

**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, JUNE 20, 2017 AT 7:00 P.M.**

CALL TO ORDER

Mr. Trizna called the meeting to order at 7:04 p.m.

ROLL CALL

TRUSTEES PRESENT: Robert Trizna, President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Stevan Dobrilovic, Patrick Lamb

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

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Jodi Bemis Whitney, Angela Berger, Staci Greenwald, Gretchen Kottkamp, Peggy Maiken, John Priala, Parry Rigney, Lisa Winchell, Library Staff; Anne Lunde, Park Ridge Journal; Jennifer Johnson, Pioneer Press; Leslie Farrell, Kim Garber, Gareth Kennedy, Joshua Kiem, Jennifer LaDuke, Julie Stam, Park Ridge residents

CONSENT AGENDA

Mr. Reardon MOVED to approve the Consent Agenda.

Mr. Lamb SECONDED the motion

Voice vote: 6 Yay: Burkum, Foss-Eggemann, Dobrilovic, Lamb, Reardon, Trizna
3 Absent: Egan, Parisi, Rayborn

MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

Mr. Trizna solicited questions from the general public on non-agenda items.

Gretchen Kottkamp, Parry Rigney, and Laura Scott, Library Managers, stepped forward and stated that since yesterday was Janet Van De Carr's last day as Director of the Library, in keeping with Library tradition, and as a small sign of appreciation, on behalf of the staff of the Park Ridge Public Library they will read the following into the record:

Proclamation In Recognition of Janet Van De Carr

Whereas, Janet Van De Carr has served Park Ridge and its residents with distinction for a period of 37 years – from March 3, 1980 to June 19, 2017 – as the Head of Children's Services, then Assistant Director, and lastly for 16 years as the Library Director; *Whereas*, she, as Head of Children's Services, laid a foundation of friendly and competent service and dynamic programming to encourage a love of reading in the children of Park Ridge, including creating the enduring Reading Patch Club, acquiring the department's first and ever-popular train table, and leading the project of amassing dozens of children's stories brought to life through puppets, felts, and props, subsequently known in storytime planning as "propy things", including but not limited to "The Chocolate Chip Ghost" and "Caps for Sale"; *Whereas*, under her leadership as Assistant Director and as Director we have

conducted space studies, changed catalog systems, began circulating digital materials, removed asbestos, created a community network, established a website and subsequently redesigned our website, replaced a roof and windows, and so much more; *Whereas*, she has demonstrated superior juggling skills, handling all kinds of Library issues from FOIAs to bidding projects, to meeting with consultants and vendors and creating endless reports, studies and surveys; *Whereas*, she led the staff and the community in celebrating the Library's 100th anniversary in a yearlong celebration of special programs and events; *Whereas*, she has remained calm in the face of emergencies such as fire and security alarms at inconvenient times; upset patrons; vehicles running into electrical boxes, the building, and supporting columns; and those last minute information requests from Board members; and has cheerfully welcomed into her office the endless parade of staff and patrons; *Whereas*, she always had chocolate in her office, for which we express special gratitude; *Whereas*, under her leadership the community passed a referendum, voting YES to restore Library funding in the year 2014, showing support for the Library and its role in the community; *Whereas*, she has hired and mentored countless Library staff, who will continue to carry on her good work to the best of our ability; *Whereas*, she will be missed tremendously, as she has served the Library for 37 years with integrity, vision, patience, kindness, a sense of humor, and the best laugh; *Now, therefore be it resolved* that on this date, June 19, 2017, the staff of the Park Ridge Public Library expresses its special thanks and appreciation to Janet Van De Carr for 37 years of distinguished service. Be it further resolved that a copy of this Resolution be presented to her, signed by the Manager of each department of the Library, and proclaimed on this day for all to hear.

Mr. Trizna thanked them and asked that the resolution be included in the official minutes of this meeting.

Leslie Farrell, Park Ridge resident – stated as a librarian and a Park Ridge resident she wishes to express her appreciation for Mrs. Van De Carr's years at the Library as a librarian and as the Director. Mrs. Farrell stated that she considers Mrs. Van De Carr to be an amazing person and a very good librarian and a very good Director and she is sad that she is leaving and grateful that she was here 37 years.

Mrs. Farrell added that she encourages the Board, as they look at applicants, to please consider having the Director be another person with an MLS (Masters of Library Science) degree because that is very important and she's not sure that they realize it.

Mr. Trizna thanked her for her comments.

SECRETARY'S REPORT

Mrs. Foss-Eggemann reported there is no correspondence folder this evening.

Mrs. Foss-Eggemann announced that she will distribute draft minutes of recent closed meetings for the Trustees to review for approval at the next Committee meeting.

TREASURER'S REPORT

Mr. Reardon stated all financial items in the packet are covered under the Consent Agenda.

LIBRARY DIRECTOR'S REPORT

Mr. Trizna solicited questions and comments regarding the written Library Director's report and statistics included in the packet. There were none; there was no further discussion.

COMMITTEE REPORTS

Mr. Trizna stated that Mr. Reardon suggested that the Board only address those Committee reports this evening that have action items. There were no objections from members of the Board.

