

**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, JULY 18, 2017 AT 7:00 P.M.**

**CALL TO ORDER**

Mrs. Foss-Eggemann called the meeting to order at 7:05 p.m.

**ROLL CALL**

**TRUSTEES PRESENT:** Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Joseph Egan, Karen Burkum, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Judith Rayborn

**TRUSTEES ABSENT:** Stevan Dobrilovic

**OTHERS PRESENT:** Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Jodi Bemis Whitney, Angela Berger, Peggy Maiken, Parry Rigney, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Jennifer Johnson, Pioneer Press; Bob Condren, Park Ridge resident

Mrs. Foss-Eggemann announced that at last night's City Council meeting three Library Board Trustees were sworn in by City Clerk Betty Henneman and are here this evening. Mrs. Foss-Eggemann and the assembly welcomed returning Trustee Patrick Lamb, and new Trustees Joshua Kiem and Gareth Kennedy.

**ELECTION OF OFFICERS**

As the highest ranking member of the Board present, Mrs. Foss-Eggemann explained that at this time she will to nominate a non-officer as President Pro-tem and the Board will proceed with the election of officers.

Mrs. Foss-Eggemann made a

**MOTION:** to nominate Mr. Egan, as President Pro-tem

Mr. Lamb SECONDED the motion.

Voice vote.

**MOTION CARRIED UNANIMOUSLY.**

Mr. Egan reported that the Nominating Committee, of which he was a member with Mrs. Burkum and Mr. Reardon, met earlier this evening at the Park Ridge Public Library to discuss the slate of trustees to serve as officers for the 2017-18 term. The Committee agreed on the following slate of nominees for officers for the 2017-18 term:

President:	Patrick Lamb
Vice President:	Joseph Egan
Secretary:	Charlene Foss-Eggemann
Treasurer:	Michael Reardon

Mr. Egan asked if there were other nominations or comments from the floor. There being no other nominations from the floor, nor any comments from the public nor Board,

Mr. Egan made a

**MOTION:** to close the nominations for the slate of officers for the Library Board of Trustees for the 2017-2018 term.

Mrs. Rayborn seconded the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

Mr. Egan made a

**MOTION:** to elect the following slate of officers for the 2017-2018 term:

President:	Patrick Lamb
Vice President:	Joseph Egan
Secretary:	Charlene Foss-Eggemann
Treasurer:	Michael Reardon

Mrs. Burkum seconded the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

Mr. Egan announced that at this time Mr. Lamb will take over the meeting.

### **CONSENT AGENDA**

Mr. Reardon believes that all of item #6 should have an asterisk, to which Mr. Lamb stated he believes all of #6 is included in the Consent Agenda. Mr. Egan suggested that in the future the Budget report, #6 E, under the Treasurer's report not be included in the Consent Agenda but rather be discussed separately under the regular agenda so that the Board can focus on that separately every month. Mr. Lamb suggested he raise this issue at the August COW so that it can be addressed and then if approved, the Agenda changed for the August regular Board meeting. Mr. Egan agreed.

Mr. Lamb MOVED to approve the Consent Agenda.

Mr. Egan SECONDED the motion

Roll call vote

MOTION CARRIED UNANIMOUSLY

### **COMMENTS FROM THE GENERAL PUBLIC**

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

## SECRETARY'S REPORT

Mrs. Foss-Eggemann reviewed items in the folder:

- A comment form *from Anonymous* complimenting Brandee Crisp, Reference Librarian, “for her very capable help on Sunday, May 21. This was also very considerate of her”.
- A comment form *from Anonymous* stating, “A degree in Sociology not a Director be. Surely someone who has been here longer will be more qualified. Think before acting especially something so long term”.
- A comment form from Kathy Sklena, asking that if the Library proceeds with plans to change chairs in the Library she hopes “you will not do all chairs with rollers like Des Plaines” Library. She stated that she has arthritis and it is scary to try to get up and down out of chairs with rollers. She adds that she can’t believe that the Americans with Disabilities Act guidelines approves of roller chairs. Mrs. Foss-Eggemann stated she doesn’t recall if the chairs the Board looked at have chairs, to which Mr. Lamb stated he doesn’t recall any chairs with rollers being considered.
- A copy of a Twitter “tweet” from former Secretary of State Hillary Clinton on the American Libraries (American Library Association) account stating “I am here today b/c (*because*) of great public schools, educators, and the Park Ridge Public Library”, with the tags for the Park Ridge Public Library, Hillary Clinton and the 17th Annual American Library Association Convention (*#alaac17*).

Mrs. Foss-Eggemann announced that she will at this time read the two resolutions for former Board Trustees Dean (Berardino) Parisi and Robert Trizna so they will be included in the permanent record of this meeting.

