

**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, MAY 16, 2017 AT 7:00 P.M.**

CALL TO ORDER

Mr. Trizna called the meeting to order at 7:02 p.m.

ROLL CALL

TRUSTEES PRESENT: Robert Trizna, President; Berardino Parisi, Vice-President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Judith Rayborn, Patrick Lamb

TRUSTEES ABSENT: Stevan Dobrilovic, Joseph Egan

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Meg Golembiewski, Gretchen Kottkamp, Peggy Maiken, Parry Rigney, Laura Scott, Library Staff; Anne Lunde, Park Ridge Journal; Danny Boenrostro, Mike Brooks, Toby Burkum, Owen Doak, Hannah Flood, Gareth Kennedy, Joshua Kiem, Harry & Kay Krampitz, Deb Kuhlman, Jennifer LaDuke, Nick Sinatra, Michael Zminoch, Park Ridge residents

CONSENT AGENDA

Mr. Lamb MOVED to approve the Consent Agenda.

Mr. Parisi SECONDED the motion

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

MOTION PASSED UNANIMOUSLY

Presentation of 2017 Library Award and Special Awards

The Annual Library Award honors an individual who has performed extraordinary service to the Library. Mrs. Foss-Eggemann announced that Mr. Harry Krampitz is the 2017 Library Award recipient. She added that all the Trustees reviewed the nominees, and were very moved by the nomination written by Library Volunteer Coordinator, Meg Golembiewski, for Mr. Krampitz. In addition to this November, 2017 marking Mr. Krampitz's thirtieth year as a volunteer at the Library, Ms. Golembiewski noted that he has been "invaluable as an ambassador for our homebound delivery service and for the Library." In addition to delivering Library materials to the homebound in our community, his service to them "goes above and beyond the physical delivery of items. He brings a sense of fellowship to those he visits" by sitting and talking with them, "offering companionship and a sense of community to those who have limited access to not only the resources the Library can offer, but to human contact". Ms. Golembiewski adds that, Mr. Krampitz's "service exemplifies the ways the Park Ridge Public Library not only offers personalized service and access to materials but ensures that our mission permeates throughout the City and weaves ALL the individuals we serve together into one community". Mrs. Foss-Eggemann stated she is honored to announce that Mr. Harry Krampitz is the winner of the 2017 Library Award.

Mrs. Van De Carr presented Mr. Krampitz with an engraved, crystal book and a commemorative Library Award pin, "in recognition of your extraordinary service to the Library" and thanked him for his service. The Trustees voiced their congratulations to Mr. Krampitz, the assembly applauded him and photos were taken.

Mrs. Foss-Eggemann announced that the Library Board will also be recognizing two more people this evening. Mrs. Foss-Eggemann ceded the floor to Mr. Trizna.

Mr. Trizna announced that the next person being honored this evening is Deb Kuhlman, who has been volunteering at the Library for the past twenty-five years. She has been tireless in her volunteerism, contributes many hours over the course of the year volunteering in every area of the Library, is a member of the Friends of the Park Ridge Library including helping with their book sales, oversees the screenings of the Library's Thursday afternoon Travel Films, shelf-reads the mystery collection, reinforces/tapes the paperback books for Reader Services and relabels books, offers assistance whenever possible, and patrons ask for her even when she isn't in. Mr. Trizna stated that the Library is fortunate to have Ms. Kuhlman's service for all these years and tonight the Library Board would like to acknowledge her hard work, dedication, and commitment to the Library.

Mrs. Van De Carr presented Ms. Kuhlman with a Commemorative Certificate of Appreciation, "in honor of her 25 years of volunteer service to the Library" and thanked her for her service. The Trustees voiced their congratulations to Ms. Kuhlman, the assembly applauded her and photos were taken.

Mr. Lamb announced that (*wishing to read his name into the record*) Mr. Mark Ready brought the next young adult to the attention of Mr. Lamb's History Club, and in turn, Mr. Lamb had the honor to bring her accomplishment to the attention of the Library Board. He stated he is speaking of Maine East student Hannah Flood, present this evening, who with earnest studying and the direction and encouragement of her A.P. U.S. History teacher, Mr. Owen Doak, earned a perfect score on the Advanced Placement U.S. History Exam in 2016. Mr. Lamb read from a November 16, 2016 *Park Ridge Journal and Topics* article, One in Half a Million: Maine East Student Aces AP Exam, which explained that "Maine East High School senior Hannah Flood was recently informed by the College Board that she had earned every point possible on the Advanced Placement U.S. History exam taken in May. Ms. Flood was one of only three students -- among 489,291 students who took the exam all over the world -- to achieve a perfect score".

