

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:30 P.M. ON JANUARY 19, 2010
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mr. Crandus called the meeting to order at 7:30 p.m.

ROLL CALL

TRUSTEES PRESENT: Shlomo Crandus, President; Dorothy Hynous, Vice President; Anthony Borrelli, Secretary; Richard Van Metre, Treasurer; John Benka, Kathleen de Grasse, Margaret Harrison, John Schmidt.

TRUSTEES ABSENT: Patricia Lofthouse

OTHERS PRESENT: Janet Van De Carr, Library Director; Joe Basso, Jodi Bemis Whitney, Angela Berger, John Doyle, Linda Egebrecht, Dara Gocheski, Kate Hall, Jose Mestey, Gretchen Kottkamp.

CONSENT AGENDA

Mr. Benka asked if the Lakota project for the design of landscaping in front of the Library had gone into the budgeting process. Mrs. Van De Carr replied that the project was added to the budget that will be presented to the City Council, but the City Council has not yet reviewed the budget.

Mr. Benka asked if Mrs. Van De Carr had met with the City regarding Dr. Borrelli's suggestion to investigate the possibility of the Library increasing (over the next few years) its year end fund balance from the current six months to an amount equal to nine months of operating expenses. Mrs. Van De Carr replied that she had not, that she would address the matter after a new City Finance Director is hired. She stated that the City is advertising the position and the deadline for applications is February 1. She added that Ms. Lembesis has continued to come in on evenings and weekends to work on the City budget.

Mr. Benka distributed the newly produced Park Ridge Community Guide, created by the Park Ridge Healthy Community Partnership (PRHCP), of which Mr. Benka is a member. The Park Ridge Community Guide offers listings of community resources that provide assistance with personal or family issues. The Guide is "married" to the website PRCHG.com. Mr. Benka added that the Park Ridge Police Department and Fire Department will have the guides available for distribution to people in distress. He reported that the printing cost was absorbed by Lutheran General Hospital because no city funds are used for this community group.

Mr. Schmidt MOVED to approve the Consent Agenda.

Mrs. Harrison SECONDED the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Dr. Borrelli circulated TWO folders of correspondence and information.

- A thank you letter to Mrs. Van De Carr, Library Director, from Kathleen Comer, commending the instructor of the Flickr computer class (Mrs. Zmija), stating that she was very pleasant and helpful.

- A patron comment form from Ms. Marlene Power, Chicago resident, praising the artistic, beautiful display of stitchery done by staff that was on display in the Library in December.
- A patron comment form from Ms. Camille Church, Park Ridge resident, commending Mrs. Preston, Reference Librarian, for her assistance setting up an email account and accessing a web site to enter a contest. She praised Mrs. Preston for her patience and kindness.
- A group of letters written by the children of St. Paul of the Cross school, thanking the Children's librarians for their visit

Dr. Borrelli asked if it would be possible to post patron comment forms online, which spurred discussion on the possibilities.

TREASURER'S REPORT

Mr. Van Metre reviewed the Treasurer's report stating that the Summary by Line Item report indicates that with 67% of the fiscal year completed, the Library has expended 62% of the budget (excluding the Capital Budget). Mr. Van Metre noted that the Office Equipment Maintenance line item is over budget, to which Mrs. Van De Carr explained that the yearly budget for this line item is \$1,500 per year and there was an expensive repair to a piece of library equipment.

Mr. Crandus stated that the Library received a portion of the property tax revenues. Mrs. Van De Carr replied that the Library received almost \$1,200,000, which is approximately \$200,000 short of what is usually received by this time in the fiscal year. Mrs. Van De Carr announced that January 20 is the day that the North Suburban Library System is asking people to send emails to their legislators asking the State to release funds to the Illinois library systems. The Library systems are in such dire straights that many, including NSLS have had to lay off personnel.

Mrs. Van De Carr noted that the Library had received a generous \$1,000 donation from a gentleman who prefers to make his donations anonymously. He has requested that the funds be used to purchase DVDs.

