

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
TUESDAY, SEPTEMBER 20, 2016 AT 7:00 P.M. IN THE
CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL**

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, Stevan Dobrilovic, Joseph Egan, Patrick Lamb, Judith Rayborn

TRUSTEES ABSENT: None

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Linda Egebrecht, Gretchen Kottkamp, Library Staff; Alderman Dan Knight, Park Ridge; Anne Lunde, Park Ridge Journal; Jennifer Johnson, Pioneer Press; Joshua Kiem, Kathy Rolsing, Park Ridge residents

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

There were no folders of correspondence to circulate or review. Positioned at each Trustee's seat were the following two documents that Mrs. Van De Carr reviewed during her Director's Report:

- Copies of the bookmark/guides that staff created that indicate all of the Park Ridge locations of *Pokemon Go* stops, and a list of good websites where kids can obtain more information.
- Document titled "Reconciliation Report Project"

TREASURER'S REPORT

Mr. Reardon stated that since the Budget & Finance meeting is later on the agenda, he will review all budget related matters at that time.

Mr. Dobrilovic asked Mrs. Van De Carr about a large payment made to "Magnified Vision, Inc.", to which Mrs. Van De Carr replied that this purchase was for a new Optelec machine, which is a large, flat-screen monitor that allows a visually impaired person to read documents placed on a platform below a camera and the image is projected on the screen. She explained that the Library purchased one with Library funds and the Lion's Club purchased a second one for the Library. Mrs. Van De Carr explained that the Library can now replace all of the older, heavy Optelec monitors with these large, flat screens, adding that one is in the Library and one will circulate to patrons with low vision. Mr. Dobrilovic thanked Mrs. Van De Carr for the information and stated he had a feeling the purchase had something to do with vision impaired materials.

In the packet the Year-to-Date Budget Report indicates that as of August 31, 2016 with 33% of FY16/17 completed, the Library has expended 27% of the operating budget and 31% of the total budget.

Acknowledged in the packet were gifts to the Library Restricted Fund by the Park Ridge Lion's Club, Mr. Salita, Mrs. Tuteur, and the Park Ridge Youth Commission, and four "Buy A Brick" purchases, from Anonymous, Blakewood, Olzeski, and Perilli.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr stated she would briefly review the statistical reports and gladly answer any questions. She reported that year-to-date circulation and visits on page 49 of the packet shows the Library is about even with the two previous years; the year to date program attendance on page 53 shows that attendance is higher than the last several years. In response to Mr. Trizna's inquiry as to the reason for this, Mrs. Van De Carr stated that it is a combination of more programs as well as the Library's large Block Party that was held this year. Mrs. Van De Carr reported that page 54 shows the daily statistics with the busiest days-per-hour highlighted. Page 59 shows that in-house computer use was up in August by about 300. Mrs. Van De Carr reported there were five individuals representing business organizations using the Library during the month of August, generating \$220 in fees.

Mrs. Van De Carr reported that the Library is still missing one month's worth of data for the Wi-Fi sessions. As was reported last month, she stated this problem came to light after the conversion to the new website. A few days into September American Eagle was able to determine why the counters weren't tallying the statistics and corrected the issue, so next month the report will be incomplete (missing a few days) but for October it should be back on track.

Mrs. Van De Carr reported that following the Google analytics report is the personnel report. She explained that several students left to go off to college and one new person joined the Library as a volunteer.

Mrs. Van De Carr stated that on page 67 and 68 of her written report are photos, including a photo on page 67 of the sign in the lobby which indicates what team controls the Library's *Pokémon Go* Gym at any given time. Mrs. Van De Carr reported that at each Trustee's seat are a bookmark/guide that staff created that lists all of the Park Ridge locations of *Pokemon Go* stops, and a list of good websites where kids can obtain more information.

Mrs. Van De Carr added that immediately after her written report, on pages 69-70, is a status report on the Board's requests for information. She asked that Trustees let her know if they have any additions or questions regarding this report.

Mrs. Van De Carr reported that at each Trustee's seat is a sheet with the title "Reconciliation Report Project". She stated that the Board asked if staff runs a daily report to reconcile cash that is received in the cash register with what the integrated library system shows as collected. She explained that she reported last month that some retraining of the staff would take place in order to make sure that they were correctly recording information in the integrated library system, which they now are, so Ms. Daskalos compiled a report starting September 1 which shows results of that reconciliation for the first 18 days of September. She reviewed the report in detail, stating the differences are small. She added that next month she will provide a full month's report to the Board, and then going forward she doesn't plan to bring these to the Board but Ms. Daskalos will be giving this report to Mrs. Van De Carr on a regular basis.