Resolution of the Board of Trustees Park Ridge Public Library – WHEREAS, Robert J. Trizna has served with dedication on the Board of Trustees of the Park Ridge Public Library for two terms from July 18, 2011 to June 30, 2017; and WHEREAS, during those six years he served the Board of Trustees as a member of every Board Committee; and WHEREAS, he served the Board of Trustees as an active and engaged Chairman of Building & Grounds for three years; and WHEREAS, he served the Board of Trustees with leadership and dedication as Vice-President for two years; and WHEREAS, he served the Board of Trustees with leadership and dedication as President for one year; and WHEREAS, he has demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library and a willingness to find new ways to serve the Library’s patrons; and WHEREAS, he has expressed insight and vision for the future of the Library as it plans for a renovation of the Library’s interior; NOW, THEREFORE BE IT RESOLVED that on this date, July 18, 2017, the Board of Trustees of the Park Ridge Public Library expresses its special thanks to Robert J. Trizna for all that he has done, its appreciation of his efforts on behalf of the Park Ridge community, and its very best wishes for success and happiness in all of his future endeavors. BE IT FURTHER RESOLVED that a copy of this Resolution be presented to him and included in the contents of the minutes.

Resolution of the Board of Trustees Park Ridge Public Library – WHEREAS, Berardino Parisi has served with dedication on the Board of Trustees of the Park Ridge Public Library for one term from July 15, 2014 to June 30, 2017; and WHEREAS, during those three years he served as a member of every Board Committee; and WHEREAS, he served the Board of Trustees as an active and engaged Chairman of Planning & Operations for two years; and WHEREAS, he served with leadership and dedication as Vice-President for one year; and WHEREAS, he has demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library and a willingness to find new ways to serve the Library’s patrons; and WHEREAS, he has expressed insight and vision for the future of the Library as it plans for a renovation of the Library’s interior; NOW, THEREFORE BE IT RESOLVED that on this date, July 18, 2017, the Board of Trustees of the Park Ridge Public Library expresses its special thanks to Berardino “Dean” Parisi for all that he has done, its appreciation of his efforts on behalf of the Park Ridge community, and its very best wishes for success and happiness in all of his future endeavors. BE IT FURTHER RESOLVED that a copy of this Resolution be presented to him and included in the contents of the minutes.

The audience applauded. Mr. Lamb stated that he believes 'that all the Trustees who served with and spent time with both Mr. Trizna and Mr. Parisi appreciate the dialog they created and the issues they helped us address'. He added that 'we are all thankful for persons like them who step forward and we trust and expect that Mr. Kennedy and Mr. Kiem will fill their shoes and provide equally great contributions in the future'.

Mrs. Foss-Eggemann noted that the agenda indicates that the Board will motion to go into closed session at the conclusion of regular business to address a security issue. She asked Mr. Lamb if that motion should be called now, to which Mr. Lamb replied that the Board will raise that motion at the end of the meeting.

Mr. Kiem asked if the Board should vote to adopt the two resolutions, to which Mr. Lamb stated that would be fine.

Mr. Kiem made a

**MOTION:** for the Board to adopt the resolutions for former Trustees Bernardino Parisi and Robert Trizna as read.

Mrs. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

#### **TREASURER'S REPORT**

Mr. Reardon stated all financial items in the packet are covered under the Consent Agenda. He noted that the Year-to-Date Budget Report on page 39 of the packet that Mr. Egan was referring to earlier, suggesting that it be removed from the Consent Agenda, adding that the Employee Benefits line item isn't included at this time. In response to Mr. Lamb, Mr. Reardon stated that no action is needed by Ms. Berger; Ms. Berger stated the City has informed her that the Employee Benefits figure should be available by the end of July. Mr. Egan stated that the Library is in a new fiscal year and it is typical that the Library receives the information for this line item a little later than the other amounts.

Mr. Lamb acknowledged Ms. Bemis Whitney, who suggested that because the motions are on the agenda under the Secretary's report, that they be called at this time not under "new business". She explained that calling the motions doesn't mean the Board will go into closed session immediately, but rather at the conclusion of regular business per their wording.

Mr. Lamb asked for a motion to adjourn the current meeting with the understanding that the Board will be going into closed session at the conclusion of regular business to discuss a security matter and will then return to open session to report on the determinations made in Closed Session.

Mr. Lamb made a

**MOTION:** for the Board to adjourn to Closed Session at the conclusion of regular business for the purpose of discussing a security matter.

Mr. Egan SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Egan, Kennedy, Kiem, Lamb, Rayborn, Reardon  
1 Nay: Foss-Eggemann  
1 Absent: Dobrilovic

MOTION PASSED

Mr. Egan made a

**MOTION:** that the Board return to Open Session at the conclusion of the Closed Session.

Mr. Lamb SECONDED the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

The Board shall return to open session to report on the determinations made in Closed Session and to vote on the Planning & Operations Committee **MOTION** to approve the suspension of Library privileges for patron for one year.

### **LIBRARY CO-DIRECTOR'S REPORT**

Ms. Scott solicited questions on the written report which begins on page 59 of the Board packet. Ms. Scott invited the Trustees to the Library Block Party, taking place from Noon to 3:00 p.m. on Sunday, July 23 on the Library grounds, with entertainment options for children and adults.

