

**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, OCTOBER 18, 2016 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; Berardino Parisi, Vice-President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Stevan Dobrilovic, Joseph Egan (*7:10 pm remote via phone*), Patrick Lamb (*7:16 pm*), Judith Rayborn

TRUSTEES ABSENT: None

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Linda Egebrecht, Gretchen Kottkamp, Parry Rigney, Laura Scott, Library Staff; Anne Lunde, Park Ridge Journal; Joshua Kiem, and Maine South High School students: Emilia Pieta, John Timperley, Abigail Vaughan, Alexis Vittalio, Park Ridge residents

CONSENT AGENDA

Mr. Trizna solicited questions on the Consent Agenda. There were none. Mr. Trizna asked Mrs. Van De Carr if she had yet obtained ROI (Return on Investment) data for RFID (Radio Frequency Identification System) sorting equipment from vendors, as per Mrs. Foss-Eggemann's request at the September Board meeting. Mrs. Van De Carr replied that will be done when the RFQ is drawn up.

Mr. Reardon **MOVED** to approve the Consent Agenda.

Mrs. Burkum **SECONDED** the motion

Roll call vote

MOTION CARRIED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

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

SECRETARY'S REPORT

Mrs. Van De Carr stated that there will no longer be folders of correspondence circulated among the trustees, but when there are items they will be at the Secretary's seat or positioned at each Trustee's seat prior to the meeting:

- A note from Stephanie Weiland, Park Ridge, resident, to Mr. Priala, Facility Manager, and Mrs. Mason, Children's Services, thanking them for lending assistance to her sister when she fell in the parking lot outside of the Library. Mrs. Van De Carr explained that Mr. Priala and Mrs. Mason went outside to assist her, adding that, per policy, an incident report was completed.

Mr. Trizna noted there is a motion next on the agenda. Mrs. Foss-Eggemann explained that the motion is in regard to the portion of the August 16, 2016 Closed Session meeting that, at last month's Regular Board meeting, the Board decided is "potentially not covered under the rules of a closed meeting" as per the definition under the Illinois Open Meetings Act (IOMA). The Board decided that this portion of the minutes, that Mrs. Foss-Eggemann transcribed, should be made a part of the public record. In order for this portion of minutes to be published, they must first be released from the "closed session" document. Mrs. Foss-Eggemann reiterated the thought process discussed by the Board at last month's regular Board meeting.

Mrs. Foss-Eggemann made a

MOTION: to release a portion of the August 16, 2016 Closed Session minutes and publish as a separate document.

Mr. Reardon SECONDED the motion

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

MOTION PASSED UNANIMOUSLY

Mrs. Foss-Eggemann noted she is able to extract the portion of the audio recording that corresponds to these released 17 minutes (just voted on) from the recording of the closed session, and provide that on a USB/thumb drive for the Library's records.

APPROVAL OF REMOTE ATTENDANCE

Mrs. Van De Carr stated that before the meeting proceeds further, Mr. Egan has phoned in to participate in the meeting. Mr. Trizna asked Mr. Egan to explain where he is calling from so that the Trustees may formally approve his attendance via remote means. Mr. Egan explained he is in his company's Phoenix, Arizona office on a business trip. There being no objections to Mr. Egan attending remotely,

Mr. Reardon made a

MOTION: to approve the attendance at this evening's meeting by Joseph Egan via electronic means.

Mrs. Rayborn SECONDED the motion

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

MOTION PASSED

TREASURER'S REPORT

Mr. Trizna asked if there is anything to report that is not on the Consent Agenda, Mr. Reardon replied he has no report.

In the packet the Year-to-Date Budget Report indicates that as of September 30, 2016 with 42% of FY16/17 completed, the Library has expended 37% of the operating budget and 39% of the total budget.

Acknowledged in the packet were gifts to the Library Restricted Fund by the 21st Star Chapter of the National Society Daughters of the American Revolution, Anonymous, and one “Buy A Brick” purchase from the Library Technical Services Department.

LIBRARY DIRECTOR’S REPORT

Mrs. Van De Carr stated she would not review in detail the statistical reports this month but solicited questions on the reports.

Mr. Dobrilovic asked if any reason is known for the decline in Wi-Fi use compared to last month, to which Mrs. Van De Carr replied that this month’s report is only for September 12 through September 30 because data was unavailable. Data should be available for all of October.

Mr. Trizna asked if she knows why the number of unique cards used to check out physical items (page 45) has decreased when compared to 2015. Mrs. Van De Carr replied that it’s possible that some cardholders have switched to borrowing materials in a digital format. Mr. Trizna asked that Mrs. Van De Carr determine the availability of information on borrowers of digital materials because that would be useful for managing what materials are borrowed. Mr. Reardon stated that as libraries move toward more electronic and digital products, by asking vendors for the information Mrs. Van De Carr can inform them that this type of information is becoming increasingly important. In response to Mrs. Rayborn’s question, Mrs. Van De Carr explained that although it isn’t included in the Board packet, staff has a report that indicates how many items in each category of materials is borrowed. Mrs. Van De Carr stated she can bring the report to show the Board.