In regard to this report, Mrs. Rayborn asked if sometimes people just say "keep the change". Mrs. Van De Carr replied she doesn't know, but she will find out. Mr. Reardon stated that his family does often say, "keep the change", to which Mr. Trizna stated the Board thanks the Reardon family.

Mr. Trizna solicited questions on the Director's Report, there were none.

COMMITTEE REPORTS

Planning & Operations:

Mr. Parisi reported that Mrs. Van De Carr presented a memo to the Committee in which she explained that she has received patron requests to make the Library Reading Garden a no-smoking area. The Committee discussed the requests to prohibit smoking in certain areas around and in the

Library, which is covered by *Policy IF1, Conduct in the Library*. Mr. Parisi added that the Committee discussed prohibiting e-cigarettes, as well as the consumption of alcohol or drugs in that area.

On behalf of the Committee, Mr. Trizna made a

MOTION: to approve *Policy IF1, Conduct in the Library* as revised

Mr. Trizna solicited discussion on the matter. Mr. Reardon stated that in Committee he had requested that the bench and table seating areas east of the Touhy entrance, and south of the Prospect Avenue front doors, be included in this section of the policy, but he doesn't see that specifically mentioned in the revised text. He asked if such a restriction is allowed that far away from the entrances. Mrs. Van De Carr stated it is allowed, however as the restricted area gets farther away from the building, the more difficult it is for staff to monitor. She brought his attention to the middle of the policy on page 79, noting she changed the verbiage to read: "Smoking or using tobacco products in the Library building, in the Library Reading Garden, and on the sidewalks adjacent to the building...". She stated she believes one of the concerns was that people would be smoking near the building and others would have to walk by them to get into the Library. She stated she didn't realize Mr. Reardon wanted to include the table area, and she will make the change. She added that now that the shrubs and trees have grown the Reading Garden is more closed in and where the other tables are located it isn't closed in. Mr. Reardon stated he is okay with proceeding this way and then staff can monitor if any comments are received about the southeast table area by the parking lot. Mrs. Van De Carr stated staff will monitor and she can report how successful this is in keeping people from smoking in the reading garden, since there are only so many places that signs can be posted. There were no further comments.

On behalf of the Committee, Mr. Trizna made a

MOTION: to approve *Policy IF1, Conduct in the Library* as revised

Roll call vote

MOTION PASSED UNANIMOUSLY

Communications & Development Committee

Mrs. Foss-Eggemann reported that the Committee reviewed the Marketing Plan update, including new branding, social media/outreach increases, and programs such as the Library Block Party. The consensus is that the Trustees are pleased with the metrics that were seen, all going in an upward direction, as well as other aspects of the marketing plan that had been implemented like social media and outreach events like the block party and other similar events. Mrs. Foss-Eggemann explained that the Committee's next steps are to review the action plan for community engagement, which was mentioned in the marketing plan update, and she is looking forward to reviewing the action plan at the October Committee meeting.

Mrs. Foss-Eggemann reported that the Committee also discussed the next survey which is planned for early November. She explained it will be another very brief survey, and as always, it will have the question about overall satisfaction – which is required every six months by the strategic plan. She added that the goal is to reach 95% satisfaction or higher. It was also suggested that a question be added about overall communication from the Library and its effectiveness. Mrs. Foss-Eggemann stated that the Committee also decided that a space for respondents to include their name, contact information, and demographics if they wish to do so be added to the survey form.

Mrs. Foss-Eggemann stated the Committee is working on a news release to solicit volunteers for a joint Board/citizens' committee to organize a fundraiser to augment special items in the architectural plans that the Board thinks the community would enjoy but for which the Board doesn't believe Library funds should be used. This matter has been deferred until determination has been made on whether to discuss a new referendum and how far the Board wants to take that matter, as well as how best to use the money that was successfully added to the Library Fund due to the last referendum that was successfully voted upon by the community.

Building & Grounds:

Mr. Egan reported that two actions came out of the Building & Grounds Committee, the first of which was the motion to approve the contract with Studio GC to enter into the design development phase of the Library Improvement Plan. Mr. Egan explained that the Committee asked for a list of what the deliverables would be for that project. Mr. Dobrilovic stated he reviewed it and he believes it is adequate.