Ms. Scott announced that she would be reporting on the Adult and Young Adult Summer Reading programs after Children's Services Manager Parry Rigney gives her overview of the Children's Summer Reading programs. Ms. Rigney showed the Board the reading tote which is the prize for adults who complete their summer reading log. She explained that this year's mascot for the Children's Summer Reading Clubs is "Gadget" the robot. She explained that he "hides" in businesses around town and the children obtain a clue in the Children's Services department and then look for him and then they come back to report on where they have seen him and they are entered into a prize drawing for finding him. Ms. Rigney explained that this shows that the main point of the Summer Reading Clubs is that reading and learning is fun, the Library is fun, and to invite the families and children to the Library who may not have visited in a while and that they will enjoy themselves and continue to come into the Library all year long. Ms. Rigney explained that most of the programs offered by the Library during the summer are pure fun, like the block party, the hide-and-seek mascot, etc. She added that Gadget is coming home permanently on Wednesday, July 26 and so the Library is hosting "Gadget's Welcome Home Party" for all ages. Ms. Rigney explained that national research shows that students who participate in public library summer reading programs score higher on reading achievement tests at the beginning of the school year compared to those who didn't participate and read over the summer; this helps to avoid the "summer slide" in reading skills. Students who read over the summer will maintain their reading skills better, and suffer learning loss at lower rates than students who don't read over the summer. Ms. Rigney explained that this is a way that the Library supports Park Ridge children and families on their road to literacy and becoming lifelong learners.

Ms. Rigney stated that there is also summer learning at the Library. She added that the "Maker Monday" series of programs for students has been popular: in the "Penny Flashlight" program the children learned how to make a battery using pennies and a simple electrolyte solution of water, vinegar and salt; in the 3D printing class the children learned how to use the Tinker-Cad software (*a free, computer-aided design software geared which is designed for beginners and kids*) to create a simple "dog-tag" that they could customize and then print on the Library's 3D-printer and take home with them; another program had the children using an app to create stop-motion animation videos, photos of which are on the Library's website on the Kids' page.

Ms. Rigney reported that to date over 2,600 children (ages birth through going into 6th grade) have signed up for a summer reading club, as well as almost 500 teens, and 596 adults. Ms. Scott explained that staff likes to encourage adults to join the summer reading clubs and this year, as a fun way to reach those parents that might not come up to the Adult areas, the kids obtain a "Refer an Adult" card by getting their parent to sign up for Summer Reading Club and when their parent signs up for the Reading Club, the child receives an entry to win a Pickwick

Theatre gift card. Ms. Scott explained that all of the prizes distributed in conjunction with the Summer Reading Clubs are funded by the Friends of the Park Ridge Library, the reading prizes for the adults – a tote bag – were printed at Summit Specialties and that the theme for this year's Summer Reading Clubs is "Build Your World with Books".

Mrs. Burkum complimented the staff for a great job creating the genres of books that are on the reading logs for the Adult reading clubs, adding it forces her to read different themes and genres that she might not normally choose to read. Mr. Lamb said he is very impressed with the numbers of children and adults who have registered for the Summer Reading Clubs – 3,700 is a huge number. He added that the list of community partnerships with the Library is extensive and very impressive, and read the list to the assembly; he complimented the staff and he asked if these community partners are acknowledged by the Library. Ms. Scott replied yes, they are acknowledged in the Library, as well as in the latest newsletter. Ms. Rigney added that the children receive a coupon pack as an incentive for every five days of reading and so the patrons know that the businesses that provided the coupons are contributing to the Summer Reading Clubs and are benefitting from the relationship. Ms. Pegler added that a sign is posted next to the prizes on display with the name of the person/business who donated that prize.

Ms. Rigney explained that traditionally children have received a patch when they complete the Summer Reading Club but this year the department is trying something different for the final prize incentive; with the support of the Friends of the Library, the Library has rented the Pickwick for three mornings to show *The Lego Batman Movie*. So it's more of a community-building event, an "experience", as the prize.

Ms. Daskalos reviewed the Circulation statistics, noting the Circulation for June was 74,569 items, the year-to-date circulation was 136,052, and for the month of June there were 39,750 visitors and 1,991 program attendees. Mr. Kennedy asked Ms. Daskalos to define what circulates, to which Ms. Berger explained that it includes both physical and electronic materials. Ms. Scott explained that she has statistics for electronic materials; the Trustees asked that the electronic materials be indicated in the packets in the report in the future. Mr. Kennedy stated he feels it might be helpful to see the use of the apps; Mr. Egan stated that he thought that once the user logs into a third party app, such as Zinio, the Library cannot track usage when people sign on directly to an app.

Mr. Egan asked if there was something unique in 2016 that would explain the drop in program attendance in June 2017 compared to June 2016, to which Ms. Rigney replied that in June, 2016 the Library Block Party took place and there were approximately 900 people in attendance – compared to 2017 when the Block Party took place in July, so that is the majority of the difference in program attendance. Mr. Reardon stated that one of the managers told him that the majority of programs have intentionally been left unscheduled in July because the Library should have been in construction, to which Ms. Scott replied that is starting in August, not June.