Mr. Lamb stated that at some point in high school he placed the following quote in his wallet: "the definition of 'success' is that point in the road where preparation and opportunity meet, but too often it comes disguised as hard work." Addressing Ms. Flood, Mr. Lamb stated that the perfect score is a testament to her hard work, a perfect score is remarkable, and the Library Board wishes to acknowledge her accomplishment. He added that he hopes she can attribute some of her success to hours she spent in the Park Ridge Public Library.

In addition, in recognition of Ms. Flood's aspirations to study Art Education in college, Mr. Lamb gifted her with the book he wrote and illustrated, "from one artist to another".

Mr. Lamb acknowledged Ms. Flood's A.P. U.S. History teacher, Mr. Owen Doak, who is also present this evening.

Mrs. Van De Carr congratulated Ms. Flood and presented her with a Library Commemorative Certificate of Honor, in recognition of her attaining a perfect score on the Advanced Placement U.S. History Exam. Mrs. Van De Carr also congratulated Mr. Doak. The trustees voiced their congratulations to Ms. Flood, the assembly applauded her and photos were taken.

Mr. Trizna announced that at this time the Board will take a brief recess for refreshments and invited everyone present to join in, adding that the meeting will reconvene in a few minutes.

The meeting adjourned at 7:14 p.m.

The meeting reconvened and was brought to order at 7:30 p.m.

COMMENTS FROM THE GENERAL PUBLIC

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

Mr. Lamb announced that there are students present this evening. Mr. Trizna acknowledged them, adding that the Library Board always reserves time at the end of the meeting for their comments.

SECRETARY'S REPORT

Mrs. Foss-Eggemann reviewed the items in the folder:

- A thank you card to “Ms. Golembiewski and CFHK friends at the Park Ridge Public Library”, from Jen and the “CFHK Team” (Cards for Hospitalized Kids), thanking Ms. Golembiewski and the students for hosting the card-making events and for helping with the Park Ridge Herald Advocate article a few weeks ago, adding that “articles like this help to spread the word and get new people involved, as well as inspire other young people to give back. We’ve gotten messages since the article came out from teens who said that it was powerful for them to know a teen founded their own nonprofit organization.”
- Copy of the March 28, 2017 Park Ridge Herald Advocate article, “Hospitalized Kids Still Receiving Cards of Comfort Thanks to Park Ridge Student” – the article mentioned above regarding CFHK, *Cards for Hospitalized Kids*.
- A letter to Mr. Zevnik, Reference Librarian, from Ms. Kathleen Dooley, thanking him for his assistance over the last two years with her Purdue University Capstone Project, necessary for her to complete her Bachelor of Science degree in Nursing. She added that she will always remember his kindness and because of his assistance she will consider him a part of her graduation ceremony.
- Copies of the social media request and subsequent correspondence from Ms. Christine Kahle, her sister Ms. Heather Brown, requesting assistance locating a copy of the January 1, 1978 Park Ridge Advocate article announcing that the first Park Ridge baby of 1978 was a home birth. Ms. Kahle explained that the baby in the article is her sister and that their only copy of the article was destroyed in a flood, leaving them heartbroken. Ms. Ensign, Reference Librarian, notified Ms. Kahle of the Library’s possession of the 1978 Park Ridge Advocate in both microfilm and book form and was able to provide Ms. Kahle and Ms. Brown with copies of the news article.
- Copy of the January 5, 1978 Park Ridge Advocate article, “First Park Ridge Baby in 1978 Born at Home” – mentioned above.

Mrs. Foss-Eggemann announced that she had completed the draft minutes of the recent closed meetings and that the minutes will be distributed to the Trustees to review for approval at the next Committee meeting. There were two closed meetings held, one on March 21 and one on May 9.

In regard to the motion noted on this evening’s agenda, Mr. Trizna asked if anyone will be making a motion to go into closed session this evening; there were none.

TREASURER'S REPORT

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

Mrs. Van De Carr announced that the Library is currently processing Period 13 warrants and that the full pre-audit end-of-year report will be available for the June Board meeting.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr stated that she will provide the year-end statistics for the Library collections at the June Board meeting. Mrs. Van De Carr solicited questions on her monthly report and the statistics included in the packet.

Mr. Trizna inquired about the circulation statistics on page 41 of the packet, noting that the circulation figures were the lowest for the last ten years and he asked Mrs. Van De Carr if she knows of any reasons for this. Mrs. Van De Carr replied that she and staff have discussed these numbers and she is unable to provide any specific reason for this April being lower than prior years. Mr. Trizna asked if it is possible to see the circulation for specific types of materials (books, children's fiction, etc.) and she replied that she has access to that information and will be providing that year-end data to the Board next month. Mr. Trizna noted that this ties into the fact that Library visits for this year are down by 5,000 compared to April, 2016 – even though program attendance has increased – and he is wondering what might have occurred in April that affected visits and circulation to this extent. Mrs. Van De Carr stated she will be working on an analysis of these statistics.