Dr. Borrelli asked if there is an amount that the Technology Replacement Fund should be at, and will there be replenishment of the Fund after the new computer infrastructure project is completed. Mrs. Van De Carr explained that the Technology Replacement Fund used to be funded at approximately at \$135,000 per year, but the last 4 years the amount has been about half that amount. The Technology Replacement Fund is a part of the Library budget, and the City determines what percentage should be funded/budgeted. She explained the intricacies of the Technology Replacement Fund, and added that in the future there will be other technology projects that will be undertaken, but there is no minimum balance specified for the account. Dr. Borrelli asked if there should be some separate capital funds set aside, to which Mrs. Van De Carr explained the City's position on capital budgeting.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr reviewed her monthly written report, stating that a good turnout is expected for the Library's annual Preschool Fair on Saturday, January 23; when representatives from local preschools will be on hand to talk to parents and answer questions about their programs. She added that the Library hosted a High School finals study event (including pizza) on Sunday afternoon, January 17, and Monday evening, January 18. She reported that the event had a great response and the Library meeting room was full with about 60 students on Sunday afternoon, and another 80 students who enjoyed pizza on Monday night.

Mrs. Van De Carr reviewed the spike in Library circulation statistics and attributed it, in part, to circulation of the "hot picks" DVD collection, which have a very quick turnaround (they have a 3-day borrowing limit), compared to the regular DVD collection. She surmised that it is possible that the shorter borrowing period (3 days) for this collection may ultimately result in a higher door count as time progresses. In response to an inquiry from Dr. Borrelli, Mrs. Van De Carr stated that a notation will be

made on the statistics sheet to reflect this anomaly. Some discussion ensued regarding the various audiovisual formats, these statistics, and related items.

Mrs. Van De Carr reviewed the Library's statistics for the month and reported that the Library continues to be very busy and once again there were large increases in circulation in December. Mrs. Van De Carr reported that December 2009 circulation was up 15% over 2008 and 40% over December 2007 levels. Year-to-date 2009 circulation is 14% higher than in 2008.

Mrs. Van De Carr reported on various collections and their growth; adding that daily door counts for December are higher than last year and registered borrowers are 2% higher than December 2008 at 69% of the population. Mrs. Van De Carr added that year-to-date, there have been 39,000 more visitors than last year at this time, while year-to-date program attendance shows a small decline compared to last year.

Mrs. Van De Carr reviewed personnel changes that occurred in December.

Mrs. Van De Carr announced that the theme for National Library Week is "Communities Thrive @ Your Library". She stated that Ms. Berger is leading a committee that will be organizing a community fair at the Library on April 17 during National Library Week. Members of the community can come and learn about various community organizations and what services are available to the public. Mrs. Van De Carr added that the Park Ridge Community Network will also be promoted at the community fair.

Mrs. Van De Carr reported that she and Mrs. Lofthouse attended the Park Ridge Public Art Commission meeting last week to discuss the Library's mural and its restoration. The Art commission made a formal motion to endorse and support the project. Mrs. Van De Carr stated that, thus far, the Park Ridge Historical Society, the Kalo Foundation, and the Park Ridge Public Art Commission have endorsed the mural restoration project. She added that having these types of endorsements is helpful when applying for grants.

Mrs. Van De Carr gave a presentation of the Library's upcoming new website to those assembled. Trustees offered various suggestions for website content and thanked Mrs. Van De Carr for the demonstration. Mrs. Van De Carr stated that it has been a group effort with many people working on developing the website. Mr. Crandus said he believes the new website will increase Library usage, to which Mrs. Van De Carr agreed.

COMMITTEE REPORTS

Planning & Operations:

Ms. Hynous reported that the Committee reviewed the strategic plan, and again discussed inviting Alderman DiPietro, the City Council Library Liaison, to an upcoming Library Board meeting. Because the Committee agreed that he should be invited for a specific purpose, they discussed topics that might interest him including a budget discussion and the new website.

Ms. Hynous stated that the Committee discussed what libraries the Board would visit in spring 2010. It was decided that the focus of the visit this year would be about getting to know some of our neighboring libraries.

Marketing & Fund-Raising:

Mrs. Harrison reported that the Committee discussed the strategic plan, as well as the fact that Mrs. Van De Carr would be demonstrating the new Library website this evening. The Committee also heard about the new LAN hardware which has been installed, as well as the fact that Mr. Basso is working with Computer View to build the servers. Mrs. Harrison added that the date for the website launch has not yet been set but should be finalized soon.

Mrs. Harrison stated that the Committee discussed details of the February Library fundraising event and what roles the Library Trustees will undertake that evening. Some discussion ensued regarding various details of the evening. The event will be Saturday, February 27.