Mr. Lamb asked if Ms. Scott could create a breakout of the circulation statistics for next month, to which Mr. Reardon stated that only a breakout of statistics already being gathered – nothing new, no new report. Mr. Kennedy added that it would be good to have a write up, at which point Mr. Reardon reminded them that the Board agreed not to ask for any new reports of the Interim Co-Directors – so therefore a report only for statistics already being gathered – nothing new (Mr. Lamb agreed). Mr. Kiem explained to Mr. Kennedy that the Trustees agreed to not ask for reports on anything new until a new Library Director begins working.

## **COMMITTEE REPORTS**

### **Planning & Operations**

Mr. Lamb asked for someone to report on the three motions from this Committee and Mr. Reardon stated he would do so.

The Committee reviewed the current non-resident library card fee as set forth in *Policy ID2, Non-Resident Library Card Fee*.

On behalf of the Committee, Mr. Reardon made a

**MOTION:** to approve the revision to Policy ID2, an increase of the annual non-resident library card fee to \$345 (from \$340) effective August 1, 2017

Roll call vote.

MOTION PASSED UNANIMOUSLY

The Committee reviewed the resolution (*2017 Annual Ordinance Authorizing Public Library Non-Resident Cards*) required by the Illinois State Library in regard to the annual non-resident library card fee. This non-resident library card fee is paid by citizens of unincorporated areas near Park Ridge as well as other non-RAILS members such as in Chicago.

On behalf of the Committee, Mr. Reardon made a

**MOTION:** to approve the *2017 Annual Ordinance Authorizing Public Library Non-Resident Cards* effective August 1, 2017

Roll call vote.

MOTION PASSED UNANIMOUSLY.

Mr. Reardon explained that pursuant to the motion made under the Secretary's Report, the third motion to come out of Committee, will be addressed at the end of this evening's meeting.

#### **Communications & Development Committee**

Mrs. Foss-Eggemann stated that she wasn't able to attend the Committee meeting last week and thanked Mr. Reardon for stepping in for her as Chair. She said it looks like the Committee briefly reviewed the donation brochure sample. Ms. Daskalos stated that the staff are awaiting direction from the Board. Mrs. Burkum said she may have a few suggestions for Mrs. Foss-Eggemann and she will contact her.

Mrs. Foss-Eggemann stated that Mr. Reardon, Mr. Egan and Mrs. Burkum staffed the Library's table at *Canopies on Courtland*. Mr. Reardon stated that of the two people who had comments, one stated her opinion that the Library isn't up to the standard of our neighboring libraries and she suggested that the Trustees "fix it", and when he asked what needs to be fixed, she had no suggestions other than "get the money and fix it". Mr. Egan reported that like Mr. Reardon's experience, the treats were very popular but he only had one comment: a young man stated that he was very happy with the Library's open hours on Sundays.

Mr. Egan suggested that next year the Board discuss whether the outlay of money to participate in "Canopies on Courtland" is worth it to do it again next year. Mrs. Foss-Eggemann stated she agrees that the Committee should discuss the Library having a table set up in front of the Prospect entrance next year instead of in Hodges Park. Mrs. Burkum reported that she had the third hour at the table; she stated she referred people to the Library because there was a book sale taking place in front of the Library at the time; although about 40% of the people she spoke to were non-residents many were also new residents who she directed to go to the Library to obtain a library card; she had a lot of nice conversations with people about what we are doing at the Library, lots of compliments on what we do that is great, suggestions for improvements. Mrs. Burkum added she believes it's good to have a Library table at the Canopies on Courtland because she felt it was a good way to offer outreach to the community – to the people who might

not walk into the Library – to be out there whether it is in Hodges Park at the Canopies on Courtland, or closer to the Library at the Taste of Park Ridge, or even in front of the Library – for her it was a very positive experience. Ms. Daskalos reminded the Board that the Library had a table in front of the Library last year during the Taste with staff and treats and a couple hundred people visited so maybe next year the Library can do that again and the Trustees can take shifts at the table with staff doing outreach. Mrs. Foss-Eggemann suggested the Board discuss this in Spring, 2018.

Mrs. Foss-Eggemann stated that the two issues she didn't see in the packet or minutes were the kiosk discussion (the Committee last discussed this in June) and the matter of the Library signage. She stated that since the Library Liaison, Alderman Melidosian, is present this evening she asked if he has an update on the Park District's progress with the City Council to obtain a waiver to get electronic signage. Alderman Melidosian stated that nothing of that nature has come before the Council to date – they may be working with staff but nothing has come before the Council of which he is aware.

Mr. Lamb reported that, in regard to the Library signage matter, he was driving past the Mount Prospect Public Library and noticed that they have a very modest electronic sign in front of their building; it catches your eye, displays two or three items going on, and he took a photo to show to the Board – Mr. Egan suggested Mr. Lamb send it to the Interim Co-Directors for them to pass the photo along to the other Trustees.

