

**MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:30 P.M. ON APRIL 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, Eileen O'Neill Burke, 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, Michael Vollmer, Library Staff; Mr. Todd Cohen, Park Ridge Resident.

**CONSENT AGENDA**

Mrs. Harrison stated that on page 4 of the March minutes, 4<sup>th</sup> paragraph, she believed that she, and not Mrs. O'Neill Burke, had raised the issue of the article in the newspaper regarding the Mayor and his plans for the future in which the Library was not mentioned. She asked if that should be changed, to which Mrs. Van De Carr stated that it would be corrected.

Mr. Van Metre 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**

Mrs. Harrison circulated two folders of correspondence and information.

- A thank you card to Mrs. Wendy Krug, Children's Librarian, from Ms. Greta Muscarello, for her assistance in finding a special book.
- A thank you letter to the Library from the Park Ridge Community Church, for the donation to their Beatles Night event.
- Various public relations clippings from the Park Ridge Herald Advocate highlighting events at the Park Ridge Public Library.
- A copy of an information pamphlet and flier for the PADS to HOPE shelter which will be forthcoming in Park Ridge.
- A copy of the April 2008 issue of the Park Ridge Chamber of Commerce newsletter, The Chamber Connection.
- A copy of the NSLS (North Suburban Library System) flier for their April 17, 2008 program: Succession Planning for Libraries Workshop.

- A copy of the NSLS (North Suburban Library System) flier for their April 29, 2008 program: Embracing Change: Transforming Libraries and Communities Symposium.
- A copy of the NSLS (North Suburban Library System) flier for their May 20, 2008 program: Stakeholders as Storytellers.

Mr. Schmidt made a

**MOTION:** for the Board to move into Executive Session at the end of the current Board meeting to discuss a personnel matter.

Mr. Crandus SECONDED the motion.

Roll call vote.

MOTION CARRIED.

### **TREASURER'S REPORT**

Ms. Hynous reviewed the Treasurer's report, stating that with 92% of the fiscal year elapsed that 88% of the budget (excluding the Capital Budget) had been expended. Ms. Hynous also reported that she had a statement for the Michel Trust Fund, and that (as with everything else with our economy) it has gone down; from December 2007 to March 2008 the Fund has gone down by \$21,000.

Ms. Hynous asked Mrs. Van De Carr if she had the Cash Reports for March, to which Mrs. Van De Carr replied that as soon as the Library receives the Cash Reports from the City, they would be sent out to the Trustees.

Mr. Benka questioned items on the Summary by Line Item report that were at or over 100%, asking if they would be incurring any additional costs. Mrs. Van De Carr explained the items and the potential upcoming costs. Mr. Benka thanked Mrs. Van De Carr for the explanations.

### **LIBRARY DIRECTOR'S REPORT**

Mrs. Van De Carr reviewed the Library's statistics for the month, reporting circulation for March was 7% higher than last year, and the year-to-date continues to be above (3%) the previous year. Some discussion ensued regarding the effect of the economy, weather, and school spring breaks on the attendance and circulation statistics. Mrs. Van De Carr reported that even with the 7% increase in circulation, the number of Library visitors to the Library went up only 4%. Library card registration is currently 68% of population, and that continues to grow and will until the purge in the summer, at which time the cards having no activity for the past 3 years are purged from the system and the number goes down for a little while. Mrs. Van De Carr added that the Library is waiting on some reports from CCS (Cooperative Computer Services) to give some finite data about the library card registration and the purge. Mr. Doyle, Circulation Manager, reported that CCS has stated that they will provide the Library with the breakdown of the counts on juvenile, young adult, and adult cards purged, as well as a breakdown for the existing.

Mr. Benka asked if it would be possible for the Board be provided with an attendance count of each of the activities listed on the April 2008 Library patron calendar. Mr. Van Metre asked if it was possible to do so for every month. Mrs. Van De Carr replied that the summary of program attendance is already included in the packets, but that the attendance figures for every program is accessible and that she would get that information for the Board next month.

Mrs. Van De Carr announced that coming up in May is the LACONI Library Trustee Dinner, to which they all should have received an invitation. She added that Rick Hogan would be the speaker and if they are interested in attending they should notify the business office. May 5 is the cut off date for the reservations.

