

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:30 P.M. ON JANUARY 15, 2008
IN THE FIRST FLOOR MEETING ROOM OF THE Library**

CALL TO ORDER

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

ROLL CALL

TRUSTEES PRESENT: John Schmidt, President; Shlomo Crandus, Vice President; Margaret Harrison, Secretary; Dorothy Hynous, Treasurer; John Benka, Kathleen de Grasse, Patricia Lofthouse, Richard Van Metre (7:32 p.m.).

TRUSTEES ABSENT: Eileen O'Neill-Burke.

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Linda Egebrecht, Kate Hall, Gretchen Kottkamp, Jose Mestey, Vivian Mortensen, Kathy Rolsing, Michael Vollmer, Library Staff; Ms. Diane Lembesis, Park Ridge City Finance Director.

CONSENT AGENDA

Mr. Benka asked that when pending motions appear on the Agenda, that the word "approve" be replaced by "Consider..." or some other neutral word be used. Mr. Schmidt agreed.

Mr. Benka asked Mrs. Rolsing to explain the Restricted Gift Fund and Endowment Fund receipts and expenditures.

Mr. Benka MOVED to approve the Consent Agenda.

Mr. Crandus SECONDED the motion.

Roll call vote was taken on the Motion.

MOTION CARRIED UNANIMOUSLY.

COMMENTS FROM THE GENERAL PUBLIC

None.

SECRETARY'S REPORT

Ms. Harrison circulated one folder of correspondence and information.

- A thank you note to Mrs. Zelenka, AV Librarian, from "Nightclub in the Afternoon" quartet, thanking her for booking them at the Library, and commending Ms. Thompson, Outreach Librarian, for being so helpful and attentive.
- An email from Mr. Jerry Klobutcher to Mrs. Van De Carr, Library Director, stating he felt it was inappropriate for the Library to offer a program on the history of Tarot Cards over the centuries, and a reply email from Mrs. Van De Carr.
- An email from Ms. Mary Kay Hastings to Mrs. Van De Carr, Library Director, stating he felt it was inappropriate for the Library to offer a program on the history of Tarot Cards over the centuries, and a reply email from Mrs. Van De Carr.
- An email from Ms. Wanda Glitz to Mrs. Van De Carr, Library Director, stating he felt it was inappropriate for the Library to offer a program on the history of Tarot Cards over the centuries, and

- a reply email from Mrs. Van De Carr.
- An email from Mr. Edward Samano to Mrs. Van De Carr, Library Director, stating he felt it was inappropriate for the Library to offer a program on the history of Tarot Cards over the centuries, and a reply email from Mrs. Van De Carr.
- A patron comment form from young Master Richard Gottschlich, a Park Ridge resident, stating that he liked the Christmas display and would like to see it again.
- A patron comment form from Dr. David Moran, a Park Ridge resident, requesting that the Library make "PlayAways" available for circulation, and a response letter from Ms. Simantz, Library Information Coordinator.
- A patron comment form from Mr. Richard Carlson, a Park Ridge resident, asking that the Library be made a "cell free zone", and a response letter from Ms. Simantz, Library Information Coordinator.
- A City of Park Ridge November 29, 2007 news release announcing that City Manager Tim Schuenke was taking the early retirement incentive and would be retiring (on February 29, 2008) after 30 years of service to Park Ridge.
- A City of Park Ridge December 26, 2007 news release announcing that Saturday hours had been set for voter registration at City Hall.
- A City of Park Ridge December 27, 2007 news release announcing the winner of the raffle (for a meal at the firehouse and a ride in a fire truck) held at the PRFD Open Houses in October and November was Alex Wille of Park Ridge.

Mrs. Harrison read a resolution of the Board commending Ms. Vivian Mortensen, Reader Services Manager for her outstanding professional service and dedication to the Library upon her retirement after 32 years. The resolution noted that during her career at the Library, Ms. Mortensen had also served as Assistant Children's Librarian, and Reader Services Librarian and that she had ably contributed to the effective and efficient operation of the Library through her dedication to co-workers and patrons. Ms. Mortensen's myriad of contributions to the growth and success of the Library were mentioned – such as being a founding member of the North Suburban Digital Consortium; her introduction of multiple innovative programs such as the Park Ridge Reads, the PAL program, Babysitting Workshops, the Emerson Project, summer reading programs for adults, and online Reader's Advisory resources for reader's advisory librarians throughout Illinois. Members of the Board thanked Ms. Mortensen for all her years as a dedicated and effective manager and staff member, for contributing to the overall success of the Library, through her outstanding professional service to the Library and Park Ridge community. The Board gave her its best wishes to her in the future and approved the aforementioned resolution by unanimous consent. Ms. Mortensen said a few words in gratitude, and Mrs. Van De Carr thanked her for all of her many years of service and stated that she would be missed.