#### **Library Resources:**

Since the Library Resources Committee is next and Alderman Melidosian had some connection with a newspaper regarding the digitization of the historical newspaper collection, Mr. Lamb asked Alderman Melidosian if he has an update on the matter. Alderman Melidosian stated that he has been corresponding with that person and his contact is reviewing the matter. The contact person acknowledged our request and Alderman Melidosian hopes to hear back from him within the next couple of weeks.

Mr. Lamb stated he recalls that last month the Library paid a kiosk company. Ms. Scott reported that the kiosk arrived late last week. Mr. Reardon asked if there was anyone other than Mrs. Van De Carr who was managing this project, to which Ms. Berger replied that the facility manager reviewed different possible vendors and placed the order, but Mrs. Van De Carr was the only person working on placing the kiosk in the community.

Mr. Lamb stated that Mr. Reardon gets a lot of credit for stumbling upon a kiosk in the San Antonio, Texas airport, which is what started the Library's foray into obtaining one.

Discussion ensued regarding possible locations in the community to place the kiosk. Mrs. Foss-Eggemann stated that the Communications & Development Committee can oversee the subject of the kiosk, but what is really needed is for the Interim Library Co-Directors to have an action plan, including having the design and the products and programs available, the IT interface developed for it so that when it is switched on it has the Library's brand and interface – whether that is developed by the kiosk company or the Library – as well as finalize a location, a schedule of the unveiling, as well as whether it would rotate between various locations, etc. Mr. Lamb stated that he's excited that it has arrived. Mr. Kennedy asked what it looks like, to which Mrs. Foss-Eggemann replied it looks like a large podium. Mr. Reardon asked if it's possible to move forward with the current Library staffing levels. Ms. Daskalos stated that she and Ms. Scott can look into contacting "locations" to determine who will agree to allow the Library to place the kiosk on their property. The Board discussed possible locations, procedures, timing etc.

Mr. Lamb reported that the only other action item in Committee was approval of the June Committee meeting minutes. There was no further Committee business.

**Building & Grounds:**

Mr. Egan stated that the first order of business was the approval of the proposal from Studio GC for their *Architectural Services Proposal* for repair/replacement of the columns at the Prospect Avenue entrance of the Library. Because one column has to be repaired due to damage from being hit by a truck, and all the columns have to be replaced due to water damage, water retention, and to avoid further deterioration, Studio GC was asked to assess the columns. Mr. Egan noted that Studio GC is the company doing the plans and design for the Library renovation, and they also presented a proposal for the repair and replacement of the columns on Prospect. Some discussion occurred between Mr. Kennedy and Mr. Egan regarding the columns, the proposed materials, etc. The Committee reviewed the proposal.

Mr. Egan made a

**MOTION:** to approve the *Architectural Services Proposal* from Studio GC Architecture and Interiors 223 W. Jackson Blvd., Suite 1200, Chicago, IL as presented.

Mr. Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Mr. Reardon asked who is going to contact Studio GC to tell them they have been awarded the work; he also stated that Green Associates also needs to be contacted.

Mr. Egan reported that the Library doesn't yet have a permit from the City to do the renovation work in the building. He stated that in order to move the process forward, he and Studio GC had a conference call with the City Manager, the City Building Inspector, and the Interim Library Co-Directors. The biggest issue outstanding is answering the question, "does the building require a sprinkler system based on the renovations being done, per the building codes the City Inspector told Studio GC to work with"? In the opinion of Studio GC, the codes don't require a sprinkler system in the building; it is the opinion of the City that they do.

Also, Studio GC, at their own expense, sought the expert opinion of a third party, and that third party agreed with Studio GC, that based on the renovations being proposed, sprinklers aren't required by the building codes. The next step in this process could be the hiring of a third party, independent party that is mutually agreed upon by the City and Library to opine on this matter.

The Board has been instructed to have Studio GC produce a code analysis, life safety plans and suggestions for compliance for presentation to the City. A point of contention for the City Inspector is that they want, in writing from Studio GC or an independent examiner stating that per the building code extra sprinklers aren't required. All renovation plans have to be reviewed by and signed off by the City and the Fire Department before a permit will be given to the Board so the renovation project can proceed.

Mr. Lamb and Mr. Egan asked Alderman Melidosian if he could interface with Mr. Steffens, the City Building Inspector with CP&D (*the City's Community, Preservation and Development department*) to find out if they are receptive to the information they have been given.

