.

In response to question (2), will the Park Ridge Herald Advocate give the Library a copy in digital format if the Library asks for it – the response is that the Park Ridge Herald Advocate is owned by the Chicago Tribune, whose response to the question of whether they offer a digital replica of the Park Ridge Herald Advocate is that they do not.

Mr. Reardon stated he felt the question was misunderstood – it is not his intent that the Library be able to access a digital copy, but rather to get an executive at the Chicago Tribune to give the Park Ridge Public Library at no cost the Tribune's digital copy of the Park Ridge Herald Advocate in order to save the Library staff time digitizing all of the issues that are in-house. Mrs. Van De Carr stated that all of the issues are available via *ProQuest – which provides searchable articles* – but what we are looking for is digital copies of each complete newspaper *issue*. A staff member will have to find out who to speak with to see if this is possible, and also to see who has access to the issues from prior to the Chicago Tribune taking over the Park Ridge Herald Advocate.

Mrs. Van De Carr recommends that staff move forward with digitizing the older issues while the answers are obtained regarding the newer issues.

Mr. Lamb made a

**MOTION:** to approve spending \$21,000 from the Harold E. Schefdore Gift Fund to digitize the Library's collection of historical Park Ridge newspapers on microfilm using the services of *Advantage Preservation, 1025 33rd Avenue SW, Cedar Rapids, IA 52404*

Mrs. Foss-Eggemann SECONDED the Motion.

Mr. Dobrilovic asked if the motion should be amended to reflect that staff will be digitizing not all years but rather a certain span of years, which therefore means that the funds needed to digitize will be less than \$21,000.

In response to Mr. Lamb's inquiry, Mrs. Van De Carr stated that the Library has digitized issues of the Park Ridge Herald Advocate back to 2015. She suggested having the motion specify "up to \$21,000". The two goals being sought are to preserve what issues the Library has, and to make it easier for patrons to search the digital copies.

Mr. Lamb made a

**MOTION to amend the motion to read:** "to approve spending no more than \$21,000 from the Harold E. Schefdore Gift Fund to digitize the Library's collection of historical Park Ridge newspapers on microfilm using the services of *Advantage Preservation, 1025 33rd Avenue SW, Cedar Rapids, IA 52404*. Digitization to begin with the oldest issues but not farther back than the year 2000 until such time that the Library can determine what digital issues the Library might obtain from the Chicago Tribune".

Mr. Trizna SECONDED the Motion.

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Lamb, Rayborn, Reardon, Trizna  
2 Absent: Egan, Parisi

MOTION PASSED UNANIMOUSLY

Mr. Lamb made a

**MOTION:** to approve the amended motion as specified above.

Mr. Trizna SECONDED the Motion.

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Lamb, Rayborn, Reardon, Trizna  
2 Absent: Egan, Parisi

MOTION PASSED UNANIMOUSLY

**Building & Grounds:**

Mr. Trizna stated there were no action items.

Mrs. Van De Carr gave an update on the Library Renovations and Remodeling Project. The bids were opened on April 10, 2017 and Studio GC is reviewing the bids and will be preparing a recommendation for the Board. Mrs. Van De Carr reported that Studio GC met with the low bidder for the project on April 13 to assure that the bidder is aware of the scope and all aspects of the project. Mrs. Van De Carr asked the Trustees if they wish to schedule a meeting with Studio GC in early May to review the bids and move forward with the project. She explained that the May 9 agenda is full with the two RFID vendor presentations and, in reviewing the sign in sheet distributed earlier, it appears that May 1 and May 2 are the dates when the greatest number of Trustees (6) are available to meet. Mr. Trizna suggested meeting on a Sunday. Mr. Reardon stated he believes the Studio GC architects presentation and review of the bids is more critical than the RFID vendor presentations and suggested that a subset of the Board attend the RFID vendor presentations rescheduled to another date. There was discussion among the Trustees regarding available dates and a course of action.

Mr. Trizna stated that the Committee discussed an exterior digital sign, which raises the issue of the Library's naming policy, i.e., Policy 1A4, wherein #2 states, "*No naming opportunities will be considered for corporations, religious or political entities*". #5 states, "*Other naming opportunities may be available within the existing facility or within a new or renovated and expanded facility, and could include such areas as meeting rooms, reading areas, collections, equipment, gardens or other interior and exterior spaces*". #6 states, "*Naming opportunities for interior and exterior spaces are available for individuals, families and foundations making a significant contribution to the project as determined by the Board of Trustees*". In response to Mr. Trizna's inquiry, Mrs. Van De Carr stated that the policy was approved on February 15, 2005 and revised May 18, 2010. Mrs. Van De Carr asked if the policy should be placed on the agenda for the May Committee meeting, to which Mr. Trizna said yes. There was brief discussion about the policy.