Mrs. Van De Carr stated that she wished to remind the Board that, on page 43, the "Unique Borrower – Cards Used" number does not reflect the number of people using the Library, but rather it is only the number of unique cards that were used to borrow materials; it doesn't reflect the family of 3, 4, or 5 that uses one library card to checkout all of the materials for multiple members of the family. She added that the "Unique Borrower – Cards Used" is just one of the counts to show activity level in the Library but it doesn't paint a full picture of the number of people using the Library. Mr. Trizna asked is there any other data to identify unique users in the Library? Mrs. Van De Carr stated that there isn't anything else that accounts for unique users – there is a count of "total registered borrowers" and there are the tallies of how many people pass through the door counters at the front door.

Mrs. Van De Carr solicited questions on her written report, noting that the Summer Reading Clubs began May 15, and that the librarians are still visiting all of the schools to inform students of the summer Library programs. Staff will be marching in the annual Park Ridge Memorial Day Parade and if any of the Trustees would like to join the staff they should contact Ms. Rigney.

Mrs. Van De Carr reminded the Board that the annual Volunteer Appreciation Tea is tomorrow afternoon; explaining that this annual event is when the Library staff honor the many volunteers that generously give their time to support the Library and all its activities. Mrs. Van De Carr announced that a total of 4,022 hours were provided to the Library by the adult and junior volunteers, adding that staff greatly appreciates all the work the volunteers do all year long.

Mrs. Van De Carr announced that the latest patron survey – a single-question survey – began yesterday and will continue through this weekend. In response to Mrs. Foss-Eggeman's inquiry, Mrs. Van De Carr replied that yes, this is the one-question survey and the last survey until after the renovations are completed, at which time a more lengthy survey will be conducted.

Mrs. Van De Carr noted the photos at the end of her written report which show the fun the children had taking pictures of themselves “walking on the moon” at a recent program using the Library’s new green screen.

She also noted the “Request for Information Status Report” which has had no changes since last week when it was reviewed by the Trustees.

COMMITTEE REPORTS

Planning & Operations:

Mr. Parisi noted that the Committee discussed the RFID (*Radio Frequency Identification*) Implementation Project, and as part of the Board’s due diligence evaluation process of the project, hosted two separate presentations by representatives from Bibliotheca+3M and MK Solutions who fielded questions from the trustees. Mr. Parisi referred to the memo at the trustee’s places with comparison information on the two vendors, noting that this RFID implementation is a budgeted item covered by the Library’s Technology Fund. Mr. Parisi reported that after much consideration the Committee decided to recommend Bibliotheca+3M for implementation of a RFID system.

In response to Mr. Trizna and Mrs. Foss-Eggemann, Mrs. Van De Carr explained there was no motion called at the meeting because the Committee asked her to first contact Bibliotheca to negotiate their prices, which changed the price in the motion. Mr. Lamb noted that he thought that Mr. Egan was going to provide an analysis. Mr. Reardon clarified that Mr. Egan was going to provide a sensitivity analysis for the Phase II financials – there is no further analysis required on this Phase I portion of the RFID implementation. Mr. Lamb asked Mrs. Van De Carr what the outcome was of her negotiations with Bibliotheca+3M, to which she replied that Bibliotheca+3M offered a savings of \$4,700. Bibliotheca+3M lowered the cost of the maintenance on the security gates and self-checkout kiosks, and the one-time expense for leasing tagging stations.

Mr. Parisi made a

MOTION: to approve the ***Bibliotheca+3M*** proposal for Phase I of the Library’s RFID (Radio Frequency Identification) Implementation, and purchase RFID tags and four staff workstations, and lease two tagging stations, from ***Bibliotheca+3M***, 403 Hayward Avenue N, Oakdale, MN 55128, at a cost of \$53,227.00 in order to begin tagging the Library’s collections.

Mr. Lamb SECONDED the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Parisi stated that the second issue discussed last week was the printing of the Library newsletter, and that the Committee decided to reject all bids received. Mrs. Van De Carr reported that the Library’s attorney informed her that the Library isn’t required to go out to bid on this project due to the total cost for printing being less than \$20,000, the Library only needs to obtain quotes. If the Library Board rejects all the bids, Mrs. Van De Carr will negotiate for the lowest cost possible. There being no further discussion,

On behalf of the Committee, Mr. Parisi made a

MOTION: to reject all bids received for the *Printing and Mailing of the Library Newsletter*.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Building & Grounds:

Due to the absence of the Committee Chair this evening, Mr. Trizna asked Mrs. Van De Carr to update the Board on any further developments regarding the Library Improvement project.

