

**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, NOVEMBER 15, 2016 AT 7:00 P.M.**

**CALL TO ORDER**

Mr. Trizna called the meeting to order at 7:03 p.m.

**ROLL CALL**

**TRUSTEES PRESENT:** Robert Robert Trizna, President; Berardino Parisi (7:06 pm), Vice-President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Patrick Lamb (7:06 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; Dennis Dziedzic, Joshua Kiem, Dennis & Eliza Sullivan, Park Ridge residents

**CONSENT AGENDA**

Mr. Trizna solicited questions on the Consent Agenda. There were none.

Mr. Trizna MOVED to approve the Consent Agenda.

Mr. Egan 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. Foss-Eggemann announced she has one item:

- A note to Mrs. Van De Carr from playwright George Brant's mother, Lynn Brant, with a newspaper clipping from the October 4, 2016 edition of the Park Ridge Herald Advocate, titled Park Ridge Native George Brant's 'Grizzly Mama' Gets Midwest Premiere.

Mrs. Foss-Eggemann stated that she still needs to provide the audio recording of the minutes from the last closed meeting and a separate recording of the open portion of that closed meeting. She stated she had some technical difficulties and will drop those off at the Library for Mrs. Van De Carr.

**TREASURER'S REPORT**

Mr. Reardon stated all items were covered under the Consent Agenda, and has no further report.

In the packet the Year-to-Date Budget Report indicates that as of October 31, 2016 with 50% of FY17 completed, the Library has expended 43% of the operating budget and 45% of the total budget.

Mr. Trizna announced that there is a person in the audience who is not required to be at the meeting and in honor of the fact that he is present on his birthday the Board will recess for a few minutes to honor this

young man and to enjoy some cupcakes. Mr. Trizna invited Master Burkum to the front and he and the audience applauded Master Burkum and wished him a happy birthday.

The meeting recessed at 7:09 p.m.

The meeting reconvened and was brought to order at 7:13 p.m.

### **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. The monthly statistics for October were lower than expected and she and staff believe the eleven Cubs playoff and World Series games during the month of October, as well as two presidential debates that month had an impact on Library visits and Library circulation since many of the games were held during hours the Library was open.

Mrs. Van De Carr reminded the Trustees that the Holiday Open House will be from 6:00 to 8:30 p.m. on the Friday night after Thanksgiving and there are a number of activities planned throughout the Library. She invited the trustees to volunteer some time that evening to meet and talk with residents.

Mrs. Van De Carr reminded the Board that the next StoryWalk will be set up on the Library lawn and will be in place through January. In response to a question, Ms. Rigney stated the story is You Can Do It Sam, by Amy Hest, and is a winter story about a little boy who makes treats and delivers them to his friends. Ms. Rigney added that this year, for the second year in a row, Dolcetti's has donated coupons for a free hot chocolate, which are given to children who complete the StoryWalk.

Mrs. Van De Carr distributed a copy of the visitor's log/guest book from the last StoryWalk. There are over 500 comments in the guest book.

Mrs. Van De Carr stated that in regard to the requests for information on page 63 of the packet, staff are working on several items and more information should be available by December or January.

Mrs. Van De Carr reviewed the plans for the Library renovation, for which she had set up six display boards showing the schematic design. She explained that these plans have been on display in the second floor lobby of the Library and she brought them this evening so that the Board and public could look at them again and make comments or ask any questions they may have. Mrs. Van De Carr explained that at each Trustee's seat is a packet she received this afternoon from Studio GC of the design/development deliverables. She added that she had emailed the pdf file to the Board, but considering it is a large file, she wasn't sure if everyone would be able to view it. She added she can place the design packet on a USB drive if any of the Trustees prefer that format. Mrs. Van De Carr reminded the Board that they agreed that all the trustees would send their comments to her by November 29, she will forward all comments to Studio GC, and then the Board will discuss everything at the December 13 Committee of the Whole (COW) meeting.

There was a great deal of discussion by the trustees regarding various details in the design packet, including specifications of furniture, self-checkouts, vend-unit for DVDs/CDs, various design elements, carpeting, RFID (Radio Frequency Identification System), bathrooms, media lab, etcetera. Mrs. Van De Carr stated she has made note of all the comments and will pass them along to Studio GC.

Mr. Trizna solicited questions from the audience.

Mrs. Eliza Sullivan – Park Ridge resident – suggested the Board keep in mind when planning for restrooms to please consider a family restroom. Family restrooms are helpful for not only adults with children but for adults bringing in other adults with physical disabilities. She added that she thinks the Library staff is awesome; they have wonderful ideas and hopefully we will see a really great library come to fruition and she thanked the Board for their time.

Mr. Trizna stated he didn't see any family bathrooms in the specifications. Mrs. Van De Carr explained that the Library currently has two family bathrooms in the Children's department but the doorways are not wide enough to make them truly ADA compliant so the plans include enlarging the doors.