**Budget & Finance:**

Mr. Reardon stated that the only business on the agenda is any further discussion regarding salary increases for staff. Mr. Reardon stated that, per the discussion in the COW (Committee of the Whole) meeting, he emailed Mrs. Rayborn to ask if, from an HR standpoint the proposed changes and actions look appropriate. Mrs. Rayborn stated that she reviewed the materials and the bonuses and raises looked consistent with what was discussed in Committee and also there was a differentiation in the increases provided, and they met the criteria the Board specified. There being no further discussion,

Mr. Reardon made a

**MOTION:** to approve the FY18 Salary Plan in the amount of \$27,311 in salary increases and \$13,564 in one-time bonuses.

Mr. Lamb SECONDED the Motion.

Roll call vote:

7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Lamb, Rayborn, Reardon, Trizna  
2 Absent: Egan, Parisi

MOTION PASSED

**Personnel:**

Mrs. Rayborn stated she wasn't present on the evening of the COW meetings and that the Personnel Committee was cancelled that evening.

**FRIENDS OF THE LIBRARY**

Mrs. Van De Carr announced that the Friends' spring book sale is the first weekend in May. She explained that the book sale will take place from 4:00 to 7:00 p.m. on Friday, May 5 for *Friends of the Park Ridge Library* members only; from 9:00 a.m. to 3:00 p.m. on Saturday, May 6 for all who wish to attend, and Sunday, May 7 from Noon to 2:00 p.m. all items are half-price. Mrs. Van De Carr stated there are a lot of materials for sale and she explained that all the proceeds raised from the sale go back to the Library in support of the staff's spring and fall wish lists and special events throughout the year. She encouraged everyone to attend.

**UNFINISHED BUSINESS**

No discussion.

**NEW BUSINESS**

Ms. Bemis Whitney informed the Board that there are two visitors present who have requested a photo with all or some of the Library Board at the conclusion of the meeting as proof of their attendance this evening. The Trustees acknowledged the students' presence and asked them to step up to the podium and state their names and the reason they were required to attend the meeting, any observations they made about the Board's procedures or the subjects discussed this evening.

Oliwia Mlodawska and Abby O'Rourke, Maine South High School – Ms. Mlodawska and Ms. O'Rourke stated that they are Seniors at Maine South High School and are at the meeting to fulfill a requirement for the *Civics Engagement Project* portion of their Government Class. Ms. O'Rourke stated she likes the kiosk idea that was discussed. Mrs. Rayborn asked what the Library can do to encourage more high school students to come into the Library. Ms. O'Rourke and Ms. Mlodawska stated that they like the finals night programs when pizza and snacks are available and suggested that the same be offered for the AP tests that are coming up – it's an easy way to draw student to the Library. Mrs. Van De Carr stated that Finals Night is already set and there will be snacks. Mrs. Foss-Eggemann stated she keeps telling the Board that the Library needs to offer cheap eats to encourage teenagers to come to the Library; both Ms. O'Rourke and Ms. Mlodawska agreed with this. The Trustees wished them well and thanked them for attending.

Alderman Melidosian reported that he took a straw poll at last evening's City Council Meeting regarding the electronic signage. He said the Aldermen stated they would really like more specifics on what the Library Board has in mind and since the Park District is also looking at potential electronic signage, the Council encouraged both groups get together and to each present what each has in mind, so as not to shoot down one group and therefore discourage the other before they have a chance to present. Mr. Lamb proposed a sub-Committee. Mrs. Van De Carr stated that when she spoke with the Park District she got the impression that they are ready to present and they didn't want to wait for the Library to catch up – they are farther along in the process and research – but she will contact them again and inform them of Alderman Melidosian's directions. She explained that the Park District has drawings, designs, and quotes, etc. and their attorneys have spoken with

the City Attorney. Mrs. Foss-Eggemann said she would like to know how the Park District's reasons for requesting a variance are similar or different from the Library's. Mrs. Rayborn suggested the Park District may have suggestions and research already completed that would be helpful to the Library. Mr. Trizna asked if there are any objections to Mrs. Van De Carr contacting Gayle Mountcastle at the Park District and moving forward with a possible joint presentation.

It is the consensus of the Board that Mrs. Van De Carr contact the Park District and move forward with research on the installation of a digital sign.

Mr. Lamb distributed copies of his newly published book to Mrs. Van De Carr and the Trustees, explaining that he both wrote and illustrated it; it is the first of a three part series.

Mrs. Burkum announced that her friend, Tamara Palmer, (who is also a Park Ridge resident and business owner) wrote a book, *Missing Tyler*, and she is doing a book talk and signing at the Library this Saturday, April 22 from 3:00 to 5:00 p.m. and she encouraged everyone – and especially the Maine South students – to attend the program because the book is a Young Adult/Teen book; if anyone has teen or tween kids she encourages them to attend. Mrs. Burkum thanked Mrs. Van De Carr for arranging the program. Mrs. Van De Carr stated it is always fun to help an author launch their book.

#### **ADJOURNMENT**

Mr. Reardon MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:25 p.m.

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Charlene Foss-Eggemann, Secretary