On behalf of the Committee, Mr. Egan made a

MOTION: to approve a contract with Studio GC for the Design Development Phase of the Library Improvement Plan at a cost of \$20,976

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Egan reported that the second item that came out of Committee was the motion to accept the bid from ABC Commercial Inc. for daily cleaning services in the Library. There being no questions about the motion on the table,

On behalf of the Committee, Mr. Egan made a

MOTION: to accept the bid for cleaning services from ABC Commercial, Inc., 212 S. Milwaukee Avenue, Ste. B, Wheeling, IL in the amount of \$1,890.00 per month for daily cleaning services.

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Egan reported that the last item discussed by the Committee was what improvements the 2014 referendum question actually covers. As a result of that discussion, there were “to-do” items suggested that will be discussed at the October Committee meeting.

Budget & Finance:

Mr. Reardon reported that the Budget & Finance Committee discussion focused on financial projections for the next several years and the history of tax rates and Equalized Assessed Valuations (EAV) and stated he would like to continue that discussion at this time.

Mr. Reardon reviewed the projections for three scenarios, one assuming the Library Improvement Project moves forward with only improvements specifically referred to in referendum materials, one assuming the Library Improvement Project proceeds as currently envisioned by Studio GC, and the third wherein the Library Improvement Project proceeds with implementation of a number of changes to operations.

Extensive discussion ensued regarding each of the three financial scenarios. The Board inquired about the availability of Return on Investment (ROI) data for RFID sorting equipment. Mrs. Foss-Eggemann asked Mrs. Van De Carr to obtain ROI data from RFID vendors.

UNFINISHED BUSINESS

Mr. Trizna asked if there was any “unfinished business”. Ms. Bemis Whitney stated that the Consent Agenda was neither called nor voted on this evening.

Mr. Reardon MOVED to approve the Consent Agenda.

Mr. Parisi SECONDED the motion.

Ms. Berger stated that the adjournment section at the conclusion of the minutes of the August 16, 2016 meeting were not complete and suggested these minutes not be included in the consent agenda as they are currently written. Mrs. Foss-Eggemann explained that her minutes of the closed (and non-official, non-closed session minutes) indicate the open and close times for the closed session and who motioned first and second to come out of the closed session. There was considerable discussion regarding the procedure followed at the August 16, 2016 meeting. Since there was nothing untoward undertaken, it was decided that the Board could entertain a motion at this time to revise the minutes of the regular August 16, 2016 Board meeting to indicate that the Board “came out of closed session” at 10:23 p.m. (the minutes stated this was 17 minutes prior to adjourning the meeting at 10:40 p.m.), and to indicate the following motion – and the Trustee calling and seconding said motion – at the end of those same minutes:

Mrs. Foss-Eggemann made a

MOTION: that the Board came out of closed session at 10:23 p.m.

Mr. Lamb seconded the motion.

Roll call vote: 6 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Lamb, Parisi, Rayborn, Trizna
1 Abstain: Reardon (*because he was absent for the meeting*)

MOTION PASSED

It was noted that, therefore, the end of the minutes of the *August 16, 2016 Regular Board Meeting* will read:

CLOSED SESSION

Regular meeting ADJOURNED TO CLOSED SESSION AT 8:35 p.m.

Closed Session CALLED TO ORDER at 8:46 p.m.

ADJOURNMENT – CLOSED SESSION

Mrs. Foss-Eggemann MOVED to adjourn the Board meeting.

Mr. Lamb SECONDED the motion.

Voice vote

Closed Session adjourned at 10:23 p.m.

ADJOURNMENT

Mr. Egan MOVED to adjourn the Board meeting.

Mr. Lamb SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 10:40 p.m.

CONSENT AGENDA

Mr. Trizna asked for a vote on the Consent Agenda.

Mr. Reardon MOVED to approve the Consent Agenda of the September 20, 2016 Regular Board Meeting.

Mr. Parisi SECONDED the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

UNFINISHED BUSINESS

Mrs. Foss-Eggemann stated that the issue she is raising is the portion of the meeting on August 16, 2016 that began as a Closed Session and then meandered into a subject that was not specifically the matter approved for the closed session, but rather a subject that should have been discussed at an open meeting. She provided minutes of the Closed Session of August 16, 2016. Mrs. Van De Carr explained that those minutes, and the minutes of the Closed Session of July 19, 2016, have to be reviewed by the Board and therefore neither was placed in the packet.

Considerable discussion took place about what was discussed at the closed session on August 16, and because 17 minutes of the discussion was, in the opinion of the majority of the Trustees, not for the purpose of discussing a personnel matter as was the stated reason for the closed session under IOMA (Illinois Open Meetings Act). Mr. Lamb stated he believes that those 17 minutes pertained to the matter discussed in closed session and therefore are in accordance with IOMA.