Mrs. Van De Carr reported that this afternoon Mr. Carl Giometti, project manager for Studio GC, sent diagrams/building plans to City Building Inspector Steven Steffens showing the various life safety issues that were in question. Mrs. Van De Carr reported that she forwarded these plans on to all of the Trustees via email this afternoon. The next step is for the City to respond with a plan review letter, which Mr. Giometti stated in his experience usually takes one to two weeks. Mrs. Van De Carr encouraged Mr. Giometti to call Mr. Steffens to confirm his receipt of the plans and his ability to respond within two weeks.

Mrs. Van De Carr reported that Studio GC is also identifying a third party independent consultant to be used to assess the building plans. Once Mr. Giometti provides a name to Mrs. Van De Carr, she will share that information with Jim Brown, Director of CPD (the City's department of Community Preservation and Development) and with Acting City Manager Joe Gilmore, to see if they agree to this third party consultant in the event an independent review of the building plans is needed.

Mr. Trizna explained that the Library has been working on the Library Renovation Plan for over a year and a few weeks ago the City informed the Library that according to the City's building code the Library must install a sprinkler system in various areas of the building. If the Library is required to install sprinklers in the areas being noted, the estimated additional cost is approximately \$500,000, which is more than 25% of the current project budget. Mr. Trizna added that the point of contention between the architects and the City is in regard to whose standard is the correct one that must be adhered to. One of the ways to compensate for a lack of sprinklers is to enlarge exits or increase the number of exits, and all these have related additional costs. Mr. Trizna concluded by stating that overall, this is what is delaying the renovation process.

Mr. Lamb stated he wishes to add that regarding this discussion with the Fire Department and the City, no one is more concerned with having a safe building than the Library Board. As such the Board has instructed Studio GC to engage an independent fire expert to review Studio GC's calculations and building renovation plans, especially as it relates to this issue, both for the benefit and safety of the public, and to satisfy the Fire Department that all renovations are being clearly designed in such a way to not create any additional risk to Library patrons. Mr. Trizna added that it is ironic that the Library building is owned by the City and for all these years the building has been without sprinklers, but now that the Library is doing a renovation, the City says the building has to have sprinklers.

Personnel:

Mrs. Rayborn stated the Trustees went into Closed Session to discuss the Library Director's annual review and goals. She added that Mrs. Foss-Eggemann will be able to provide the missing information in the minutes regarding adjournment times.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that the Friends held a successful sale the first weekend in May, with sales totaling just over \$6,500. She added that the Friends have been provided with the Library's spring wish list to consider at their annual meeting which will take place on June 6.

UNFINISHED BUSINESS

No discussion.

NEW BUSINESS

Mr. Trizna stated he had dinner Friday evening with Park Ridge residents Mr. and Mrs. Twarek, who shared with him a number of ideas for increasing Library usage and attendance at Library programs by seniors. Their ideas were aimed at addressing a variety of specific issues and needs, such as Alzheimer's issues. Mr. Trizna said he will be meeting with them again to get further details and more ideas. He added that this shows that there are people in the community who have ideas for Library services and programs, some of which might be non-traditional or uncommon, which might increase attendance and usage.

Mr. Trizna acknowledged the presence of some Maine South students and, since they are asking for school credit he invited them to step up to the podium and state their names, the class that required their attendance at this meeting, any observations they have, etc.

Danny Boenrostro, Nick Sinatra, and Michael Zminoch – stated they are all Seniors at Maine South High School and are in attendance to fulfill a requirement for their Government Class. They answered questions regarding their plans after high school. Mr. Trizna asked if they had any questions or observations about any of the subjects discussed this evening or if they have any comments. Mr. Boenrostro stated that he was surprised to hear that the number of people visiting the Library was so low, he thought it would be larger considering how many people live in Park Ridge. Mr. Parisi asked why they haven't visited the Library frequently or recently. Mr. Boenrostro surmised that coming from a millennial standpoint, who, in his opinion have shorter attention spans, being in the Library gets boring quickly; it would be more enticing if it was more exciting or cool. He said if the Library continues to have cool programs like the one with the sloth/wild animals, it will attract more attention and more people. Making the Library more comfortable and adding more technology – having more computers available would be very helpful. Mrs. Rayborn asked him what kind of computer do they think would be best – laptops or desktop computers? They responded 'definitely Macintosh desktops', not laptops. The students added that the Library should post information on social media to inform teens about Library services like free eBooks/magazines/movies, etc., an electronic sign outside the Library listing programs, the new makerspace equipment and the Media Lab. Mrs. Foss-Eggemann asked about anything other than technology, what about food? They responded that there are a lot of food establishments nearby so he can't ask for anything more; being able to have food would be enticing.

ADJOURNMENT

Mr. Reardon MOVED to adjourn the Board meeting.

Mr. Lamb SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:07 p.m.

Charlene Foss-Eggemann, Secretary