Mrs. Van De Carr informed the Board that April 13 through 19 is National Library Week and summarized some of the various events and things being done around the Library and community to mark the event. She stated that the impetus would be on promoting library cards and the use of the library during this week-long event. There will be an ad in the local paper, a banner on the building and articles have been submitted to the local papers. The Library will also be encouraging people to be a part of the ALA (American Library Association / Woman's Day Magazine) campaign to collect stories about how libraries have helped families obtain health information. A staff appreciation luncheon will also be held on Wednesday, April 16.

Mrs. Van De Carr stated that TV Turnoff Week is April 20 through April 27, and that a variety of activities will take place in the Library to encourage families to turn off the television and spend time together, read a book, attend a Library program, etc.

Mrs. Van De Carr added that since Mrs. Rolsing is on vacation this week, the Board will honor her as the 2008 Library Award Winner at the May Board meeting.

Mrs. Van De Carr reported that she and Mrs. Harrison had attended the previous evening's City Council Budget meeting, where they discussed some final issues in the City's overall budget. Nothing was discussed that was directly related to the Library. They did discuss increasing the parking garage tax that patrons and employees pay to park in the Lutheran General Hospital garage. Since Target Area 2 will have a parking garage, this subject will probably come up again.

Mr. Benka stated that he would be meeting with Alderman DiPietro on the following evening and asked the Board if there were any questions or issues that they wished him to pass along to the Alderman. After some discussion on various issues, including why the Library was left out of the video about Park Ridge that was produced by P.R.O.U.D. on Main Street Park Ridge, Mr. Benka thanked the Board for their input.

Mrs. Van De Carr invited the Board to visit the second floor where this month the display cases contain some painted models of dinosaurs, Godzilla and other movie "stars" made by Paul Pandocchi, a member of our Maintenance Department – the display has been delighting many children who have visited the area. Also, across from the display cases there is a display of many READ posters highlighting Library staff for National Library Week.

Mrs. Van De Carr said that she had hoped to report that the Prospect Avenue streetscape (east side) was going to be completed this summer, but per the Public Works Director, the work won't be done until the summer of 2009. So, the widening of the crosswalk won't be done until next summer. However, the streetscaping on Summit across from the train station should be completed later this summer.

In conclusion, Mrs. Van De Carr asked that the Board review the questions used when they visited the Elmhurst Library last year and to contact her with any additional questions or changes prior to the Board's visit to the Northbrook Library, which is to take place on April 29.

## **COMMITTEE REPORTS**

### **Planning & Operations:**

Mr. Crandus stated that, although no Committee meeting was held, he wanted to report that he had not yet had the opportunity to write the letter to the Finance Director and Mayor about the Library information included in the budget presentation, but he said he would shortly.

### **Marketing & Fund-Raising:**

No meeting was held.

**Library Resources:**

Mr. Benka reported that the Committee reviewed the materials provided by Mrs. Van De Carr regarding policy changes recommended by staff. The Committee recommends that the Policy Manual in total be reviewed by the Board, at a minimum, every three years in a systematic fashion. Such review will begin in 2010 and every three years thereafter. This would not preclude the revising of individual policies on an as-needed basis. Also, staff would be reviewing the by-laws and the Committee recommends that before the May Board meeting, that each Board member review the by-laws and notify Mrs. Van De Carr about any concerns and related matters. Mrs. Van De Carr added that staff is currently in the process of revising the Collection Management Guidelines, and that will be brought to the Board later this year.

Mr. Benka reviewed the policies that were reviewed by the Committee. The Committee discussed Policy 1D2 regarding video game overdue charges. The Committee recommends that the overdue charges for video games be changed from 10 cents a day to \$1.00 a day, and the maximum charge of overdue be changed from \$5.00 to \$25.00, not to exceed the retail cost. The Committee also discussed various editorial changes to Policies 1C1, 1D2, 1F1, and 1F2, including charging for the use of the meeting rooms should the group's meeting run past closing time.

On behalf of the Committee, Mr. Benka made a

**MOTION:** To approve the substantive and editorial changes to Policy 1C1, 1D2, 1F1, and 1F2 as recommended.

Roll Call Vote.

MOTION PASSED UNANIMOUSLY.

Mr. Benka reported that the Committee discussed Mrs. Van De Carr's memo regarding the various expenditures in the IL 2008-09 Budget Per Capita Grant, as included in the Trustee's packets.

On behalf of the Committee, Mr. Schmidt made a

**MOTION:** To approve the 2008-09 Per Capita Grant expenditures as outlined in the April 1, 2008 memorandum as recommended.

Roll Call Vote.

MOTION PASSED UNANIMOUSLY.

