

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:30 P.M. ON MAY 20, 2008
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mr. Schmidt called the meeting to order at 7:34 p.m.

ROLL CALL

TRUSTEES PRESENT: John Schmidt, President; Shlomo Crandus, Vice President; Margaret Harrison, Secretary; John Benka, Kathleen de Grasse Patricia Lofthouse, Eileen O'Neill Burke (7:35), Richard Van Metre.

TRUSTEES ABSENT: Dorothy Hynous, Treasurer.

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, Library Staff; Mr. Todd Cohen, Park Ridge Resident.

CONSENT AGENDA

Mrs. Lofthouse MOVED to approve the Consent Agenda.

Mr. Benka SECONDED the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

Presentation of 2008 Library Award

Mr. Schmidt stated that this was the third year that the Library Board is presenting the Annual Park Ridge Public Library Award. Each year the Board has been gratified, amazed and pleased at the quality of service provided to the Library by very special people in the community and employed at the Library. He stated that it was his and the Board's pleasure to present this year's award to Mrs. Kathy Rolsing who, as the staff and Board know, is integral in keeping the Library running and one of the people who will be greatly missed when she departs the employ of the Library. Mr. Schmidt stated that in the custom of major league baseball the Board Meeting would be paused to present the Award to Kathy and to have cake. Mrs. Van De Carr and Mr. Schmidt presented Mrs. Rolsing with a commemorative pin and a crystal book on which was engraved "Park Ridge Public Library 2008 Library Award, Kathy Rolsing" with the Library logo. The Library Award plaque, which is prominently displayed in the Library, will also have her name. Those assembled applauded Mrs. Rolsing and thanked her for her service to the Library. Mrs. Rolsing thanked the Board and stated that there are 104 people employed at the Library, most of whom won't be recognized for their contributions to the Library due to the nature of their positions being less public; and that she would be sharing the Award with them.

Mr. Benka asked Mrs. Van De Carr how the article regarding to the homeless in the library come about. She replied that she was contacted by Jennifer Johnson (the reporter who covers all of the City meetings for the Pioneer Press), and she was asked some questions. Mr. Benka commended Mrs. Van De Carr on her comments and for handling the issue very well. He stated that he felt that her comments reflect how the homeless are treated with comfort at the Library as opposed to being singled out.

Some discussion ensued regarding the parameters for borrowing rights and holding a Park Ridge Public Library card.

COMMENTS FROM THE GENERAL PUBLIC

None.

SECRETARY'S REPORT

Ms. Harrison circulated two folders of correspondence and information.

- A thank you card to Mrs. Rosenberg, Children's Services Librarian, from the students in Mrs. Demarinis', Mrs. Kravets', and Mrs. Conners' class at Jefferson, thanking her for reading to them.
- A copy of the responses to an AskALibrarian survey in which the additional comments from Mr. Chester Jaskowiak commends the Interlibrary Loan department at PRPL.
- A copy of the program and fliers from the Krehbiel & Kalo display held at Northern Trust Bank. Mrs. Van De Carr, Library Director, and Mrs. Rolsing, Business Office Manager, attended the program.
- A copy of the program from the Park Ridge Public Library Volunteer Appreciation Tea held on May 14, 2008.
- A copy of the March/April 2008 issue of the Illinois State Library newsletter Insight, in which Ms. Hommel, Young Adult Librarian is mentioned for her participation in Synergy, the State sponsored and funded program to develop the leadership skills of new librarians. The process is very selective and Maggie was one of only 40 librarians accepted in the program this year. She will be attending several more Synergy sessions throughout the next year.
- A copy of the May 2008 issue of the Park Ridge Chamber of Commerce newsletter.
- A copy of the program from the 2008 Reaching Forward Conference held May 9, 2008.
- A copy of the Summer 2008 free Literacy Classes schedule.

TREASURER'S REPORT

Mrs. Van De Carr reviewed the Treasurer's report. She stated that with 100% of the fiscal year elapsed that 97% of the budget (excluding the Capital Budget) had been expended, and that there will be a few more bills for Period 13 which will show on the May financial reports. Mrs. Van De Carr explained that Period 13 bills are for those items that were ordered in the previous fiscal year, and will be applied to the previous fiscal year budget (i.e., FY07/08 in this case) because the invoices were received after May 1. In response to Mrs. Van De Carr's inquiry, Mrs. Rolsing reported that the Period 13 bills were under \$40,000, with which the Library will still be well under budget for FY07/08.