TREASURER'S REPORT

Ms. Hynous reviewed the Treasurer's report, stating that there were two months to report on, stating that in November the Library was at 58% of the fiscal year elapsed and that 50% of the budget (excluding the Capital Budget) had been expended; at the end of December 2007 the Library was at 67% of the fiscal year elapsed and 56% of the budget (excluding the Capital Budget) had been expended.

Ms. Hynous invited Mrs. Van De Carr to review the proposed Library budget revisions for fiscal year 2008/2009. Mrs. Van De Carr directed everyone's attention to the memo that she had prepared which outlined the proposed cuts in the budget. She also stated that Ms. Diane Lembesis, the City Finance Director, was present at the meeting in order to answer any questions the Board may have regarding the proposed Library budget. Mrs. Van De Carr also explained that the City Manager had recommended that the Library levy be reduced by \$50,000 next year. Lengthy discussion ensued regarding the proposed \$50,000 cuts, including discussion on what it would be best to reduce or eliminate.

Mr. Benka made a

MOTION: to reduce the FY 2008/09 by \$50,000 by eliminating or reducing the following items: eliminate the Consulting budget; reduce the Tuition Reimbursement budget; reduce the Conferences & Training budget; and reduce the furnishings budget.

Mr. Schmidt SECONDED.

ROLL CALL VOTE.

MOTION FAILED BY A VOTE OF 7 to 1. Dissenting: Mr. Benka

The Board asked Ms. Lembesis to offer suggestions on other ways to reduce the budget by \$50,000. After considerable discussion regarding a different distribution of budget cuts to the proposed line items

Mr. Van Metre made a

MOTION: that the Board authorizes the use of \$30,000 from the Library Fund (cash reserves) to fund a one-time capital project (feasibility study). Also, the Library will reduce the FY08/09 Consulting budget by \$10,000, reduce the FY08/09 Conferences & Training budget by \$5,000, and reduce the FY08/09 Furnishings budget by \$5,000.

Mrs. Lofthouse SECONDED.

ROLL CALL VOTE.

MOTION PASSED UNANIMOUSLY.

Mrs. Van De Carr thanked Ms. Lembesis for attending the meeting and for her insight and assistance. She asked if any of the Board had any more questions. Ms. Lembesis briefly reviewed the upcoming budget workshop and the various issues regarding the current budget planning and cuts for the various departments in the City. Some discussion ensued regarding various budget issues.

Mrs. Van De Carr raised the issue of the proposed 3-year \$240,000 Woodwork Refinishing Capital Project (@ \$80,000 budgeted for each of the 3 years). She explained that the City Manager and City Finance Director had asked her to consider postponing the start of the project for one year, thereby having it go from FY09/10-FY11/12, instead of beginning in FY08/09, to further reduce expenditures. Mr. Crandus stated that in reality, the Library was really being asked to cut the budget by \$130,000 and it may be asked to defer the project again next year. Ms. Lembesis stated that all City departments were asked to defer some of their projects. Mr. Van Metre made a point that with the advanced age of the library building, it has to be understood that the Board can't continue to defer the woodwork project after FY09/10, otherwise the woodwork could deteriorate into such a state that it can't be refinished and then the Library will need to replace it. After further discussion,

Mr. Benka made a

MOTION: that the Library defer the 3-year, \$240,000 (\$80,000/year) Woodwork Refinishing Capital Project for one year, i.e., for it to begin in FY09/10 instead of FY08/09, as recommended by the City Manager and City Finance Director.

Mr. Van Metre SECONDED.

ROLL CALL VOTE.

MOTION PASSED UNANIMOUSLY.

Mrs. Van De Carr announced to the Board that the Library had received a maturity notice for the Library Endowment Fund – one \$100,000 investment and one \$20,000 investment. More than \$12,000 in new donations will be added. Mrs. Rolsing had investigated CD rates for reinvesting the funds. After discussing the various terms and rates,

Mr. Crandus made a

MOTION: that the Library reinvest the Library Endowment Funds, a total of \$133,300, in a 90 day CD at the rate of approximately 3.68%.

Mrs. Lofthouse SECONDED.