## COMMITTEE REPORTS

### Communications & Development:

Mrs. Foss-Eggemann reported that the discussion was primarily in regard to the Community Engagement Plan. At the Committee meeting the trustees discussed various ideas for increasing the number of citizens having a Library card. She added that the Committee talked about sponsorships and donations for building improvement but this was put on hold for now, including ideas to solicit more donations to augment the referendum dollars for this project.

Mrs. Foss-Eggemann reported that the Committee discussed the patron satisfaction survey taken during the summer. She summarized the comments, which was time consuming because there were hundreds of positive comments about the staff and more than 220 specific comments praising staff. She congratulated the staff on a job well done and the Board applauded.

Mrs. Foss-Eggemann noted that in her summary report she bulleted many items, such as comments on the building and furniture, comfortable seating needed, the lobby, people who want to modernize and enlarge the facility, those who would like more study areas and outlets for charging devices. She invited everyone to review her summary to learn more.

Mrs. Foss-Eggemann added that the Library will be conducting another survey this month, to which Mrs. Van De Carr reported that last week the in-house surveys were conducted, this week and next week the survey is on the Library website, and yesterday it was sent via email to everyone on the Library's email list.

Mr. Reardon stated that the Committee discussed how to identify those households that don't use the Library and how to market to them. Mrs. Van De Carr replied that the Library was able to take all the households that have library cards and plot them on a map and she was told it may be possible for GIS staff to reverse the parameters to plot all the addresses that don't have a library card.

### Library Resources:

Mr. Lamb announced that the Committee discussed three items; the first was in regard to the application for the 2017 Illinois Per Capita Grant and the requirements necessary to apply for the grant. The trustees had several items to discuss and review in order to comply with the grant, including the review of the chapter on Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014, completing The EDGE assessment education and training, which is basically describing the current or potential collaborative efforts that benefit our library patrons, and then provide a list of outreach programs offered by the Library. Mr. Lamb read the summary provided by Mrs. Van De Carr which will be in the application.

Mr. Lamb explained that the Library must also indicate how the funds will be used in compliance with Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. Mrs. Van De Carr reported that staff have completed each of the required items.

Mr. Lamb reported that the Committee then reviewed the 2016 Per Capita Grant budget and how the funds will be used, the total of which is \$28,891.46. He added that \$27,000 will be used for purchasing digital books, magazines, and media; \$1,891.46 will be used for marketing/promotion of the Library's collection services and programs. There being no questions from the audience,

On behalf of the Committee, Mr. Lamb made a

**MOTION:** to approve the budget for the 2016 IL Per Capita Grant in the amount of \$28,891.46

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Lamb reported that the Committee reviewed the request regarding the Bruce A. Michel Trust. With funds from the Trust the Library is able to offer its patrons downloadable eBooks and other digital resources

for both adults and children. So through the generosity of the Michel family and the Bruce A. Michel Trust a total of \$48,996 will be requested to purchase a three year extension of three of the five current investment databases that are funded by the Trust. There being no questions from the audience,

On behalf of the Committee, Mr. Lamb made a

**MOTION:** to approve the request to the Michel Trust in the amount of \$48,996

Roll call vote

MOTION PASSED UNANIMOUSLY

**Building & Grounds:**

Mr. Egan reported that Mr. McCarthy of Studio GC presented highlights of the Design Development Phase at the Committee meeting and that has been reviewed this evening. He announced that during the discussion at the Committee meeting, the architect informed the Board that a real fireplace in the building is not possible because the building isn't sprinklered and the area above the New Book Room ceiling has wood trusses. Mr. Lamb stated that, as he mentioned at the Committee meeting, there is a large array of faux fireplaces on the market.

**Budget & Finance:**

Mr. Reardon reported that the Budget & Finance Committee meeting discussion revolved around the proposed operating budget for the next fiscal year. He thanked Mrs. Van De Carr for amending the spreadsheet on page 73 to include a column that he requested but stated that perhaps he phrased his request incorrectly. He would like to see a column forecasting where the Library will be at the end of the fiscal year, in order to compare that to the requested spending for the following year.

Mr. Reardon clarified that this evening the Board is focusing on the operating budget. The Board has already approved the capital budget. Mrs. Van De Carr gave a summary of where she believes the Library budget will be at the end of the fiscal year. There was discussion and questions among the trustees about specific line items.

Mr. Egan asked for a report that shows where the Library Fund was prior to the referendum money, and where the Library will be afterwards if \$2,000,000 is spent on renovations. Mr. Reardon asked that it reflect the decrease in tax revenue due to the decrease in the Equalized Assessed Evaluation (EAV). Mrs. Van De Carr stated that she will send it out as soon as it is available.