Planning & Operations:

Mr. Reardon stated that after Mrs. Van De Carr retired he requested a Board designee be authorized to assume the authorizations previously held by the Library Director.

In Committee it was stated that the Board must vote on the issue of the printing of the Library newsletter.

Mr. Reardon made a

MOTION: to approve the quote from Trend Graphics, 10901 Union Special Plaza, Suite 117C, Huntley, IL 60142 for *Printing and Mailing the Library Newsletter* for one year at the cost of \$12,228.00

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Lamb raised the issue that Article II of the Bylaws requires that at the June Board meeting the Board President appoint a Nominating Committee of three Trustees to draw up a slate of Library Board officers for the elections at the July Board meeting. The officer positions are Board President, Vice President, Secretary and Treasurer. Mr. Trizna suggested that since he, Mr. Lamb and Mr. Parisi are up for reappointment to the Library Board that other Trustees volunteer to be on this Committee. After some discussion it was determined that Mrs. Burkum, Mr. Egan, and Mr. Reardon will be the Nominating Committee. Mr. Dobrilovic announced he will not be able to attend any meetings until August.

Budget & Finance:

Mr. Dobrilovic asked Mr. Reardon for assurance that the Library will be able to continue with purchasing without any further changes to policy. Mr. Reardon stated that based on his reading he believes staff will be able to continue with purchasing and payment of its bills without any further changes to policy at this time.

Mr. Reardon addressed purchasing Policy IA1 on page 87, in regard to the passages stating "Library Director or other Board designee", the managers are allowed to approve warrants up to \$2,000 and the Director is allowed to approve warrants from \$2,000 to \$5,000.

On behalf of the Committee, Mr. Reardon made a

MOTION: to approve Policy IA1, *Purchasing Policy*, as revised

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Reardon addressed purchasing Policy IA1a on page 89, noting passages stating "Library Director or other Board designee".

On behalf of the Committee, Mr. Reardon made a

MOTION: to approve Policy IA1a, *Payments for Goods and Services*, as revised

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Reardon suggested that at this time the Board assign a designee.

Mrs. Foss-Eggemann made a

MOTION: to appoint Mr. Reardon as the Board Designee, under policies IA1 and IA1a

Mrs. Burkum SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Personnel:

Mr. Reardon made a

MOTION: to accept and approve Library Director Janet Van De Carr's notification of retirement

Mrs. Burkum SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Trizna asked that, since she penned the resolution, Mrs. Burkum read into the record the Library Board's

Resolution Honoring Janet Van De Carr on her Retirement, June 20, 2017

Whereas, Janet Van De Carr, Director of Park Ridge Public Library, retired June 19, 2017, after 37 years; and *Whereas*, Mrs. Van De Carr began her career with the Park Ridge Public Library on March 3, 1980, and served Park Ridge and its residents as the head of Children's Services, Assistant Director, and, since December 1, 2000, as the Library Director; and *Whereas*, in recognition of her outstanding service to the Library, its patrons, the Park Ridge community; and *Whereas*, throughout her many years of service, Mrs. Van De Carr has served the people of this city with fairness and dedication: *Therefore be it resolved*, that we, the members of the Board, do hereby extend to Mrs. Van De Carr our sincere and grateful appreciation for her dedicated service to the Park Ridge Public Library, our congratulations on her well-earned retirement, and our best wishes to her for continued success, happiness, and good health in the years to come. Adopted in Park Ridge, Illinois, this Twentieth day of June 2017, by the Park Ridge Public Library Board of Trustees.

Mrs. Foss-Eggemann thanked Mrs. Burkum for providing the resolution, it was wonderful. Mr. Reardon asked that the resolution be included in the official minutes of this meeting.

Mr. Reardon addressed the agenda item, "discussion of search for new Library Director" and reviewed the action items listed in the *Park Ridge Library Director Replacement Plan* as found on page 103 of the packet.

Mr. Reardon reported that he and Mrs. Burkum held one meeting with the Library managers on Tuesday, June 15 and discussed the need for interim co-Directors. Mrs. Burkum reported that she and Mr. Reardon also held two meetings with staff this afternoon.

Mr. Reardon stated that he and Mrs. Burkum recommend for purposes of a smooth transition that the Board approve moving forward with the two current managers who volunteered to act as co-Interim Library Directors – Anastasia Daskalos and Laura Scott – rather than go with the alternative which would be to hire an interim Director.

Mr. Reardon reported that he and Mrs. Burkum met with Ms. Daskalos and Ms. Scott and had a productive discussion and determined that their department structures are deep enough that they will have sufficient backup when they are absent from their department conducting business as a “co-Director”. He solicited input from the other Trustees.

Mr. Lamb stated as was acknowledged in his own discussion with Mrs. Van De Carr, our Library is run not by just one person but rather it operates effectively and dynamically because of 83 dedicated employees who care about the Library and he believes it will continue to prosper and function at a high level of service to the community.

