

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 6:30 P.M. ON FEBRUARY 19, 2008
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mr. Schmidt called the meeting to order at 6:32 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, Eileen O'Neill-Burke (7:20 p.m.), Richard Van Metre.

TRUSTEES ABSENT: None.

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, John Doyle, Linda Egebrecht, Dara Gocheski, Kate Hall, Gretchen Kottkamp, Jose Mestey, Kathy Rolsing, Michael Vollmer.

DISCUSSION OF OUTPUT MEASURES SURVEY RESULTS

The Board reviewed and discussed the 2008 Output Measures Survey results. At the conclusion of the hour-long discussion Ms. Hynous asked for clarification as to what the Library would be doing with the results of the Output Measures Survey. Mrs. Van De Carr stated that what the Library will do is get the word out to more people to realize what the Library has to offer to adults, not just those with children; need to start making our case in the newsletter re: what patrons wish to have in and at the Library versus what the Library can provide; getting people to realize that the Library is one of those things that makes Park Ridge a desirable place to live; create a communications committee; investigate what the school board did in that regard; rather than provide small-interest items, provide big items to generate interest; and so forth.

CONSENT AGENDA

Mr. Benka asked that a sentence in the last paragraph on page 4 in the January minutes be added that states that the Board agreed to have the February Board meeting an hour early. Mrs. Harrison agreed with the point.

Mr. Benka asked Mrs. Van De Carr if she was going to have a list of the scheduled events for the Staff In-Service Day on February 29, to which Mrs. Van De Carr stated she would be distributing that information later in the meeting.

Mr. Benka MOVED to approve the Consent Agenda.

Ms. Hynous 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 City of Park Ridge January 19, 2008 memo from Kim Uhlig, City Economic Development Director, regarding the 2007 Business Retention Report.
- Various public relations clippings from the Park Ridge Herald Advocate highlighting events at the Park Ridge Public Library.

TREASURER'S REPORT

Ms. Hynous reviewed the Treasurer's report, stating that with 75% of the fiscal year elapsed that 70% of the budget (excluding the Capital Budget) had been expended. Mrs. Van De Carr distributed a copy of the January Cash Reports, and explained that they had not been received from the City as of Friday when the Board packet was compiled and mailed out.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr introduced the new Reader Services Manager, Dara Gocheski to the Board and stated that Mrs. Gocheski had been at the Library for a month. The Board welcomed her to the Library.

Mrs. Van De Carr reported that she had spoken to Julie Gomel of NIU (Public Opinion Laboratory of Northern Illinois University) and was informed that they had identified the households that will receive phone calls for the survey. Preliminary letters to inform them of the impending phone calls have also been mailed. Mrs. Van De Carr added that since many of the callers who will be making the survey phone calls are students at NIU, and due to the recent tragedy there, the phone calls were delayed.

Mrs. Van De Carr distributed a flyer explaining the support given to the community book discussion groups. The Park Ridge Public Library serves 33 active book discussion groups from Park Ridge.

Mrs. Van De Carr also mentioned an article in the news last week called "Bye, Bye Homemade Treats" regarding District 64's policy on homemade treats in schools. Mrs. Van De Carr stated she asked Children's Services staff to look at what the Library should be doing at its programs in regards to District 64's policy.

Mrs. Van De Carr reported that the Park Ridge organization called P.R.O.U.D. – Park Ridge Organization for Uptown Development – did a presentation to the City Council and showed them the brochure provided at that presentation. One of the focuses of PROUD will be to get Park Ridge designated as a Main Street Community. Mrs. Van De Carr stated she has offered the Library's services to assist them in their endeavor.

Mrs. Van De Carr reviewed, and distributed copies of, the February 29 Staff In-Service Day schedule and invited the Board members to attend. The Library will be closed the entire day as staff attends a variety of training sessions and meetings.

Mrs. Van De Carr reviewed her Director's Report and solicited questions. She stated that the January "Finals Night" for high school students was expanded from one evening to two, to include Sunday. Tables and computers were set up in the meeting room to accommodate more students

and pizza and snacks were served Monday evening. Mr. Benka inquired about the turn out at the Finals Nights, to which Mrs. Van De Carr stated that it was well received, with only a few less students than last year. Ms. Hommel, YA Librarian, added that the event went very well and that in spring she would make sure there are more staff to assist at the event.

Mr. Benka added that he was glad to see an increase in the number of senior care facilities being reached out to by the Library and complimented the staff on their hard work in that endeavor. He also asked if the Building & Grounds Committee could obtain a copy of the list of projects/items worked on for the Fire Department Inspection.

Mrs. Van De Carr reported that at the City Department Head meeting held on Wednesday, February 13, two fire fighters presented the Fire Department's plan to rewrite the disaster plan. In order to meet federal requirements the entire plan must be rewritten and may take about a year to complete. All City departments will be involved in developing sections of the plan and assuming responsibility for various tasks based on the nature of the emergency. Mrs. Lofthouse stated she was very pleased that this is being done. Mrs. Van De Carr added that Ms. Egebrecht, Library Assistant Director, continues to work on updating the Library's procedures for Library-specific potential "disasters".