Mr. Trizna stated that the graphs on page 47 show that the number of Library visits for September and for year-to-date are down for the sixth straight year and yet there is an increase in program attendance. He wondered if there is a change in the paradigm of who is attending programs.

Mr. Josh Kiem, Park Ridge resident – stated his child is a teacher and he speculated that changes in the school’s calendars (when they begin in the fall, testing dates, when schools assign large projects to students, etc.) may be affecting the utilization numbers in the Library.

Since there were no further questions, Mrs. Van De Carr invited Laura Scott, Reader Services Manager, to report on the progress of the *Park Ridge Reads* reading program. Ms. Scott stated the book is part of the *One Book, One Community* reading initiative, the goal of which is to “promote reading, spark discussion, and unite the community around one exceptional book”. Ms. Scott gave an overview of the 2016 *Park Ridge Reads* book, which is *Destiny of the Republic: A Tale of Madness, Medicine & the Murder of a President*, by Candice Millard. Ms. Scott explained that – with the generosity of the Friends of the Library who is co-sponsoring this program – her department purchased 100 paperback copies of this book; they were made available for checkout on October 1 and by October 5 every copy was checked out. Ms. Scott outlined the numerous programs being held related to the book.

Mrs. Van De Carr noted that at each Trustee’s seat is a copy of the full reconciliation report for each day of September, 2016, and what fines and fees were collected on each day. Mrs. Van De Carr stated this report is in response to the Board’s question regarding reconciliation of daily register receipts with the online circulation system.

COMMITTEE REPORTS

Planning & Operations:

Mr. Parisi reported that the Committee reviewed the revisions to the Strategic Plan as developed by staff. Mr. Dobrilovic stated that at the Committee of the Whole the trustees discussed separating out

the business partnerships into two categories (one-time and long-term). Mr. Parisi stated the Committee discussed the matter last week and decided to leave the Strategic Plan as presented.

On behalf of the Committee, Mr. Parisi made a

MOTION: to approve the Strategic Plan as revised

Roll call vote: 8 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Lamb, Parisi, Rayborn, Reardon
1 Nay: Trizna

MOTION PASSED

Mr. Parisi reported that the Committee discussed the Wide Open West (WOW) proposal to provide a 100Mbps fiber connection for the Library, thus improving the speed and reliability of the Library's Internet service.

On behalf of the Committee, Mr. Parisi made a

MOTION: to approve a 3-year contract with WOW Business (*Wide Open West*), Naperville, IL to provide a 100Mbps fiber connection for the Library at a cost of \$744.99 per month

Roll call vote

MOTION PASSED UNANIMOUSLY

Communications & Development Committee

While there were no motions from Committee, Mrs. Foss-Eggemann reported the Committee agreed that the Library's next community survey will be the week of November 7.

Mrs. Foss-Eggemann reported that the Committee will discuss the Community Engagement Plan at the November COW.

Building & Grounds:

Mr. Egan reported that the one action item to come out of the Committee meeting was the Capital Budget Plan. He solicited questions from the Board and the audience on the subject. There were no questions from the audience.

Mr. Trizna explained his reason for voting "no" on the motion is that the financial numbers don't work for him.

Mr. Lamb stated that he supports the Capital Plan based on the calculations and projections presented by Mr. Reardon's in documents provided to the Committee, which he found provided the trustees with a basis to say that the expenditures of the funds would be prudent.

On behalf of the Committee, Mr. Egan made a

MOTION: to approve the proposed Capital Plan for FY18-FY21 as presented

Roll call vote: 8 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Lamb, Parisi, Rayborn, Reardon
1 Nay: Trizna

MOTION PASSED

Mrs. Van De Carr informed the Board that on Monday, October 24 the City Council will be meeting to review the Capital Budget and she intends to be in attendance to answer any questions the alderman may have.

It was noted in the packet that the consensus of the Committee is to publicize the Library Improvement plans, encourage the community to provide input and invite the community to the November 15, 2016 Board meeting, rather than have an advisory referendum.

Budget & Finance:

Mr. Reardon noted that the minutes of the Budget & Finance Committee meeting begin on page 81 of the packet. He reported that the Committee discussed the Library budget goals and the *Resolution to Adopt the 2016 Library Tax Levy of the Park Ridge Public Library* (on page 83). Mr. Reardon solicited questions on the levy resolution. Mr. Lamb commented that it is his understanding that the levy resolution is purely mathematical and is based on the tax rate approved in the 2014 referendum and the Equalized Assessed Valuations (EAV).

Mr. Trizna asked if the tax levy is based on the Capital Plan, to which Mrs. Van De Carr replied that they are two separate items – the tax levy is based on the tax rate approved by the voters in 2014. Mr. Trizna clarified that what he is asking is: is the levy sufficient to capture the costs of the proposed capital plan in its entirety, to which Mrs. Van De Carr replied yes. Mr. Trizna stated that he will be voting “no” on the basis that he voted “no” on the capital plan and he is not convinced there is adequate funding.

