

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, Alderman, City of Park Ridge.

PUBLIC COMMENT

None.

CALL TO ORDER

Treasurer Dorbrilovic called the Budget & Finance Committee meeting to order at 8:12 p.m.

Trustee Steinfelds made a

MOTION: to approve the minutes of January 12, 2021

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Budget discussion

Finance Manager Doubek reviewed the stub year budget, which was based on 2/3 of the fiscal year for the 2021 budget. The current stub year budget is more detailed, it includes the salary plan with the merit pool amount of \$59,500 which includes a 2.9% merit increase, funding for community engagement and contingency. Adjustments were made to revenue, compared to what the City calculated. Highlights of the capital budget included items in the tech replacement including a firewall and server rack replacement. These are other possible carry-overs from FY21 to SY21 yet to be determined. There is \$35,000 for a new phone system which has been put on hold due to the leadership transition. There is also \$18,000 budgeted for a backup system, \$16,000 for a PA system and \$40,000 for the sound mitigation project in the Children's Services Department that was put on hold.

At the February 16th Board meeting, the Board will approve the final budget and it will be submitted to the City. It will then be presented at the March 10 City budget meeting, and in April the City will pass the budget ordinance.

Trustee Reardon recalled the discussion that occurred during the January, 2021 Personnel and Budget & Finance meetings, regarding the salary plan – he did not see anywhere in the minutes that the Board approved the budget for salary increases but did not approve a salary plan. He noted that it needs to be clear that although we have a budget, we do not have an approved salary plan, and details of a plan will be presented to the Board at a subsequent meeting.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

Interim Director Berger said that she plans to come back to the Board with the Salary plan, merit increases are planned for May 1. Trustee Reardon wanted to make sure staff received their raises on time. Trustee Hanba agreed that it is important to stay on schedule as much as possible.

Trustee Reardon clarified that if increases were given last May then increases for May, 2021 need to be budgeted in the stub year.

Trustee Hanba asked how this would be done if benchmarking has not been updated? Interim Director Berger said these were concerns that Director Smith outlined in the salary memo she did before she left. The salary ranges had “not been aged or updated using 2020 survey results at the Board’s request due to supposed effects the pandemic may have on library salaries.” It was agreed that Trustee Hanba would meet with Finance Manager Doubek and Interim Director Berger to review the data and benchmarking. Trustee Hanba noted that the market may have changed since the pandemic, we will need to look at the ranges again given the economy.

President Rapisand made a

MOTION: to approve the SY21 Budget

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Not Present at Time of Vote: Burkum

Motion passed.

Trustee Kiem requested that the SY21 budget not be placed on the consent agenda for the Board Meeting.

It was determined that Treasurer Dobrilovic and President Rapisand would attend the City Budget hearing with Interim Director Berger, and will meet before to discuss the presentation

The meeting adjourned at 8:35 p.m.