Mr. Lamb added that he believes all the trustees appreciate the loss that will come with Mrs. Van De Carr not being present, that all libraries today are faced with a variety of new challenges, and also appreciates that Ms. Daskalos and Ms. Scott have volunteered. He added that the staff runs the Library every day and he is confident while the process to find a new Director is undertaken by the Board, the staff will continue to do a great job, which he appreciates. He also agrees with Mr. Reardon and Mrs. Burkum that having two interim co-Directors provides a balance, gives staff alternatives for discussion, and the two co-Directors bring different strengths and experiences that will only help in the transition while the Board conducts the search for a new Library Director. He thanked them for volunteering.

Mr. Reardon added that both managers will continue in their capacity of manager to their individual departments while also acting as interim co-Directors, and that he anticipates the process of finding a permanent Library Director will take four to six months. If the process goes to six months then he and Mrs. Burkum will sit down again with the interim co-Directors to evaluate where everything stands.

Mr. Reardon announced that he agrees with the following suggestion from the two staff members that they will act as Interim Co-Directors until such time that a new Library Director is on board, and during that time the Library staff and Board will act with a “business as usual” strategy, which means specifically that the Board will refrain from requesting new data, new reports, etc. and Mr. Reardon and Mrs. Burkum each reiterated that they are fully in support of this.

Mrs. Burkum added that she is appreciative that Ms. Daskalos and Ms. Scott stepped forward and that they are both fully committed working together closely both with each other and with the Board and staff. She added she is excited about their approach to co-directing.

Mr. Trizna asked if there has been a discussion about an increase in compensation commensurate with the additional duties and additional responsibilities for the interim co-Directors, to which Mr. Reardon replied yes there has and added that he and Mrs. Burkum believe it is completely appropriate. He added that he wishes that Mrs. Rayborn was present due to her HR experience, but since she isn't; the trustee agreed that rather than postpone (until Mrs. Rayborn returns) the interim co-Directors being named that they be formally approved tonight per se, and that their compensation be retroactive.

Mr. Reardon made a

MOTION: to appoint Ms. Anastasia Daskalos and Ms. Laura Scott as Interim Co-Directors of the Park Ridge Public Library pending resolution of a compensation package.

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

In response to an inquiry by Mr. Kiem, Park Ridge resident, Mr. Lamb and other trustees said yes, the renovation project will continue as planned, pending the resolution of the current matter between the City Planning department and the Board.

Mr. Reardon announced that should staff have questions in regard to the renovation project, the *Library Director Replacement Plan* delineates which Trustee is handling these topics: Building and architects – Mr. Egan; RFID implementation – Mr. Egan; Financial – Mr. Reardon; Personnel – Mrs. Rayborn; Legal – Mr. Trizna; Operations – Mr. Parisi.

Mr. Reardon added that it has suggested that Trustees have a presence in the building at one-hour time increments (one hour a day) and he asked that the Trustees send their availability to Mr. Reardon so that the information can be posted in the Library and on the Library website.

Discussion ensued regarding the formation of a Library Director Search Sub-Committee. It was suggested by staff that the sub-committee should include two Library staff members, to which Mrs. Foss-Eggemann suggested it might be good that one of the two staff members be one of the Interim Co-Directors. Ms. Daskalos nominated Ms. Berger; Ms. Scott volunteered to be the second person. It was also suggested that community meetings with the Director candidates be held for input from residents; Alderman Melidosian suggested the meetings be open and that those trustees not on the sub-committee also be involved in those meetings. The Trustees voiced their agreement.

Mr. Reardon made a

MOTION: to appoint a Library Director Search Sub-Committee to consist of six Board Trustees – Mrs. Burkum, Mr. Dobrilovic, Mr. Lamb, Mr. Parisi, Mr. Reardon, Mrs. Rayborn – and two Library Staff – Ms. Berger and Ms. Scott.

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Communications & Development Committee

No discussion.

Library Resources:

No discussion.

Building & Grounds:

No discussion.

FRIENDS OF THE LIBRARY

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mr. Reardon announced that on June 19, 2017 the Library received a FOIA (Freedom of Information Act) request for:

Copies of any and all emails sent to and from Library Director Janet Van De Carr that include conversations regarding the Director's performance, performance review, potential separation agreement, and any discussions with Library Board members about her employment with the Library, during the period of January 1, 2017 and June 16, 2017.

Mr. Trizna stated that he coincidentally had a conversation about this type of matter with the Library's attorney earlier today and they are working on responding to the request. Mr. Trizna asked Mr. Reardon who placed the FOIA request, to which Mr. Reardon stated it was placed by Jennifer Johnson, Staff Writer, on behalf of the Park Ridge Herald-Advocate and Chicago Tribune.

Mr. Reardon stated he suggests that the sub-committee meet next week; after some discussion it was determined that the Special meeting of the Library Director Search Sub-Committee will take place on Thursday, June 29 at 7:00 pm in the Library's third floor meeting room. Mr. Lamb volunteered to draw up an agenda for the meeting. Due to the rules of the Open Meetings Act, it was stated that the agenda must be sent to the Business Office by Tuesday afternoon in order that it gets posted at least 48 hours prior to the meeting.

ADJOURNMENT

Mr. Reardon MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:00 p.m.

Charlene Foss-Eggemann, Secretary