

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in Council Chambers at City Hall – 505 Butler Place, Park Ridge, IL

October 17, 2023 at 7:00 p.m.

CALL TO ORDER

President Thiagarajan called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Vice-President; Josh Kiem, Danielle Powers, Lauren Rapisand, Secretary; Theresa Renaldi, David Somheil, Deepika Thiagarajan, President

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Jen Healy, Anastasia Rachmaciej, Library Staff
Louis Kaufman

PUBLIC COMMENT

No comments were made.

EMAIL MARKETING PRESENTATION

Jennifer Healy, Marketing Supervisor gave a presentation on the Library's email marketing initiatives. LibraryAware was the platform previously used but it was labor intensive and provided very limited information on how users engaged with the platform. The platform currently in use is Savannah by OrangeBoy. Using this tool, the Library has expanded its reach to patrons, increased engagement with messaging and has gained a wealth of information about ways that patrons are using the Library's collections and programs which can be used to better target user segments with future marketing messages. Ms. Healy provided details of some specific campaigns targeted at various user groups/demographics and new library card holders. She explained that the next campaign will target existing card holders not currently using their cards.

CONSENT AGENDA

President Thiagarajan read the list of items on the Consent Agenda and stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved.

The following items are included on the Consent Agenda:

- Approval of Minutes of the September 19, 2023 Regular Meetings of the Library Board
- Ratify Bills Payable Warrant Register for Period 9, FY23 September 16, 2023 in the amount of \$128,301.87, and September 30, 2023 in the amount of \$168,508.08.
- Approve Cash Statement for all accounts for September, 2023
- Ratify disbursements from the Petty Cash Fund, \$56.96

Trustee Powers asked that approval of the September 19, 2023 minutes be removed from Consent as she was not present at that meeting.

Vice-President Hanba made a

MOTION: To approve the Consent Agenda, items B through E, excluding item A

Secretary Rapisand seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Somheil, Thiagarajan

Motion passed

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President Thiagarajan made a

MOTION: To approve the minutes of the September 19, 2023 regular Board meeting

Trustee Somheil seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Rapisand, Renaldi, Somheil, Thiagarajan

Abstain: Powers

Motion passed

TREASURER'S REPORT

Trustee Somheil presented the Treasurer's report in the absence of Treasurer Rusk. He reviewed the Consolidated YTD Revenue and Expenditures report through September, 2023 which represents completion of 75% of the fiscal year, noting that total revenues are 58% of budget. On the expense side, operating expenses are at 66% of budget, capital expenditures at 10% of budget which results in total expenditures at 59% of budget. Director Bertucci noted that tax bills for the second installment of taxes were mailed today.

Trustee Somheil made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for September, 2023

Trustee Renaldi seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Somheil, Thiagarajan

Motion passed

PRESIDENT'S REPORT

President Thiagarajan stated that she did not have a report for this month but noted that Vice-President Hanba has an update. Vice-President Hanba noted that it is time for completion of the Library Director's annual review. She will be sending the template for that out to all trustees and responses will be due November 9. The Board will then go into Closed Session after the November 21, 2023 Board meeting to discuss the review. President Thiagarajan and Vice-President Hanba will meet with Director Bertucci in December to discuss her review.

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 10 noting Library website News items and press articles.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 11 of the packet were noted. Director Bertucci stated that annual performance evaluations are underway with each employee required to complete a self-evaluation that is submitted to their manager. During November, staff will meet with their supervisors to review their progress and set goals for next year. This process will be completed by December 20 in order to allow time for necessary changes in the payroll system to be made.

Director Bertucci noted that the November committee agenda will include review of a sample policy for compliance with the Paid Leave for All legislation that becomes effective January 1, 2024.

As committee meetings were not held in October, Director Bertucci provided the Board with updates on the building projects currently in progress.

Exterior project – Work on half the columns at the front entrance is almost complete and the contractors should be moving to begin work on the other half of the columns next week. Window painting has been

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somewhat delayed due to the rainy weather but is now moving more quickly with the windows on the parking lot side of the building now complete.

Interior project – Director Bertucci reported that all necessary inspections to date have been passed and the project is proceeding on schedule.

Director Bertucci then thanked Ms. Healy for her presentation this evening and noted that the Library's experience with Savannah has been excellent and has freed up time for Ms. Healy to work on other marketing initiatives.

Vice-President Hanba congratulated Director Bertucci on her election as Co-President of Park Ridge Kiwanis. Discussion then ensued regarding the opening, use and promotion of the Low Sensory space in the Children's department. It was agreed that appropriate promotion of the space, along with providing information that the project was 40% funded by Illinois State Library grant funding are important elements of the planned opening.

FRIENDS OF THE LIBRARY

The Friends are busily preparing for their fall book sale which will be held October 20-22. Friends' volunteers and members of the Maine South Key Club are partnering for set-up and take-down of the sale. Director Bertucci noted that the Friends are considering holding a pop-up sale of games and puzzles at a future date.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Powers made a

MOTION: To adjourn the meeting

Trustee Kiem seconded the motion

Voice Vote: All in favor

Motion passed

President Thiagarajan adjourned the meeting at 7:40 p.m.