Mrs. Van De Carr reviewed the Library's statistics for the month, reporting that it was another good month with strong circulation, and YTD continues to be higher than last year – which broke the previous circulation record. At this rate the Library may have another record-breaking year. The statistics for the month were 8% higher than January 2007 and year-to-date circulation was 2% higher than last year's circulation. Mrs. Van De Carr reported that the collections are right on target and in conjunction with the Library's one-in, one-out policy on new books there has been zero growth. Mrs. Van De Carr added that program attendance continues to grow over last year, as has the number of visitors to the Library.

Mr. Benka inquired if the staff had looked in to why juvenile library cards was down 800 to 5,160 from 5,959. Mrs. Van De Carr replied that the matter had not yet been discussed, but it would be.

Mrs. Van De Carr included an article in the Board Packets on the Low Vision Fair which appeared in the ILA monthly newsletter.

Mr. Benka asked if the \$1,050 approved to start a video game collection for ages 15 and older had been spent yet, to which Mrs. Gocheski replied that the order was almost ready for placement; that Mrs. Depcik had been working on compiling the list of games to be purchased and that list is in the final stages of approval, so the money should be spent soon. Mr. Benka asked if the Board could have a list of the games purchased, including the titles and ratings for each. Mrs. Gocheski stated that all of the games will have the rating of (M for) "Mature" and that they would provide the list as soon as it is finalized.

COMMITTEE REPORTS

Planning & Operations:

Mrs. O'Neill-Burke reported that the Committee discussed the Budget Workshop held on February 16. Mrs. Van De Carr stated that the workshop was very uneventful; there was not much detailed discussion about the budget, per se. There were only a couple of questions regarding the Library. She stated there were a few items regarding Uptown discussed by the City Council.

Mrs. Van De Carr stated that the City Finance Director will go back and make all of the changes that were proposed at the workshop, so that the changes can be addressed at the next Budget and Finance Committee meeting, and they'll finalize it in March.

Mrs. O'Neill-Burke reported that the Committee discussed a visit to another library this spring and agreed that they would like to visit a library that has had a major addition. Mrs. Van De Carr said she would talk to the staff to come up with a few suggestions. The Committee felt that the Northbrook Public Library might be an interesting one to visit.

Mrs. O'Neill-Burke added that the Committee briefly discussed the community survey that is scheduled to start in late February.

Marketing & Fund-Raising:

Mrs. O'Neill-Burke reported that the Committee reviewed the 2005 marketing plan, a copy of which was sent to the Committee members prior to the evening's meeting. Most of what was contained in the marketing plan has already been implemented by the Library – the Library has partnered with the retailers in town and is included in the packet for the welcome wagon/greeters program.

Mrs. Van De Carr stated that the Library has not yet had an author visit and staff is hoping in the future to get an author booked in conjunction with the next Park Ridge Reads ("One Book, One Community") program.

Mrs. O'Neill-Burke reported that there has been more coverage of Library programs in the newspapers in recent months – something is in the paper weekly. Also the Library continues to get brick orders and that the Library will promote this again in the spring.

The third annual Library Award was discussed; nominations for Library Awards are due by February 28. Mrs. Van De Carr asked Mrs. Rolsing how many nominations had been received, to which she replied that it was 8 or 10. Mrs. Van De Carr reminded the Board that there was still time to turn in nomination forms and copies of all the forms will be given to the Marketing & Fund-Raising Committee for discussion at their March meeting, and the nomination will be brought to the regular March Board meeting for approval. The winner will be invited to the April board meeting.

Mrs. Lofthouse noted that in the P.R.O.U.D. brochure it is stated that they produced a video about Park Ridge, and she asked if the Park Ridge Library was in that video. Mrs. Van De Carr replied that she had not seen it yet and she had not been asked for any information and so did not know. Mr. Benka stated that was a shame since the new landscaping would make a nice introduction to how the Library fits the whole new Uptown development, which is why the landscaping was done in the first place. Mrs. Lofthouse suggested that the video would be a nice addition to the Library collection, to which Mrs. Van De Carr voiced her agreement.

Mrs. O'Neill-Burke mentioned that Mrs. Lofthouse had won an Emmy for a PBS documentary about the 100th Anniversary of the Chicago Defender newspaper that she produced which aired in 2005.

Library Resources:

Mr. Benka reported that the Committee reviewed the 2007 Output Measures Annual Survey, and the Committee reviewed each of the six questions presented to the clients in that Survey. Only those client responses that the Committee determined pertained to Library resources and programs were discussed at the Committee meeting. Moreover, the Committee's attention was directed to those responses that appeared to suggest that improvements should be considered by the Board and staff. Mr. Benka read from the very detailed minutes he provided, and which were included in the Board packets.

Mr. Benka mentioned that he looks forward to the Committee "dissecting" the Community Survey,

especially since the Board has discussed how pivotal it will be in guiding the Library's future actions.

Building & Grounds:

Mrs. Lofthouse reported that the Committee reviewed the bids for the Glass Infill Wall & Door Replacement project and accepted the bid submitted by MJB Contractors for \$34,935. The original budgeted amount for this project is \$35,000 for just the glass wall. MJB built the YA Loft wall and the results were excellent.