The consensus of the Board is because the conversation occurred at the end while the meeting was actually “in session”, the minutes from those 17 minutes will be considered an “additional document” and will be included as a separate document in the permanent record.

Mr. Trizna made the

MOTION: that these 17 mins be put in the public record and as part of the open session minutes because they didn't exclusively pertain to a “personnel issue”:

Mrs. Foss-Eggemann second

Discussion of Attorneys' Opinion re: Director's performance evaluation. Mr. Lamb stated that for the record he still believes that the discussion – not that he has a problem with it going into the open record – that was a part of the 17 minutes that took place during the closed session and is in question was appropriate to be discussed in the closed session because it dealt in part with the publication of a personnel record. He also wants to say (since he steered the closed session discussion to this subject) that he believes it was an appropriate discussion.

Mr. Dobrilovic provided input on his comments in the minutes Mrs. Foss-Eggemann transcribed from the post-closed session of August 16, 2016. There was further discussion on the matter as to the meaning of what was said in the meeting in regard to Mr. Simon's opinion and response to the Board. Mr. Dobrilovic stated that because the Board has another opinion from a different attorney that disagrees with Mr. Simon's opinion. Mr. Trizna stated that there is also the opinion that Mr. Lamb obtained from Mr. Sterk.

Mr. Lamb stated that he believes the issue has nothing to do with the opinion of Ancel Glink (*re: publishing the Library Director's performance evaluation*), but rather the issue is that Mr. Simon wouldn't give a response to Mr. Trizna's questions in regard to the original opinion provided on the subject. Mr. Simon would only state that Mr. Trizna must just have a different opinion (than Mr. Simon). Mr. Lamb stated he doesn't believe legal counsel should refuse to respond to trustees' questions and as such Mr. Simon's non-response and attitude was a disservice to the other Library Board Trustees who aren't attorneys and therefore cannot benefit from an opinion from Ancel Glink because Mr. Simon refused to respond. Therefore the Board as a whole wasn't allowed to better evaluate the legal position it is expected to follow. Mr. Lamb stated his interpretation of that opinion is that publishing the evaluation is not illegal; however publishing disciplinary information would be illegal. Mr. Lamb stated that from his personal perspective, he thinks it is important to weigh the benefits to the Library and to the community of publishing the evaluation of the Director. He reiterated that he is bothered by the response from Ancel Glink. Mr. Dobrilovic stated that this point is very important and should be reflected in the minutes, even though the Board has agreed to not have verbatim minutes, and that this is the reason the Library Board is discussing the severing of professional ties with Ancel Glink.

Mr. Reardon asked that the name of the attorney's firm from whom Mr. Lamb obtained an opinion be identified to make it a bona fide opinion, identifying its source. Mr. Lamb stated he had not had any contact with this firm prior to sending them the email exchange that prompted this matter.

Mr. Trizna asked if there were any comments from the public.

Kathy Rolsing – Park Ridge resident – explained she understands the confusion that coming in and out of closed session has caused for the Board, but in truth, minutes are supposed to reflect what happened at the open meeting. The Board's discussion in a closed meeting was not open to the public, and therefore this is contrary to what minutes are supposed to reflect.

Mr. Trizna surmised that if discussion is held in a closed session when it should have occurred in open session, then maybe the solution is to remediate the matter by posting the discussion as if it were held in an open session, and stated that is what the Board is trying to do at this time, in order to cure the mistake by publicizing that discussion, and to do it as accurately as possible.

Kathy Rolsing – responded that while that is correct for those 17 minutes, in fact they should instead be posted as a stand-alone document rather than included in the official meeting minutes. It might be a better idea to post them as a document which specifically states the date, time, and then state (sic) 'these 17 minutes the Board reviewed the minutes of the closed session and released these minutes'.

Mr. Trizna stated that is a good point, and he would prefer that, so while they would be associated with the official meeting they would be identified specifically as minutes of an open meeting that were mistakenly held in closed session and subsequently disclosed.

Mrs. Van De Carr stated that the minutes will be formatted as such.

Alderman Knight, Park Ridge – Alderman Knight addressed the Board, and stated he is surprised to learn about the issues the Library Board is having with Ancel Glink. He asked Mr. Trizna if he heard correctly, that they have either been relieved or are going to be relieved.

