

## 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 –June 8, 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; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

(Via videoconference)

Absent: Karen Burkum, Vice-President; Stevan Dobrilovic, Treasurer; David Somheil, Secretary;

Others Present: Joanna Bertucci, Library Director; Angela Berger, Interim Director; Alyson Doubek, Library Finance Manager

#### PUBLIC COMMENT

None

Committee Chair Steinfels opened the Planning and Operations Committee Meeting at 8:06 p.m.

Trustee Hanba made a

**MOTION:** to approve the minutes of May 11, 2021

President Rapisand seconded the motion.

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

**Motion passed.**

#### REVIEW OF BOARD TASK CALENDAR

The committee reviewed the revised draft of the Board Task Calendar, updated for the new fiscal year (SY21). As a result of this being an 8-month stub year in transition to a calendar year fiscal year beginning on January 1, 2022, tasks related to the levy and budgeting are scheduled earlier than in previous years. Director Bertucci noted that although this year's calendar timelines are compressed, the FY22 calendar will have a more even distribution of tasks throughout the year.

Trustee Steinfels asked if the change in timing for Board tasks has implications for the timing of appointment of officers and committee chairs. Trustee Reardon replied that the two were never formally linked. President Rapisand added that the appointment of officers in July is an attainable goal, if the City moves quickly in the process of appointing or reappointing new trustees.

Director Bertucci reviewed the calendar on a month-by-month basis with the committee. Trustee Reardon suggested that the secretary review of closed minutes scheduled for July should be moved to a subsequent month to allow for the appointment of the Board secretary each year. Director Bertucci will move to August. Trustee Steinfels noted that the Board By-Laws specify that the Planning and Operations Committee will conduct an annual review of the long-range plan. President Rapisand clarified that the Strategic Plan is a multi-year plan that is reviewed periodically.

Trustee Keim noted the need for a monthly review of the calendar. Trustee Reardon noted the need to have visibility to January to April 2022 and Trustee Steinfels agreed that having a calendar that covers the transition to

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the new fiscal year is important. The committee agreed to review the Board Calendar again at the July committee meetings.

#### OTHER BUSINESS

Trustee Kiem asked about review of the Board “Parking Lot” – the listing of projects and initiatives that are pending. Trustee Steinfels has the latest version of this list and will forward it to Director Bertucci for distribution to the Board. All trustees will then submit any comments or changes to Director Bertucci and a review of the revised list will be included on the July committee agenda. In all subsequent months, a standing agenda item on the committee agenda will be the review of both the calendar and the “Parking Lot”.

Committee Chair Steinfels closed the meeting at 8:27 p.m.

#### OTHER BUSINESS

President Rapisand noted that a Nominating Committee will be appointed at the June Board meeting in order to develop a slate of officers to be presented at the July Board meeting. Trustees that are interested in either serving on the Nominating committee or in being a Board officer should contact her with that request.

#### ADJORNMENT

There being no objection noted, the meeting was adjourned at 8:33 p.m.