Mrs. Harrison concluded by saying the Committee also reviewed ticket sales and determined that if as many as 100 tickets are sold there should be consideration given to capping additional ticket sales.

Library Resources:

Mrs. Van De Carr explained that Kathie Henn had instructed her to change some wording on the FOIA Resolution. Mrs. Van De Carr distributed the revised version to the Trustees. Mrs. de Grasse reported that the Committee discussed Mrs. Van De Carr's memo dated January 6, 2010 which explained recently-enacted changes to the Freedom of Information Act (FOIA). Part of the new law requires public bodies to designate FOIA officers. Kathie Henn, City Attorney prepared a resolution for the Board of Trustees which the Committee reviewed. The resolution delegates responsibility for appointing FOIA officers to the Library Director.

On behalf of the Committee, Mrs. de Grasse made a

MOTION: To recommend approval of the FOIA resolution by the full Board at the January 19, 2010 Board meeting.

Roll call vote.

MOTION PASSED UNANIMOUSLY.

Mrs. de Grasse added that the Resources Committee also reviewed the strategic plan quarterly update. Space allocation and collection development are topics that are continuing to be reviewed.

Mrs. de Grasse noted that Mr. Crandus made a brief presentation at the January 18, 2010 City Council meeting. Mr. Crandus stated he would review what transpired later in the meeting.

Building & Grounds:

Mrs. de Grasse reported that the Committee reviewed the monthly Maintenance report, including a windbreak for the front of the Library. Mrs. Van De Carr reported that she met with a Thatcher Oaks Awnings company representative to see what the options were for a canvas canopy/wind break device to be seasonally attached to the entrance of the Library. She stated she would be doing more in-depth research in the summer, because the process of ordering a shelter takes 5 to 6 weeks. She added that the Committee felt it was something that should be pursued for winter of 2010.

Mrs. Van De Carr added that she and Mr. Doyle had been investigating why the lobby was so much colder this year. One of the reasons may have to do with the venting and the newer drop-ceiling in the lobby. Mr. Mestey will be investigating possible reasons, including determining if heat previously coming into that area has been reduced or redirected to other parts of the building.

Mrs. de Grasse reported that the Committee visited the Children's Services area and discussed the proposed new carpeting for the area. The Committee looked at carpet samples that are being considered. Mrs. Van De Carr announced that the City attorney approved the bid documents on January 19 in preparation for advertising for bids for the carpet installation. Some discussion occurred among the Trustees regarding the carpeting, and Mrs. Van De Carr explained some details.

Mrs. de Grasse stated that Mrs. Van De Carr inquired as to the Committee's interest in replacing the doors at the entrance to the Children's Services department. The Committee agreed that Mrs. Van De Carr should obtain additional quotes for replacing the doors. It was explained that there have been incidents where children's fingers were caught in the existing doors. Replacement doors would have safety hinges that would prevent these types of injuries from occurring. Some discussion ensued regarding doors, hinges and project funding. Mrs. Van De Carr reported she will be getting more quotes.

Mrs. de Grasse added that the Committee also reviewed the strategic plan quarterly update and there were no comments on buildings/grounds changes.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that the Friends of the Library gave \$9,000 toward the Library's Wish List and these funds have been allocated among the departments.

UNFINISHED BUSINESS

Mr. Crandus reviewed for those assembled what had transpired during his presentation to the City Council on January 18. His presentation focused on the many ways the Library serves the community, specifically focusing on what's being done to address patron concerns during the current economic environment.

Mr. Benka stated that he attended the meeting, and wanted to place on the record that Mr. Crandus' presentation was, once again, excellent and yet it elicited no visual or verbal response from any of the Aldermen or from the Mayor. There was no acknowledgement that Mr. Crandus was even there. As a taxpayer and as a member of the Library Board, Mr. Benka wanted it noted that he was very disappointed in their demeanor and lack of regard. In response to an inquiry by Ms. Hynous, Mr. Benka stated he would once again be discussing his disappointment with the City Council Library Liaison at his next opportunity.

Per an inquiry at the December Board meeting by Mr. Van Metre, Mrs. Van De Carr distributed a chart to the Trustees, demonstrating the circulation trend over the past 50 years. She added that she will attempt to match these statistics with the economy at the time.

NEW BUSINESS

None

ADJOURNMENT

Mr. Van Metre MOVED to adjourn the Board meeting.

Mrs. Harrison SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:03 p.m.