Mr. Benka stated that the next item that the Committee discussed was the proposal that Ms. Kottkamp brought to Mrs. Van De Carr regarding the use of the Michel Trust Fund, on a three year basis, for the purchase of these online databases – Value Line, Morning Star, America's Obituary Death Notices, Science Resources, Demographics Now, and Small Business Resource Center. Mr. Benka added that the explanation was comprehensive, and the Committee agreed that these databases would be valuable additions to enhancing the use of technology at the Library. Mr. Benka also stated that the Committee wishes to have the schools notified that Science Resource Center would be available, and the Chamber be notified that the Small Business Resource Center database would be available and encourage their members to utilize the database. All the databases would be accessible remotely. The Committee reached a consensus that the proposal as presented would be an appropriate request for the Michel Trust funds. The Board gave their consensus to have Mrs. Van De Carr ask Mrs. Michel for permission to purchase these databases with funds from the Michel Fund.

Mr. Benka reported that the Committee discussed the insuring of the Library in regards to programs involving physical activities, and Mrs. Van De Carr stated that the discussion on this matter will continue with the City.

**Building & Grounds:**

Mrs. Lofthouse asked Mr. Van Metre to review the Committee minutes since he had acted as Committee Chair Pro-tem. Mr. Van Metre reported that the Committee discussed the current daily cleaning contract. The Library received 7 bids for the project. The lowest bid was from Perfect Cleaning at \$19,440. Due to the low bid being lower than the current contract, Mr. Van Metre suggested that the Library check on status requirements of their workers prior to approval of the bid. Mrs. Van De Carr distributed a sample bid document and explained the various highlights and workings of a bid document. Mrs. Van De Carr had spoken with Mr. Bob Kaderabek, City Purchasing Manager regarding the issue and she pointed out the clause which assures that such worker status requirements are met. Mrs. Van De Carr added that Perfect Cleaning works for Schaumburg Park District, a number of schools, a number of large facilities with heavy use and they come with good recommendations.

On behalf of the Committee, Mr. Van Metre made a

**MOTION:** To accept the bid from Perfect Cleaning at \$19,440 for the Library Cleaning & Custodial contract.

Roll Call Vote.

MOTION PASSED UNANIMOUSLY.

Mr. Van Metre reported that the Committee discussed Replacement of Compressor and Dryer for the HVAC System. The lowest of 3 quotes for this project was Northtown Refrigeration Inc. with a bid of \$7,616. Because the cost of the project is under \$20,000, no bid process was required. Mrs. Van De Carr stated that this cost will come out of the General Maintenance line item.

On behalf of the Committee, Mr. Benka made a

**MOTION:** To accept the quote from was Northtown Refrigeration Inc. for \$7,616 for the Replacement of the Compressor and Dryer for the HVAC System.

Roll Call Vote.

MOTION PASSED UNANIMOUSLY.

Mr. Van Metre added that the Committee reviewed the memo of April 3, 2008 from Mr. Mestey to Mrs. Van De Carr regarding a surprise visit from OSHA and they found no problems. The Library received a letter stating that it had passed the inspection, and the letter was forwarded on to Ms. Lembesis for the City to have in the insurance file. Mr. Mestey stated that it was an OSHA Labor inspection.

There should soon be a start date for the Glass Infill Wall and Replacement project for replacing the existing unused set of doors with a window. Mrs. Van De Carr stated that she has asked for a week's notice prior to their starting the work in order to have time to move and rearrange stacks, etc.

**FRIENDS OF THE LIBRARY**

Mrs. Van De Carr reported that the Friends upcoming book sale would be the first full weekend of May (May 2 through May 4). She added that the Friends were busy sorting books and would be using the week prior to the sale to set up the large meeting room.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Mrs. O'Neill Burke announced that with her upcoming position as Judge, she has found out that she is not allowed to serve on any public boards, and so she will have to step down from her position on the Library Board.

**EXECUTIVE SESSION**

Mr. Benka MOVED to go into Executive Session.

Mr. Crandus SECONDED the motion.

The Board went into an Executive Session at 8:35 p.m.

**ADJOURNMENT – EXECUTIVE SESSION**

Mr. Benka MOVED to come out of Executive Session.

Ms. Hynous SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

Executive Session adjourned 10:12 p.m.

**ADJOURNMENT**

Ms. Hynous MOVED to adjourn the Board meeting.

Mr. Crandus SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 10:12 p.m.

---

Margaret Harrison, Secretary