Mrs. Foss-Eggemann stated she would feel more comfortable knowing what the next steps are; would the IGA (Intergovernmental Agreement) – which isn't finalized – cover this? The City owns the building not the Library so it seems the sprinkler system wouldn't come out of the Library budget or referendum funds, so it might be up to the City Council to approve the funds; or does another referendum have to be considered to cover the cost of the sprinkler system. Mrs. Foss-Eggemann added that the IGA needs to address this imminent question. Mr. Lamb stated that along those lines, according to the minutes and the discussion in Committee, the last time the IGA was addressed was in the fall of 2016, and apparently there was a draft of the IGA from

Ancel Glink, which he would like to see, because from a legal perspective he feels an IGA is the better approach as opposed to a landlord/tenant agreement. The last meeting was held in the fall of 2016 and Ancel Glink provided an IGA from the suggestions but it never went any farther. Mr. Lamb added that it seems ironic that the City's Building Inspector states the building should be sprinklered, and they own the building and it's not. Mrs. Foss-Eggemann added that when you are talking about what is behind a closed wall, where do the fixtures end and the "guts" of the building begin? Mr. Lamb asked if anyone has a copy of the draft of the IGA, to which Mr. Egan replied that he believes he has one. Mr. Lamb stated that the Committee should review and discuss it at the next COW.

Mr. Egan explained that the next step is for there to be another meeting with Studio GC, the Fire Marshall, the Building Inspector, Mr. Egan and another Library Board Trustee. Mr. Egan will contact Mr. McCarthy of Studio GC to discuss a meeting and how to move this process forward.

**Budget & Finance:**

Mr. Reardon stated there was nothing of note to discuss this evening.

**Personnel:**

Mrs. Rayborn reported that the first order of business at the Committee meeting was discussion of hiring a search firm to play a key role in finding a Library Director. So there is a motion to authorize contracting with a search firm at a cost not to exceed \$19,990.<sup>00</sup> to conduct the search to fill the position of Library Director at the Park Ridge Public Library.

Tonight the Board is just giving the authorization to use funds to hire a search firm. In response to Mrs. Foss-Eggemann's inquiry about when the Board will find out what search firms will be considered, Mr. Reardon stated that at the Committee meeting a number of Trustees stated they felt Mrs. Rayborn should be empowered to choose the search firm; two Trustees offered to assist Mrs. Rayborn in the task. Mrs. Rayborn stated that Mrs. Burkum has volunteered to assist, and they have two interviews set up with potential executive search firms.

Mrs. Rayborn gave an overview of the selection of an executive search firm. She said that all the firms were referred to her and local, and the two being interviewed both provide a twelve month guarantee. Mrs. Rayborn distributed the results of her research of appropriate personnel search firms at the COW.

On behalf of the Committee, Mrs. Rayborn made a

**MOTION:** to authorize contracting with a search firm at a cost not to exceed \$19,990.<sup>00</sup> to conduct the search to fill the position of Library Director at the Park Ridge Public Library.

Mrs. Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Mrs. Rayborn stated there is a second motion that came out of Committee, in regard to discussion in Committee to approve Mr. Egan contacting the Library's attorney regarding the Intergovernmental Agreement due to the necessity of a formal motion per the Bylaws.

Mr. Kennedy made a

**MOTION:** to approve Mr. Egan contacting the Library attorney

Mrs. Foss-Eggemann explained that the Board developed a new policy/ protocol for when a Trustee wishes to contact the attorney for a special project. There was overlapping discussions in the Committee meeting, but it was indiscernible what the motion was, or were, and so after four people listened to the recording of the meeting, it was decided to place the two motions on the agenda so that they could be voted upon. Also, even though two officers gave permission to Mr. Egan and to Mr. Lamb in the Committee meeting that they could contact the attorney, no vote was taken. Ms. Daskalos read from the policy which states that during a regular meeting the motion needs to have a roll call vote. Discussion ensued regarding the policy and whether or not a motion is required this evening. Ms. Daskalos read the policy, which states that "any interim request made outside of regularly scheduled meetings must be approved by the President and Vice-President of the Library Board of Trustees before requesting legal counsel." Mrs. Foss-Eggemann said the preferred manner is to take a vote if the Board had a meeting and were discussing contacting counsel. Mrs. Rayborn thought what was done at the Committee meeting was correct. Mr. Reardon asked Mrs. Foss-Eggemann if a roll call had been taken would that have been sufficient. Mrs. Foss-Eggemann replied that it wasn't intended to be routine that permission be given without a vote. Mr. Lamb stated that he also was under the impression that at the Committee meeting Mr. Trizna and Mr. Parisi gave their permission that he could contact the attorney in regard to the search firms, so he had a short conversation with her and asked her for the email to forward to the rest of the Trustees.

Mr. Kennedy

**MOTION:** to amend the motion to allow Mr. Egan and Mr. Lamb be allowed to engage Robbins Schwartz in regard to Library business, in particular for the IGA (Intergovernmental Agreement).

Mrs. Foss-Eggemann SECONDED the motion

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mrs. Rayborn made a

**MOTION:** to accept the amended motion as stated

Mr. Lamb SECONDED the motion

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mrs. Rayborn stated that the last order of business is the discussion and motion regarding compensation of the two Interim Library Co-Directors. The matter was discussed at the COW, and she then spoke to Mr. Suppan, City HR Director, about the compensation of the Interim Library Co-Directors because they had asked for an increase in the amount of compensation above what was initially offered and discussed. Mrs. Rayborn explained that the Committee asked Ms. Daskalos and Ms. Scott about the amount of time they have been spending on the role of Interim Library Co-Director – which they stated has been about 10 to 15 hours per week.