ROLL CALL VOTE.

MOTION PASSED UNANIMOUSLY.

Mrs. Harrison asked a question about the office equipment maintenance line item for \$1,500. Mrs. Rolsing explained that it was actual maintenance on items such as the library typewriters and microfilm machines where there was not a maintenance contract on them in the past.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr reviewed the Library's statistics for the month, reporting that the numbers were looking good and the year to date circulation continues to climb. She solicited questions, which there were none.

Mrs. Van De Carr announced that the Library was able to obtain statistics on how many unique library cards were used in the previous 12 month period – 16,540 individual library cards – which was 66% of the Library's registered borrowers – 43% of Park Ridge residents – to check out library materials.

Mrs. Van De Carr informed the Board that the Annual Staff In-Service Day is Friday, February 29. The Library will be closed the entire day as staff attends a variety of training sessions and meetings. A staff committee is planning the day's events and some staff are developing training for the different sessions. Mrs. Van De Carr stated that as the date draws near, she would provide the Board with a schedule of the classes and invited them to drop in. She also stated she would inform them of the date for Ms. Mortensen's retirement party as soon as it is arranged.

Mrs. Van De Carr distributed the December Cash Reports that had not been received from the City before the Board packets were delivered.

COMMITTEE REPORTS

Planning & Operations:

Mr. Crandus reported that the Committee received an update on the Community Survey and that Mrs. Van De Carr reported that the final version of the Community Survey is complete. The timeline for conducting the survey and obtaining the results will be forthcoming. The Committee expects the Survey will begin soon and that results may be available by April or May 2008.

The Committee discussed the Annual Output Measures Survey results. The Committee requested that the staff turn the information contained in the Survey into statistical information. There was some discussion about having the February Board Meeting an hour early in order to allow time to discuss the Output Measures Survey results in detail. Mrs. Van De Carr added that sandwiches could be

served at 6:00 pm, with the meeting to follow at 6:30 pm. The Board agreed that the February 19 Board meeting would begin at 6:30 pm, which would allow an hour to discuss the Output Measures Survey results, with the regular Board meeting following directly after. Mrs. Van De Carr stated that a light dinner would be served at 6:00 pm.

Mr. Crandus stated that the Board rarely discusses the Library's budget in terms of levy dollars. He suggested that the Board think about and discuss the Library's funding to a greater degree of understanding. Mrs. Van De Carr stated that the levy process is complicated and suggested inviting Ms. Lembesis to a meeting again in order to learn about it. Mrs. Van De Carr drew the Board's attention to a handout that refers to the distribution of the levy to the various City departments. Further discussion ensued.

Mr. Crandus reported that the Committee discussed keeping close communication with the City and the first thing to do would be to provide the City with an updated Strategic Plan, and then to provide them with the results of the community survey – and to keep up a quarterly communication schedule with the City.

Marketing & Fund-Raising:

Mrs. Harrison reported that the Committee discussed applying for grants to Park Ridge foundations, and the Committee was only able to find four such foundations which accept un-solicited proposals. At the Committee meeting, Mrs. Harrison and Mrs. Van De Carr reported that they sent out a letter of inquiry to these area (Park Ridge-based) foundations for donations for differing dollar amounts for projects in the Children's Services Department. Mrs. Van De Carr will see that those foundations are contacted in a month if there is no response.

Mr. Crandus reviewed the Committee minutes, stating that the Committee discussed two marketing initiatives, the marketing strategic plan, and whether the library should do a new marketing plan, since it was last updated about three years ago. He added that the Committee discussed the third annual Library award. Applications have been placed in the Library for the submittal of nominations. The deadline is February 29, 2008 and is open to former Library Board Trustees, members of the community, and Library staff.

Mr. Crandus stated that the other interesting item that the Committee discussed was the report on how many unique library cards were used in the Park Ridge Library in the previous 12 months; as of December, 16,540 different library cards were used to check out materials from the Library, and that 66% of registered borrowers (43% of the Park Ridge population) borrowed materials from the Library.

Library Resources:

Mr. Benka reported that the Committee reviewed three items. Mrs. Van De Carr reported that 1,500 letters will be sent alerting the community to the fact that the survey will occur. Calls should begin in February.