In response to Mr. Benka's inquiry, Mrs. Van De Carr explained that the entry on the warrant reports that lists the vendor as the Park Ridge Public Library are for those expenditures which are Petty Cash items; such items would be when staff turn in expense reports for conferences, mileage if they drove their own vehicle, etc., and so the Library reimburses the staff member and then has to reimburse Petty Cash afterwards.

Mr. Benka inquired about the Restricted Gift Fund. Mrs. Van De Carr explained the difference between funds going into the Restricted Gift Fund and those going into the Endowment Fund. Mrs. Van De Carr stated that the Library had received two generous gifts in May; the first was from the Michel Fund – the Library had asked Mrs. Michel for \$59,745 to fund a number of online resources for three years, which she approved. That money will be placed in the Restricted Gift Fund to pay for those items. The other very generous gift that the Library received was \$27,000 from Mrs. Alice Aman's Trust. Mrs. Aman was once a member of the Library Board of Trustees. Mrs. Aman's family requested that the money be used for adult books (because she liked reading serious biographies), so the funds are being divided between the Reader Services and Reference departments. Over the next two years Reference will use the funds to purchase serious biographies, and Reader Services will use

the funds to purchase fresh copies of classic literature, emerging authors who are well-reviewed, etc.

Mrs. Rolsing noted that on the Cash Report there is a disbursement of \$210,000 in repayment of the loan from the City, and that money had already been spent. Mr. Crandus asked how many payments were left, to which Mrs. Rolsing replied that there was only one more payment of \$210,000 to be paid at the conclusion of FY08/09.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr reviewed the Library's statistics for the month and reported that, for the second year in a row, the Library's annual circulation numbers broke all previous records! She stated that Library users checked out 736,485 items between May 1, 2007 and April 30, 2008, which was an increase of 3% over last year. Most of the increase was in fiction books with 10,988 more adult fiction and 2,996 more juvenile fiction items checked out this year. In FY07/08 the Library circulated 19.5 items per capita, which exceeded the Library's goal of 19 items per capita.

Mrs. Van De Carr announced that May 1 began the circulation of the videos and DVD's without the \$1 borrowing fee. There was not a huge, immediate rush for borrowing these items, but the borrowing has steadily increased. Continuing with statistics, Mrs. Van De Carr called attention to the April calendar/program schedule that was in the Board packets, on which the attendance numbers were included for each library program. She stated that Mr. Benka had requested that she provide this occasionally to see how the attendance at various programs is distributed. The children's story times and the adult programs having to do with the arts are very well attended; there is a strong following for the film programs. Mrs. Van De Carr noted that the computer programs have a restricted attendance, a max of 8 people. Some discussion ensued regarding various programs as well as the possibility of taping programs and what that might entail. Mr. Benka thanked Mrs. Van De Carr for the document, and stated that he would be interested to see a similar document at the end of August as to how well the summer programs were attended.

Mrs. Van De Carr announced that Children's Services staff, as well as the Young Adult Librarian and Reader Services Manager are visiting all of the classrooms (pre-school through middle schools) in Park Ridge to discuss the summer reading programs, as well as to register students for library cards. This year's library-wide theme is "Go for the Gold" with reading clubs and activities for every age reader.

Mrs. Van De Carr reported that she sent a thank you letter to Rep. Rosemary Mulligan for the \$15,000 grant that she was able to assist the Library in attaining, as well as a thank you letter to Mrs. Michel for her generosity in approving the funds from the Michel Trust for the Library.

Mrs. Van De Carr reviewed her monthly report, and stated that the correct number of new audiovisual items added to the collections should read 4,450, with 23,277 new books added to the collections.

Mrs. Van De Carr informed the Board that 19 Library Assistants attended the annual "Reaching Forward" conference at the Rosemont Convention Center on May 9. She explained that "Library Assistants" are staff in every department except Maintenance who have other degrees and backgrounds other than Library degrees. She reviewed some of the topics that appeared in the "Reaching Forward" conference outline. Mr. Benka asked if the Library Assistants find this to be a productive use of their time, to which Mrs. Van De Carr stated that they do – that it is an optional conference. Unlike the librarians on staff who are able to attend the events such as ALA, ILA, and PLA conferences during a year, "Reaching Forward" is the only conference of its kind available, both as a continuing education opportunity as well as an opportunity to network with staff from other libraries in the area, and she believes it is very worthwhile. She added that staff from every department participated in the conference.

