

**MINUTES**  
**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Planning and Operations Committee of the Whole Meeting of the Board of Trustees  
held via videoconference – April 13, 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.

President Rapisand announced that any public comments or requests to speak may be sent to adoubek@prpl.org or participants could raise their hand virtually.

**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, City Council liaison

Committee Chair Steinfelds opened the Planning and Operations Committee Meeting at 7:31 p.m.

President Rapisand made a

**MOTION:** to approve the minutes of March 9, 2021

Trustee Reardon seconded the motion.

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

**Motion passed.**

**E RATE SUBSIDIZED FIREWALL**

Finance Manager Doubek explained the E-Rate grant program, available through the Federal Communications Commission (FCC). The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable broadband.

The Library qualifies for a 50% discount rate for services that deliver internet access. This is determined by the National School Lunch Program for our associated school district Maine Township High-School District 207.

E-Rate has a bidding process. This includes a request for proposal that is hosted for a minimum of twenty-eight days. Once the closing date occurs, the applicant is informed to proceed.

In February 2021, the Library applied to e-rate for a category two equipment project which entails replacement of the firewall in July 2021.

The total project amount is \$12,819 which includes the purchase, installation and configuration of a new firewall. This amount has been budgeted for in the stub year. CVI was the only bidder on this contract.

President Rapisand asked if this is a typical cost. Finance Manager Doubek confirmed that it was.

Trustee Reardon did not recall that the memo stating that CVI was the only bidder. He said the Library's purchasing policy requires 3 bidders and so the memo just needs to highlight the fact that CVI was the only bidder. He requested that this item be kept off of the consent agenda for next week's meeting with an amended memo.

Committee Chair Steinfelds noted that the bid stated that the offer is only good for 20 days and asked if there are any issue with that. Finance Manager Doubek stated that it was not an issue, if the contract is approved next week it will not add any delay to the project.

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Secretary Somheil made a

**MOTION:** to approve CVI contract and move forward with E-Rate subsidy application for purchase, installation and configuration of firewall.

Trustee Reardon seconded the motion.

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

**Motion passed.**

**PATRON MATTER**

Trustee Reardon noted that patron matters are usually discussed in closed session. Interim Director Berger stated that after consulting with President Rapisand and since names are not being used, it was agreed that this discussion could occur in open session.

Interim Director Berger stated that the patron's behavior was first noted in the file in November 2018. Director Smith addressed the matter at that time. A number of warning letters were sent to the individual. The patron had their library privileges previously suspended twice by Director Smith, on July 5, 2019 and again on September 17, 2020. Another complaint occurred in March 2021, when the library privileges were again suspended by Interim Director Berger. At that time, the result was suspension of library privileges for 45 days (the maximum limit that the Director can give). Interim Berger is requesting the Board consider a longer suspension time. Suspension includes use of library card, presence on library grounds, and attendance at library programs/events. If a library card is blocked, that includes physical and virtual services. Her request is that the Board consider suspension for 6 months. The pattern of behavior indicates the individual does not appear to respond to warnings or short term suspension.

Trustee Kiem asked if it was a public safety matter. Director Berger responded that the behavior includes use of profanity and personally directed insults to staff.

President Rapisand asked if it was possible to suspend the individual from the building but allow them to use digital services. Trustee Reardon asked if it was possible to ban them from building and grounds and not suspend the library card. Interim Director Berger clarified the policy states – "Library privileges include but are not limited to...."

Treasurer Dobrilovic reads the policy as stating that suspension includes all three of these and believes that the Board should stick to the policy as written.

Committee Chair Steinfels stated that restricting privileges may involve deprivation of property and questioned if there is any due process for the person to provide explanation. Interim Director said that in the Board policy there is a provision to appeal the decision to the Board.

President Rapisand said Board members may be struggling because they don't know specifics. Would it be beneficial to go into closed session to go into detail? Committee Chair Steinfels said it would be beneficial to him, Trustee Hanba agrees on going into closed session. Interim Director Berger stated that the Board could not enter into Closed Session at this time as a closed session was not previously posted. President Rapisand asked if it could be added to the April 20<sup>th</sup> Board Meeting. Trustee Reardon inquired if the current suspension lasts through the Board meeting. Interim Director Berger confirmed. Trustee Reardon requested a placeholder motion on the Board Meeting agenda.

**OTHER BUSINESS**

Trustee Kiem inquired about the Board Calendar/Schedule of Tasks, and stated that it needs to be revised to reflect stub year timeframes. Interim Director said she has been monitoring the calendar and one thing that came to her attention was the Library Award. She noted that it had been cancelled in 2020. President Rapisand noted that the

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policy had been changed in 2019 to hold the awards during Library week, but they were cancelled last year due to COVID-19. She asked if staff should start soliciting nominations.

Trustee Hanba asked what the purpose of the award is. Interim Director Berger said the policy states that “the award is presented to honor individual or group that has performed extraordinary service to the library.” Nominations are open and received from staff, community and Board. This process falls under the purview of the Communications and Development Committee. The Board selects the winner(s), their name is included on a plaque in the Library, and they are honored at a Board meeting, with a resolution and refreshments. The award can go to a single person, group, or multiple people. Current and former Board members cannot be nominated. President Rapisand asked about the length of the nomination period. Interim Director Berger stated that it was previously about 6-8 weeks. It would be best to get nominations started soon to allow time to complete the process for the June meetings. Board members agreed to start nominations, and they will be discussed at the June Committee of the Whole meeting.

Committee Chair Steinfels closed the meeting at 7:56 p.m.