Ms. Mortensen presented the Committee with a proposal to add a video game collection for patrons aged 15 and older (adults). According to Ms. Mortensen, the Friends of the Park Ridge Library are willing to donate \$1,050.00 to start the collection, which would be small. The proposal for video games that would be applicable for the Library's 3 current game formats. The Committee discussed the proposal and the motion passed, although not unanimously. Mr. Benka reviewed the proposal, and the Board discussed these issues at length, as well as the impetus for wanting to start the collection, what types (and ratings) of adult-level video games should be purchased, whether the Library should provide this service, etc. Mrs. Lofthouse noted that the Library provides videos that patrons could afford to rent from a video store, and to say that it shouldn't provide video games because the Board doesn't agree with the philosophy of games and that patrons can afford to purchase them elsewhere, is discriminatory. She added that the Library has professional staff who conducts collection development regularly and staff that knows what the community standards are for acceptable levels of

violence, etc., and they should be trusted to make good decisions in that regard. The Library is trying to attract this demographic of adult men to the Library, and this group has been identified as an untapped user group that the Library is trying to develop. The Library has received requests from this user group to start up this type of collection. After further discussion,

On behalf of the Committee, Mr. Benka made a

MOTION: that \$1,050.00 from Friends of the Park Ridge Library be used to purchase a test collection of adult video games.

ROLL CALL VOTE.

MOTION PASSED BY A VOTE OF 6 to 2. Dissenting: Mr. Benka, Mr. Crandus.

Mr. Benka reported that the Committee reviewed the Strategic Plan and made a few suggestions that were brought to the attention of Mr. Crandus. Also, discussion arose regarding the City's disaster plan and at the meeting Mr. Benka stated he would contact Alderman DiPietro to confirm the Library's involvement and inclusion in the City's disaster plan. Mrs. Van De Carr advised the Board that the City's disaster plan is confidential.

Building & Grounds:

Mrs. Lofthouse reported that since the subject of the Strategic Plan was thoroughly discussed during the Resources Committee meeting just adjourned, there was no further discussion of the subject in this Committee's meeting.

The Committee reviewed the Monthly Facility Report and various points were discussed, including the list of projects to resolve fire inspection issues; Mrs. Van De Carr reported that the project list is almost completed. Mrs. Lofthouse asked if the elevator repairs had been completed, to which Mrs. Van De Carr replied that they were and that Maintenance staff is closely monitoring the elevator. She added that elevator service contractors are being evaluated in order to obtain a company to conduct regular elevator maintenance.

Mrs. Van De Carr introduced the new Maintenance Manager, Jose Mestey, to the Board. She stated that Jose had been at the Library for 3 months now and has been keeping busy with the regular to-do responsibilities, as well as resolving the fire inspection list.

Mrs. Van De Carr reported that the Invitation to Bid on the glass wall in the Reference Loft and the replacement of the old receiving doors had gone out to the newspaper and the walk through would be on Friday morning, January 25. Most of the project work will take place during the evening hours in order to have as little noise and disruption as possible in the building during business hours.

Mrs. Lofthouse stated that the Committee discussed the Output Measures and Mr. Benka had noted that there were 419 items regarding the facility in the Output Measures results.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that the Friends of the Library would be having their Winter Paperback Sale on Sunday, February 3, to which everyone is invited. There had been a moratorium on book donations during the holidays, and on January 2 the book donations started rolling in and the Friends have been busy sorting for both the February Paperback Sale and the large spring book sale.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mr. Van Metre stated he wished to bring up the subject of a news article in the Chicago Tribune regarding a study of who uses libraries. It seemed to infer that younger adults have become the heaviest users of libraries, and usage falls off steadily with age. Mr. Van Metre said that since this seems to be the opposite of what this Library Board has found, he had asked Mrs. Van De Carr to try and find the actual study to see what their facts are. He had also suggested that the Park Ridge Public Library track its card holders' usage by age groups because he feels it is important in order to gauge its marketing. In response to an inquiry from Mr. Benka, Mrs. Van De Carr stated that she had a copy of the article and that she had been researching the PIU website to attempt to ferret out the details, and she would be forwarding all the information she finds to the Board when it is all compiled.

Mrs. Harrison mentioned that she had attended the ALA meeting over the weekend and she had a lot of good ideas for the Planning & Ops Committee to discuss at the next meeting. She also showed the Board a trustee business card (from Michigan) that she felt was an interesting way to market the Library; the business card has historical milestone and circulation facts pertaining to their library on the back of the card and she thought was an interesting tool being used by other trustees.

ADJOURNMENT

Mr. Van Metre MOVED to adjourn the Board meeting.

Mr. Schmidt SECONDED the motion.

Voice vote.

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:43 p.m.

Margaret Harrison, Secretary