Mrs. Van De Carr reported that she had attended two interesting programs at the North Suburban Library System with other library staff, of which one was a half day program titled "Ten Attributes of Highly Effective Libraries". She gave a brief overview of the 10 attributes for the Board.

Mrs. Van De Carr stated that the Library had ordered a Stryker Evacuation Chair for the third floor, at the cost of \$2,400. This was an item the PR Fire Department recommended that we purchase. Mrs. Van De Carr explained that she and Mr. Mestey had seen the chair demonstrated at a facilities managers show that they had recently attended at Navy Pier. When it arrives there will be staff training on how to properly use it. She added that the PR Fire Department will be here to oversee the training. Mrs. Van De Carr reported that with this chair one person can handle a person who weighs up to 500 lbs.; it tilts back and rolls down the stairs on a tank-like-track system and it has a breaking system, folds up flat and hangs on the wall. Lt. Sorenson stated that there would not be any liability on the part of the Library staff for using the chair in an attempt to save someone's life.

Mrs. Van De Carr showed the Board the copy of the flyer from the Library's Volunteer Appreciation Tea that was held on Wednesday, May 21. She stated that it was a lovely event and she thanked the Board members who were able to attend for their support and presence.

Mrs. Van De Carr invited the Board to view the exhibit in the second floor display cases highlighting the work of Albert Krehbiel, including paintings as well as some Kalo Silver. There is also a display at the Northern Trust Bank of some Krehbiel and Kalo works through Friday, May 23, 2008.

In closing, Mrs. Van De Carr distributed a copy of the April issue of American Libraries, which is their annual architectural issue which highlights new library facilities completed within the previous year.

Mr. Crandus noted that the program attendance over the last 5 years has gone from 18,000 per year to 28,000 per year. He commended the efforts of the Library staff, and added that it is obvious from those numbers that the Library is indeed a "gathering place" for the community.

During a brief discussion regarding the presence of a variety of educational degrees, Mrs. Van De Carr announced that the person who had been hired for the Business Office Manager position has both a CPA and an MBA and would be starting work on June 30 so that she may work alongside Mrs. Rolsing for four weeks before Mrs. Rolsing retires.

COMMITTEE REPORTS

Planning & Operations:

Mr. Crandus reported that the Committee reviewed the City of Park Ridge Community Survey Results and discussed that it was interesting that the Library got the highest raw scores of all the departments in the City. Once the scores were compared to other communities, the Library was second to the PR Fire Department. The Community Survey contained very favorable feedback about the Library, however the Committee discussed that there was little actionable information for the Library Board to use towards additional improvements.

Mr. Crandus added that Mrs. Van De Carr had reported that the calling of residents for the Library's Community Survey had been completed and that NIU (Public Opinion Laboratory of Northern Illinois University) is compiling and analyzing the information. It is hoped that the results will be available prior to the June 17 Library Board meeting, and Mrs. Van De Carr will ask Northern/NIU if the results can be made available to the Committees so that they may be discussed in committee before the presentation of results.

Mr. Peter Pearson is coming to Park Ridge on Monday, June 9 and the Morton Grove Library Board will be joining the Park Ridge Library Board for a presentation/discussion on Library advocacy. Mrs. Harrison explained that Mr. Pearson is the Executive Director for the Friends for St. Paul, Minnesota and he works with the American Library Association (ALA) in their Advocacy area. He will be

discussing building advocacy at the Library and things that can be done to enhance the Library's advocacy in the City and other areas. The Board invited the Morton Grove Library Board to join in this workshop because they were also interested in the subject matter, and they will help pay for Mr. Pearson's appearance fee, and it will be a nice way to meet other library board members. Mrs. Van De Carr stated that a light supper would be served at 5:30 p.m. and Mr. Pearson would begin the program at 6:00 p.m.

Mr. Crandus reported that the Committee did a brief recap on the Library Board's visit to the Northbrook Public Library, which all agreed was interesting. Those who attended felt that it was helpful to see a facility with similar circulation statistics and significantly more space. A big difference between NBPL and PRPL was that Northbrook felt comfortable while Park Ridge feels crowded as it has attempted to accommodate collections, patrons, and activities. Park Ridge has sacrificed comfort for function. Also, noteworthy was the number of NB patrons at the library using study rooms, meeting rooms, and other gathering spaces.