Mrs. Rayborn added that the Committee also discussed having a discretionary bonus pool, an amount of money that the Board could use to reward other employees in the Library who are stepping up during this interim period as well. Based on Mrs. Rayborn's further conversation with Ms. Daskalos and Ms. Scott,

Mrs. Rayborn made a

**MOTION:** TO APPROVE a stipend of \$2,200 per month for each of the Interim Library Co-Directors retroactive to June 20, 2017 and for the duration of their tenure in this role, AND to approve an additional amount of money to provide an additional discretionary bonus pool, WITH the total of the compensation of the Interim Library Co-Directors and this additional discretionary bonus pool not to exceed the greater sum collectively as is currently budgeted for the Library Director position, including the cost to hire the Executive Search Consultants.

Mrs. Rayborn explained that whatever the additional fund would be, it would not exceed the monthly amount that is already in the budget for the Library Director. Mrs. Foss-Eggemann stated that makes sense. Mr. Reardon stated that he feels that mathematically the amount available under such a calculation would be minimal. Mrs. Rayborn stated that after speaking with various search firms, they are suggesting a minimum of four months for a search, and it's already one month in. Mrs. Rayborn stated that she would also add that any additional compensation would be cosigned by the Treasurer. Mr. Reardon stated that at the end of four months the Library would be in trouble – Mr. Lamb disagrees. Mr. Reardon said take four months of the Director salary, subtract \$20,000 for the search firm, and subtract the amounts given to both Interim Library Co-Directors... Mr. Lamb said it's still under the amount available and added that he doubts the search will all be finalized in four months.

Mr. Kennedy made a POINT OF ORDER that the motion on the agenda is only regarding the two Interim Library Co-Directors, and suggested that it go back to the Committee and get an amount. Mrs. Rayborn stated that can be done, perhaps a "not to exceed" amount, and she added that the Board will request feedback for who is actually stepping up. Mrs. Foss-Eggemann stated that the Board already approved money for the search firm, and the Board already knows what it wants to pay the Interim Library Co-Directors, and the only thing being quibbled over is the few pennies that are left if it is to be covered by the Director's salary that is banked. Let's just cross that bridge when we get to it and not concern ourselves with that. Mr. Kennedy added that there's other items to be discussed, like potential director relocation costs, etc., and it not being on the agenda. Mr. Kiem stated he conceptually agree with the idea but would feel better to come back to it after approving the compensation for the two Interim Library Co-Directors and then come back to the other item after further discussion.

Mrs. Rayborn made a

**MOTION:** TO APPROVE a stipend of \$2,200 per month for each of the Interim Library Co-Directors retroactive to June 20, 2017 and for the duration of their tenure in this role.

Mr. Kiem SECONDED the motion

Mr. Egan stated that as a fiduciary to the taxpayers, he wants to determine if the interim directors are actually working additional hours each week as interims or are instead only shifting hours from their departmental position to work in the interim director position. Ms. Scott replied and Ms. Daskalos agreed that they are each actually working an additional 10 – 15 hours per week. Mr. Lamb stated the Board isn't going to ask the Interim Library Co-Directors to account for every minute of the extra duties, but he appreciates Mr. Egan's question. Mr. Egan stated that based on this he is satisfied with the proposed motion as put forth by Mrs. Rayborn.

Mrs. Rayborn stated that before she made the initial offer she estimated the additional hours to be at roughly 10 to 15 extra hours per week. She added that if the Library were to hire an Interim Library Director we would pay them more than \$40 per hour (the \$2,200 would be \$44 per hour based on an average of twelve additional hours per week). Mr. Kennedy asked would Mrs. Rayborn pay an Interim Library Director more than \$88 per hour, to which she replied that the going rate is

probably closer to \$100 per hour. Mrs. Rayborn added that although she wasn't at the June meeting when the decision was made, she strongly believes that that having this done internally is the best way.

Mr. Lamb called for a vote on the

**MOTION:** TO APPROVE a stipend of \$2,200 per month for each of the Interim Library Co-Directors retroactive to June 20, 2017 and for the duration of their tenure in this role.

Mr. Kiem SECONDED the motion

Roll call vote.

MOTION PASSED UNANIMOUSLY

### **FRIENDS OF THE LIBRARY**

Ms. Scott reported that the Friends held a sidewalk book sale during the Taste of Park Ridge and raised almost \$400.