Mr. Trizna made some comments regarding capital projects and stated his intention to vote "no" on the budget, stating he believes the renovation is turning into more of a redecorating project. He was looking for something more revolutionary in design that would turn this building into something ahead of its time.

Mr. Lamb stated he believes the Library is a place where we are trying to draw people in because it's so important for, basically, the progress of man. He stated he believes the Board has tried significantly to get public input. He stated he doesn't believe this is a \$2,000,000 redecoration project. Libraries are significantly changing in function in the digital age that we are now in; as an attorney he has seen the Cook County Law Library go from being a crowded, regularly used Library years ago, to one now having only a handful of people because everyone gets their research and information digitally. This fundamental shift is supported by the drop in library visits. He stated it's not fair to vote "no" because the design is evolutionary and not revolutionary. Mr. Lamb stated he believes the whole purpose of a library is to not only be the cornerstone of democracy, but to educate and to have an educated populace and to add benefit to people's everyday lives, adding he respects Mr. Trizna's opinion, but disagrees with him.

Mr. Trizna added that one item he feels the design proposal is missing is adequate maker space.

Mr. Reardon stated he wants to make sure everybody knows that the motion that came out of Committee is a motion to approve the FY18 operating budget, in the amount of \$4,123,094, which does not include the

budget for capital projects (\$2,000,000). It is strictly the operating portion of the budget on page 73; it doesn't include the capital budget noted on that same page.

Mr. Egan stated that he wants to address Mr. Trizna's and Mr. Lamb's comments. While this design is probably not revolutionary, he does believe the Board has a fixed structure to work within and the Board has to live with that because we're not building a new library. Mr. Egan stated he believes the many proposed improvements will be well received and are needed and although it may not be as ideal as starting with an empty piece of property with nothing on it, for what we are spending, with some modifications as to what is currently proposed, he believes the Library will achieve what it said it would achieve in the referendum. The Board will complete the previously postponed capital improvements and will make improvements and efficiencies to restore services and that's his focus. He stated while he doesn't agree with what Mr. Trizna said, he does believe the Board is working with what the public agreed to with the referendum. The Board isn't voting on the Studio GC plan yet, but he thinks the Board can improve upon what Studio GC has provided.

Mr. Reardon solicited comments from the audience.

Mr. Josh Kiem, Park Ridge resident – asked Mr. Trizna what steps he would propose taking to obtain input to see if the community is on board.

Mr. Trizna stated he would go back about a year when the Board was asked to come up with a plan that would best suit this community irrespective of any artificial or arbitrary dollars.

On behalf of the Committee, Mr. Reardon made a

**MOTION:** to approve the FY18 Operating Budget in the amount of \$4,123,094

Roll call vote

MOTION PASSED UNANIMOUSLY

**Special Committee to Select an Attorney:**

Mrs. Van De Carr explained that the Library issued an RFQ on November 2 and is expecting submissions to be returned to the Library on Thursday, December 1. The Board will rate the firms based on a list of criteria, create a short list of firms and set up interviews for the individual attorneys or firms, which will take place in early to mid-January. The goal is to approve a selection at the February, 2017 Board meeting.

**FRIENDS OF THE LIBRARY**

Mrs. Van De Carr announced that the Friends of the Library had a successful fall book sale at the beginning of the November and they raised approximately \$6,600. She added that she presented the fall wish list to them today.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Mr. Egan stated that the Board has committed to giving Mrs. Van De Carr a mid-year review and asked that it be added to the December Committee agenda.

Mrs. Van De Carr stated that she reviewed the design plans and directed the trustees to pages A9.10, A9.20 and A9.30, on which the self-checks, automated materials handling unit, and other details appear.

Mrs. Van De Carr announced that there is someone in the audience who is retiring from the Library and this will be her last Board meeting, saying, “this person wanted to go quietly and without a fuss, but I just can’t have her go without saying thanks to Linda Egebrecht for all of the years of service she’s provided to the Park Ridge Public Library and the citizens of Park Ridge”. The Board and audience gave Ms. Egebrecht a standing ovation.

Mrs. Foss-Eggemann asked if the Library will be a collection point for the Kiwanis Food Drive. Mrs. Van De Carr replied yes, absolutely, adding that this year Kiwanis is doing something different by distributing gift cards for families, but the Library is collecting food for the Maine Township Food Pantry and is a collection point for the Toys for Tots program. Also in the Children’s department the Library will have what is called a “Cozy Comforts Tree” on which people can donate hats, gloves and mittens that will go to WINGS, and Ms. Griebler the Teen Services Librarian is collecting gift cards that will be donated to The Harbor, which is a shelter and home for teens in need. Mrs. Foss-Eggemann thanked her for all the Library is doing.

**ADJOURNMENT**

Mr. Reardon MOVED to adjourn the Board meeting.

Mr. Egan SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:34 p.m.