Mrs. Lofthouse wondered aloud about the possibility of having a display highlighting other area libraries and possibly some programs they offer.

Marketing & Fund-Raising:

Mr. Crandus stated the Committee discussed the Buy A Brick program. It was reported that, to date, the Library has sold approximately 110 bricks and that there is a capacity of about 900 in the Reading Garden. The Committee believes the Library should advertise this program again. Mrs. Van De Carr stated that a press release will be created, as well as highlighting it in the next newsletter. The Committee will also collect ideas for uses for the funds raised this year.

Marketing Efforts – Mrs. Van De Carr reported that an ad had been placed in the local paper for National Library Week promoting the use of the Library, and another ad will appear in the next Chamber of Commerce newsletter. The summer issue of the Library newsletter will be in homes next week. Library staff are planning to participate in numerous community events this summer where they will promote the Library and library card registration.

The Committee also discussed the idea of beginning an annual fund raising event for the Library, as well as it believes it would be beneficial to have a theme for another fundraising event and to identify uses for the funds on a recurring basis. The Committee also suggested that the timing of the next fundraising event should be planned so as not to compete with other City events.

Mrs. Harrison suggested that it might be helpful to develop a fund-raising percentage pie to visualize some short-term and some long-term goals for the Library by using that.

Library Resources:

Mr. Benka reported that the Committee reviewed the By Laws and made some revisions. (a) Article IV, Section 2, number 4: Personnel Committee – change the definition to include that it is a Committee of the Whole; also number 1 should read that it is a Committee of the Whole; also include: the Committee meets on an on-call basis. (b) Article III, Section 6: The City does not always meet the June deadline for production of financial data because of extenuating circumstances. Therefore, it may occur that the Library Director might have to postpone delivering the Library Annual Report to another month. However, the Committee decided not to change the time/date for reporting. Mrs. Van De Carr prepared an introduction to the policy manual (attached) establishing the policy review procedure and schedule for such reviews.

The Committee reviewed a report presented by Mrs. Van De Carr, in which she outlined the 3% increase in circulation of materials – predominantly in books – adult fiction and juvenile fiction. The annual goal for circulation has been exceeded and the Committee commended the staff for

encouraging the increase in circulation and exceeding the annual goal. The Committee also reviewed the patron library card statistics report, and commended Mr. Doyle and his Circulation staff for keeping such an accurate tally of the Library cards.

Mr. Benka stated that Committee were notified that the City insurance agents have approved coverage for moderate physical activity workshops here at the Library.

Mr. Benka stated that as a matter of personal privilege, he had been the chairman of the City Budget & Finance Committee from 2001-2005. He directed the following comment to Mrs. Rolsing: he stated that the Community (i.e., the City of Park Ridge) is so fortunate to have the two people in charge of the money in town: Ms. Lembesis and Mrs. Rolsing. It is so important to have two people like them to know where every penny is, how every penny is spent, and can report it until they are blue in the face. And it should make the community secure in the face of the changing political atmosphere to know that these two women keep the finances of the community beyond reproach. He states this because for many years he was in a unique position to see both women at work and he commends them both. If the community knew Mrs. Rolsing and Mrs. Lembesis as well as many in attendance and in the City know them, they would be saying the same thing.

Mrs. Van De Carr asked for a motion to approve the amended By Laws.

On behalf of the Committee, Mr. Benka made a

MOTION: to approve the By Laws as amended.

Roll Call Vote.

MOTION APPROVED UNANIMOUSLY.

Building & Grounds:

Mrs. Lofthouse reported that the Committee discussed the exterior painting bids. At the meeting Mrs. Van De Carr reported that the Library received 7 bids for the project, with one bid being incomplete. The lowest bid was from GP Maintenance Services at \$16,500. The bid specs included all white exteriors including scraping, patching, caulking, and using Devco paint. Mrs. Van De Carr stated that the exterior was last painted at least four years ago and that Mr. Mestey checked all of the references and they were all good. All attempts will be made to complete the work by the Taste of Park Ridge, which is July 10-12. Mrs. Van De Carr recommended that the Committee accept this bid from GP Maintenance Services.

On behalf of the Committee, Mrs. Lofthouse made a

MOTION: To accept the bid from GP Maintenance Services at \$16,500 for the Library Exterior Painting project.

Roll Call Vote.