### **UNFINISHED BUSINESS**

Mr. Lamb stated that historically this is the time when he, as Board President, speaks with the Trustees to determine if the Chairs of the respective committees wish to continue as Chair, or if they wish to change. Mr. Egan stated he would be happy to remain as Chair of Building & Grounds; as Treasurer, Mr. Reardon will remain as Chair of Budget & Finance and Mrs. Rayborn will remain as Chair of Personnel. Mr. Lamb stated that since he will no longer be Chair of the Library Resources Committee, he will ask Mr. Dobrilovic to step up as Chair for that Committee. Mr. Lamb stated that he had spoken with Mr. Kennedy and Mr. Kiem and since Mr. Kennedy has stated he would like to not Chair a Committee considering this is his first year on the Board, perhaps Mr. Kiem will consider taking over as Chair of Planning & Operations, to which he said yes. Mr. Lamb stated that it is up to Mrs. Foss-Eggemann, but perhaps Mrs. Burkum can take on the Chair of Communications & Development. Mrs. Foss-Eggemann stated that she thinks Mrs. Burkum would be great as Chair of Communications & Development – adding that she (Mrs. Foss-Eggemann) will be happy to assist with policies when they arise.

Mrs. Burkum stated that this issue was brought to her attention at last week's Friday night concert in the park. She was approached by a resident who is a local teacher who, for free, tutors local children and she was asked to leave the Children's Services area to tutor elsewhere; this teacher asked Mrs. Burkum to look into the Library policy. Mrs. Burkum stated she hasn't had the opportunity to review the Library's Business Policy (*IC15*) but added believes it is time for the Board to revisit the policy, especially in regard to people who tutor local children for free (i.e., don't earn income from tutoring) as well as those who have other children with them and they can't leave the children behind in the Children's Services department. Mr. Lamb suggested the matter be placed on the agenda for the August COW (Committee of the Whole) meetings. Along the same lines, like the summer program where 30 or 40 high school students volunteer at the Library during the summer, he knows there are many high school students tutor other students for a stipend during the summer. While he realizes this falls under earning money as a tutor, he believes maybe there should be an exception for them. Mr. Reardon stated that, rather than postponing the discussion, he wishes to note the Board had extensive discussion before adopting this policy and his recollection is that the policy was designed for people who are paid.

Ms. Scott asked Mrs. Burkum if the woman was asked to leave the Library or asked to move upstairs to the Business Area. Mrs. Burkum replied she was asked to move upstairs. Ms. Scott stated that is the policy, whether they are volunteer tutors or paid tutors. The policy states that anyone doing business / tutoring (whether money is being exchanged or not) is required to go up to the Business Area. Mr. Reardon stated that at the time the Board was discussing the adoption

of this policy, a big part of the issue was that others not conducting business were being displaced from tables of four, for example, because of the talking between the tutor and student. Part of the resolution was to have all the people who are meeting up/tutoring/conducting businesses be at a central location to better manage the noise, and to allow for tables being available in the other departments, and to register. Ms. Scott stated she will look into the details. Mrs. Rayborn stated that when the policy was instituted it was decided the Board could revisit the policy at a later date. Maybe this matter should be placed on the next COW (Committee of the Whole) agenda.

Mr. Reardon stated that, since this issue was raised, he was approached by a gentleman yesterday while he was in the Library conducting the "Ask a Trustee" Hour who thanked the Board for instituting this Business Policy, saying he believes it was a good idea.

### **NEW BUSINESS**

None

Since the Board already voted on moving to Closed Session. In response to Mr. Kiem, Mr. Egan stated that per the motion at #5D on the Agenda.

### **CLOSED SESSION**

Mr. Lamb made a

**MOTION** to ADJOURN the Regular meeting and to go into **CLOSED SESSION AT 9:05 p.m.**

Mrs. Rayborn **SECONDED**.

Voice vote: 7 Yay: Burkum, Egan, Kennedy, Kiem, Lamb, Rayborn, Reardon  
1 Nay: Foss-Eggemann  
1 Absent: Dobrilovic

**MOTION PASSED**

*Ms. Bemis Whitney stated that at this point the camera and recorder will be turned off and Ms. Scott will turn the camera and recorder when the Board returns to OPEN SESSION.*

Closed Session **CALLED TO ORDER at 9:15 p.m.**

### **ADJOURNMENT – CLOSED SESSION**

Mr. Reardon **MOVED** to adjourn the Closed Session and **RECONVENE** the open session.

Mr. Egan **SECONDED** the motion.

Voice vote.

**MOTION PASSED UNANIMOUSLY**

Closed Session adjourned – return to Open Session **at 9:55 p.m.**

### **Planning & Operations (continued)**

The Committee reviewed the issues involved regarding the recent behavior of a patron in violation of Library *Policy IF1, Conduct in General*. The Committee reviewed and discussed the matter, reviewed the Library policy, as well as information received from the Library's attorney.

The Committee determined that the situation merits banning the patron from the Library for one year based on several instances of unacceptable behavior.

Mr. Reardon made a

**MOTION:** to amend the motion to approve the suspension of Park Ridge Public Library privileges for Patron A for a period of not less than one year.

Mr. Kennedy SECONDED the motion.

Roll Call vote.

MOTION PASSED UNANIMOUSLY.

Mr. Reardon made a

**MOTION:** to approve Mr. Lamb and Mrs. Foss-Eggemann to engage Library Counsel on a security matter.

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY.

**ADJOURNMENT**

Mr. Reardon MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion. Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 9:57 p.m.

---

Charlene Foss-Eggemann, Secretary