Mr. Reardon said he wishes to clarify what the resolution is. The levy will provide the funds for the capital plan. It is basically a mathematical equation whereby the levy amount is calculated by simply multiplying the tax rate approved by the voters (0.368%) by the value of the properties in Park Ridge (the EAV). In response to Mr. Trizna’s inquiry as to whether the levy is sufficient to fund the capital plan or is incorporated in the Capital Plan, Mr. Reardon explained that the levy doesn’t incorporate the capital plan, the levy provides funding for the capital plan.

Mr. Reardon added that he believes there is no way to modify the amount of this resolution. Mr. Reardon asked Mrs. Van De Carr if this was correct, to which she replied that the Library would have to approach the City and ask the City to use its home rule authority to increase the Library’s tax rate.

Mrs. Van De Carr explained that when the tax rate was established prior to the 2014 referendum that was brought before the voters, it was with the goal that the Library would receive approximately \$1 million dollars more per year for four years, of which approximately \$400,000 to \$500,000 per year would support operating expenses (i.e., restore those) and the other \$500,000 per year would go towards improvements.

Mr. Trizna voiced his disagreement with this assessment of \$2 million dollars in renovations.

Mr. Dobrilovic asked for Mr. Trizna to clarify that Mr. Trizna thinks the levy should be greater than \$4.7 million dollars if the Library is going to spend \$2 million on renovations in the coming year, to which Mr. Trizna said yes, that’s correct.

Mr. Lamb stated he wishes to reiterate that the tax levy resolution is purely a mathematical exercise and it is the basis of money the Library will receive but it doesn’t dictate what is or isn’t in the budget.

Mrs. Foss-Eggemann stated that she thinks what Mr. Trizna is saying is that when the Library went to the voters to make the City levy more than they wanted to, and the voters said “yes”; she thinks Mr. Trizna is saying the Library could conceivably go to the City and ask for an amount even higher. She asked Mr. Trizna if statutorily it could go higher, to which Mr. Trizna replied yes, it can go higher by an action of City Council or it can go higher by action of a referendum in April to cover what he believes

is an excessive amount of expenditures. Mrs. Foss-Eggemann stated that she thought that is what he was saying, and the Board isn't deciding tonight on a referendum, and she doesn't think the Council would consider the Library asking for more than what the voters already approved. She doesn't understand Mr. Trizna's "no" vote but that is his prerogative.

Mr. Trizna stated his "no" vote is because his belief is that the Library is adding almost \$2 million in improvements that do not involve the restoration or maintenance of services and he is concerned the Library will end up short of funds in a few years.

Mr. Reardon stated he understands Mr. Trizna's view, and added that just as a point of clarification the "additional" renovations don't amount to \$2 million. Mr. Reardon added that \$800,000 was for lighting, restroom renovations, and carpeting, and therefore the "additional" money is approximately \$1.2 million not \$2 million. To which Mr. Trizna stated "ok", that's fair.

On behalf of the Committee, Mr. Reardon made a

MOTION: to approve Resolution 2016-1, a Resolution to Adopt the 2016 Library Tax Levy of the Park Ridge Public Library, for a total of \$4,742,950.00

Roll call vote: 7 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Lamb, Rayborn, Reardon
1 Nay: Trizna
1 Abstain: Parisi

MOTION PASSED

Personnel:

Mrs. Rayborn stated that Mrs. Van De Carr now has her goals for FY17 in place and there is a strong commitment that the Board will begin assessment earlier so that everything gets completed on a more timely basis going forward.

Mr. Reardon asked Mrs. Van De Carr to revise the document that appears online by removing the first goal #1 option that includes construction. Mrs. Van De Carr stated she will see that it is revised.

Special Committee to Select an Attorney:

Mr. Trizna reported that an RFQ (request for qualifications) appears on pages 91-94 in the packet and he solicited questions and comments from the Board.

Mr. Dobrilovic suggested a change in wording of the RFQ to be incorporated in the final RFQ documents.

The Board discussed the timeline for posting the RFQ and a deadline for submissions.

Mr. Dobrilovic suggested the Board appoint an evaluation panel who will read through the submissions and then meet to discuss and score them and Mr. Dobrilovic asked if the Committee will also be the evaluation panel. Mr. Trizna added he has no problem having the whole Board involved and suggested following the City Council's procedure for selecting an attorney, which involved the entire Council.

Mrs. Van De Carr stated she will send out the RFQ as it appears in the packet and she will also add the *Special Committee for Attorney Selection* to the November COW agenda. She suggested this Committee define a scoring system, which can be discussed at the November meeting.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr announced that the Friends are preparing for their fall book sale, which takes place the first full weekend of November in the first floor meeting room. The hours of the sale will be: Friday, November 4 from 4:00 to 7:00 pm for members of the Friends of the Library; Saturday, November 5 from 9:00 am to 3:00 pm for members of the public; and Sunday, November 6 from Noon to 2:00 pm for the half-price book sale.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Mrs. Rayborn MOVED to adjourn the Board meeting.

Mr. Lamb SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 7:57 p.m.

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