On behalf of the Committee, Mrs. Lofthouse made a

MOTION: To accept the low bid of \$34,935 from MJB Contractors Inc., 725 N. Willow, Itasca, IL 60143, for construction of a glass and wood infill wall and the installation of a window to replace existing doors.

ROLL CALL VOTE.

MOTION PASSED UNANIMOUSLY.

Mrs. Lofthouse stated that the Committee reviewed the Monthly Facility Report. Mr. Mestey, Maintenance Manager, was invited to explain the progress on the bathroom fixture replacement. Mr. Mestey stated that the new dividers for the bathrooms were scheduled to arrive and be installed the next morning. Mr. Mestey added that he and Mr. Pandocchi, Maintenance, would be doing the demolition of the old partitions early in the morning and then the installers would begin at 7:00 am.

Mr. Mestey reported that the elevator maintenance company, Anderson Elevator, just did an elevator inspection and conducted a series of tests and everything ran smoothly. He added that carpeting in the first and second floor lobbies and stairs was scheduled to be replaced in March.

Mrs. Lofthouse informed the board that the Committee discussed the revisions made by the Board to the 2006 Facility Review and determined that many of the needs outlined have been addressed. Mr. Van Metre suggested that all language in the review under "optimal situation" be changed to the "future conditional" tense. Mr. Benka suggested that the Committee include full mission statement in the section referring to the Library as a community gathering place. It was also suggested that the Committee make the public aware via the newsletter, that the PRPL cannot conduct literacy classes although it is a long-standing member of the Oakton Literacy Commission because there is no space available.

The Committee discussed the fact that streetscaping will start in spring along Summit Avenue. Mrs. Van De Carr met with Mr. Wiebe, Public Works, to discuss the library grounds. Grates for under the trees are an option but garbage tends to collect in them; grass wears down; rubber (fill) smells; and he suggests the Library do research on using artificial turf where the blue stone is presently. Mr. Wiebe had said that there is an artificial blue fescue that is very good looking, and since it is installed on top of a gravel base and the blue stone is already on a gravel base, that is another reason this might be a good choice. Mrs. Van De Carr stated that she will continue to investigate the issue.

Budget & Finance:

Mrs. Van De Carr stated that she left this item on the Agenda because the issue of the additional \$12,000 that the City has asked the Library to cut from its 2008-2009 budget. It was suggested that

the Library could reduce the amount placed in the Library Technology Replacement Fund by \$12,000 next year. Mrs. Van De Carr stated that this amount would not affect Library collections, or services, staffing, etc. She added that the Library Technology Replacement Fund is currently “very healthy”, with over \$650,000. Mrs. Van De Carr reported that the Library had been scheduled to add another \$78,000 to that fund this year, and so she recommends that it be reduced by \$12,000, and thus having little impact on the Library’s total budget.

Mr. Benka inquired if there was a reaction to the aforementioned cut or to the feasibility study. Mrs. Van De Carr replied that Mr. Schuenke, City Manager, informed the Council that the Library would be taking some of the money for the feasibility study out of the Library Fund as a one-time capital project so that the Library would not be adding \$50,000 to its budget in FY2008-2009 for that item. Mrs. Van De Carr stated that there were no comments or reaction by the Council regarding the Library conducting a feasibility study. She added that Mr. Ryan and Mr. Allegretti were not present at the budget workshop.

Mr. Schmidt made a

MOTION: To reduce the funding of the Library Technology Replacement Fund by \$12,000.

ROLL CALL VOTE. 1 Dissenting – Mr. Benka

MOTION PASSED.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that the Friends of the Library held their Winter Warmer Paperback Sale on Sunday, February 3 and sold \$460 in books. At 50¢ a book that tallies out to 900 books sold. The Library is accepting book donations for the May 2008 book sale and continuing to withdraw thousands of books, many which will end up in the spring book sale.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mr. Schmidt took this opportunity to congratulate Mrs. O'Neill-Burke on her electoral victory and stated that he hopes she will continue on the Library Board. (Mrs. O'Neill Burke was a candidate for the Pucinski vacancy in the democratic 10th Judicial Sub-Circuit.) Mrs. O'Neill-Burke stated that she appreciates the Board’s support and it was a really arduous process, she didn’t have party backing, and so the victory is sweet since such big numbers are rare without party support. She stated she will stay on the Library Board if she is allowed. She added that her term is up June 30, 2008, and that this has been one of the most worthwhile organizations/groups she has ever participated in and has been, by far, one of the best organizations she has come across and so if she can stay on the Board, she would very much like to. Mr. Benka stated that she should stay. Other Trustees voiced agreements.

Mrs. Van De Carr announced that the retirement party for the outgoing City Manager, Tim Schuenke, was being held on his last day, Friday, February 29 at City Hall, and invited them to stop by if they are able.

ADJOURNMENT

Mr. Van Metre MOVED to adjourn the Board meeting.

Ms. Hynous SECONDED the motion.

Voice vote.

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:35 p.m.

Margaret Harrison, Secretary