MOTION PASSED UNANIMOUSLY.

Mrs. Lofthouse stated that the Committee took a tour of the new Reference loft and were impressed with how nice it looked. Mrs. Van De Carr reported to the Committee that a company would be coming out at the end of the week to quote placing frosted film on the glass in the Reference loft at a height of about 4½ feet high so as to still allow the sight lines down to the second floor.

Mrs. Van De Carr announced that the lovely fragrance in the lobbies was due to the failure of the elevator pit sump pump and that the Maintenance personnel had managed to fix it this afternoon. Some dead electrical sockets in the 1950's section of the building were discovered; it is possible that Mr. Mestey may have to run some new lines/conduit.

Discussion ensued regarding the outdoor bluestone area beneath tree. Mrs. Van De Carr had found a company, Synthetic Turf of Illinois, who has a synthetic turf product with an 8 year guarantee, although it will probably last 10 years or more in our climate. Mrs. Lofthouse suggested the Library pursue this option at the \$6,680 cost because she still feels the bluestone is unsafe. Mrs. Van De Carr had reported at the Committee meeting that the City is not interested in making any changes to this area. Mr. Benka brought up the possible problem of rug burn, as well as the not-true-green color. Mr. Van Metre believes the larger "blue" rocks are a safety issue as well and questions the Library paying for city property improvements. Mr. Schmidt stated he believes the Library should not put a lot of Library money toward this issue and if necessary, leave the area as-is. Mrs. Lofthouse asked for a sense from the full Board if this issue should be pursued, left alone, etc. Each Board member who was present voiced their opinion. Mrs. Van De Carr asked the Board for direction on the bluestone area – if they feel that it is unsatisfactory then what they wish her to do. Mr. Benka feels the current bluestone is unsatisfactory. Mrs. Lofthouse is against the current bluestone. Mr. Crandus is lightly against the current bluestone from a safety issue. Mrs. Harrison would like to see a change from the current bluestone. Mr. Schmidt feels it could look better but doesn't want to spend a lot of money on a change, "is lightly against" the current bluestone. Mrs. O'Neill Burke stated she is worried about the cost. Mr. Van Metre stated he is completely neutral on the aesthetic end of it, he is totally opposed to spending any Library money on it. Mrs. de Grasse would like to see a change from the current bluestone. Mrs. Van De Carr summarized that 4 would like a change, 3 are in the middle, and 1 who is neutral on the design and opposed to spending Library money.

Mrs. Lofthouse noted that the best point that was raised was that according to the installers, the smaller bluestone was supposed to pack down and harden and a year later it is still loose and being tracked outside of the area, it's in the plantings, etc. Mrs. Van De Carr stated that she would express the Board's opinion to the new City Manager when the time permits.

Mrs. Lofthouse reviewed some of the items touched upon in the Monthly Maintenance Report. One item was the re-keying of locks in the building. Mr. Mestey is a certified locksmith and can rekey the locks himself. It was noted that most of the locks have not been replaced in 30 years.

Mrs. Lofthouse continued reviewing the Committee minutes, stating that the elevator code and law have changed and that Mrs. Van De Carr will advise the Board on them in the near future. The Committee discussed banning smoking from the Library grounds since the City bans smoking from around City Hall. The Committee decided to not proceed with such a ban since the current City ordinance provides for no smoking within 15 feet of a building entrance.

Mrs. Lofthouse announced that Alderman Rich DiPietro, Mrs. Van De Carr, and Mr. Crandus met with Architect John Mackin regarding Mr. Mackin's view of the future of the Library. The issue has been on hold for a while.

Mrs. Lofthouse reported that members of the Committee pursued their communications with various Aldermen. Mr. Van Metre spoke with Alderman Frank Wsol, whom he feels is concerned about possible expansion costs. Mrs. Lofthouse spoke with Alderman David Schmidt; he is interested in looking at the results of the Library feasibility study. Mr. John Schmidt called Alderman Tom Carey and left messages a few times and has not received any response.

Mrs. Lofthouse concluded by stating that Mrs. Van De Carr had reported that the Glass Infill Wall is almost complete and the replacement of the set of doors in the Information office with a window will begin in about two weeks.

FRIENDS OF THE LIBRARY

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Mrs. O'Neill Burke MOVED to adjourn the Board meeting.

Mr. Crandus SECONDED the motion.

Voice vote.

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:22 p.m.

Margaret Harrison, Secretary