Mr. Trizna replied that they have not been relieved but at the September Committee of the Whole meetings the Board discussed authorizing Director Van De Carr to prepare an RFQ/RFP to solicit bids or proposals by other firms to represent the Library as alternatives to Ancel Glink. He added that Ancel Glink is still counsel of record to the Library because it was discussed that having no counsel would be problematic if there were to be any issues arise that would require the advice of counsel.

Alderman Knight thanked Mr. Trizna, and asked if, in regard to this issue of the emails between Attorney Simon and the Library, had any Board Trustees met with or spoken to Attorney Simon. Mr. Trizna and Mr. Egan stated that as yet no one from the Board has spoken to Attorney Simon. Mrs. Van De Carr stated she spoke with Attorney Simon following the last week's Committee of the Whole meeting to make him aware of the Board's intention and she also informed the Acting City Manager.

Alderman Knight asked if Mrs. Van De Carr knows if Ancel Glink is relieved from representing the Library, will this have any effect on their contract with the City of Park Ridge. Alderman Knight cautioned that somebody should find out before further action is undertaken. He also stated that if these interactions have been by email, he's not sure why some subset of the Board might not have a sit down with Mr. Simon and ask him why he answered in the way he did, concluding he is aware that would be up to the Library Board and thanked the Board for the information.

Mr. Trizna solicited questions from the audience. Ms. Bemis Whitney requested clarification in regard to the proper posting of the minutes of what transpired after the August 16, 2016 closed session. Mr. Trizna explained that the 17 minutes of conversation that took place after the closed session adjourned should be posted as minutes as an additional document and not incorporated into the August 16 regular Board minutes, which chronicles the meeting prior to the closed session commencement. In this manner they can be viewed as separate from the regular meeting, but still there will be a record of it.

Mr. Egan stated he wished to clarify his point of view both for the press and for all those assembled. He stated he agrees with Mr. Lamb that Mr. Simon was unprofessional and unresponsive to a Board member's requests for clarification of an opinion and his disappointment is in that lack of response not in the opinion per se. Mr. Egan states that the additional document transcribed by Mrs. Foss-Eggemann summarize this issue accurately. Mr. Egan added he requests the minutes be titled "potentially not covered under the rules of a 'Closed Session'".

Mr. Trizna stated that his understanding is that when going into closed session you have to identify the purpose of the session. If you have not identified them in the motion you would not be eligible to discuss those in closed session, if you have to go in with that particular purpose and you have to identify those subjects as you go.

Mrs. Foss-Eggemann withdrew her SECOND to the motion to adopt them as they appear this evening. Since there are two changes to the minutes she would rather change the transcription of the minutes and submit them to the Board at the next meeting to be approved at that time.

Mr. Trizna made a

MOTION: to defer approving a portion of the August 16, 2016 Closed Session minutes until next month, at which time they can be reviewed for approval.

Mrs. Rayborn seconded the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

Mrs. Van De Carr stated she had a question for the Board; she has received a copy of an RFQ from the City's procurement officer and is planning to revise it for the Library's purposes. She asked the Board if they want her to make the revisions or if the trustees want to review the City's contract work on it since they actually choose the attorneys to represent the Library. Mrs. Rayborn stated she would like to defer to those trustees who are attorneys. The consensus of the Trustees is that the City's contract be reviewed prior to creating an RFQ. Mr. Trizna suggested creating an ad hoc Committee. Alderman Knight agreed and recommends at least one trustee on the Committee not be an attorney.

Mr. Trizna made a

MOTION: to create an ad hoc committee to work with Mrs. Van De Carr and review the City's contract with Ancel Glink and the drafting an RFP/RFQ, after determining any effects it would have on the current contract with the City of Park Ridge.

Mr. Lamb seconded the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

NEW BUSINESS

Mr. Lamb stated on July 9, 2016 he was secretary and there was a closed session after the regular Board meeting. He transcribed the minutes from the digital recorder and gave the minutes and thumb drive to Ms. Bemis Whitney in a sealed envelope. He stated that after this evening's discussion about the August closed meeting he realizes he needs to revise the minutes so that the Trustees who motioned first and second are indicated properly in the minutes, as are the times entering and exiting the closed session and regular meeting. Ms. Bemis Whitney stated she would give Mr. Lamb the sealed envelope containing the minutes and recording at the conclusion of this evening's meeting.

Mrs. Foss-Eggemann suggested that the Board review and approve both closed session minutes next month.

FRIENDS OF THE LIBRARY

No report

ADJOURNMENT

Mr. Egan MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:34 p.m.