

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

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

October 18, 2022 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

Trustees Present: Alexandrea Hanba, President; Josh Kiem, Vice-President; Danielle Powers, Secretary; Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Treasurer; Joseph Steinfels, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jen Healy, and Laura Scott, Library staff
Karen and Kevin Burkum; Joseph M. Eichberger

RECOGNITION OF FORMER TRUSTEE BURKUM

President Hanba stated that it is a pleasure to honor Karen Burkum tonight for her service on the Library Board from July, 2016 through July, 2022. She then read the Board Resolution that details the many roles that Trustee Burkum fulfilled during her tenure on the Board.

RESOLUTION OF THE BOARD OF TRUSTEES

PARK RIDGE PUBLIC LIBRARY

WHEREAS, Karen Burkum has faithfully served on the Board of Trustees of the Park Ridge Public Library from July 19, 2016 to July 31, 2022; and

WHEREAS, during those years of service she was an active and fiscally responsible member of every Board Committee, serving with honesty, passion, and integrity; and

WHEREAS, she held the office of Vice-President from 2020-2021; held three terms as Chairperson of the Communications and Development Committee from 2017 to 2019 and again from 2021 to 2022; two terms as Chairperson of the Planning and Operations Committee from 2019 to 2021; and

WHEREAS, she has consistently demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library; contributing to a range of impactful and important initiatives such as the Park Ridge Public Library's renovation in 2018, developing the Library's current strategic plan, advocating for the fine free movement, and helping lead the Library through the COVID-19 pandemic; and

NOW, THEREFORE BE IT RESOLVED THAT ON THIS DATE, October 18, 2022, the Board of Trustees of the Park Ridge Public Library expresses our gratitude to Karen Burkum for all she has done, its appreciation for her efforts on behalf of the entire community of Park Ridge, and its very best wishes for success and happiness in all her future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to her and included in the contents of the Minutes.

Ms. Burkum thanked the Board for their service and for this recognition this evening. She also thanked the Mayor for being given the opportunity to serve on the Library Board and expressed her belief that the Library is incredibly important and is truly the heart of the Park Ridge community.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

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

October 18, 2022 at 7:00 p.m.

PUBLIC COMMENT

President Hanba asked if there are any comments on non-agenda items. No comments were made.

CONSENT AGENDA

President Hanba 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. There were no requests to have an item removed from Consent.

The following items are included on the Consent Agenda:

- Approval of Minutes of the September 20, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 9, FY22 September 16, 2022 in the amount of \$143,171.19 and September 30, 2022 in the amount of \$115,174.29
- Approve Cash Statement for all accounts for September, 2022
- Ratify disbursements from the Petty Cash Fund, \$22.48
- Ratify disbursements from the Gift Fund, \$781.00

Trustee Rapisand made a

MOTION: To approve the Consent Agenda

Trustee Steinfels seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

TREASURER'S REPORT

Treasurer Somheil reviewed the Consolidated YTD Revenue and Expenditures report for September, 2022 noting that with 75% of the year being reported, Operating expenditures are at 64% of budget. Also noted was that total expenditures, including Capital, are at 57% of YTD budgeted amounts, as several Capital projects remain in progress.

Treasurer Somheil made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for September, 2022

Trustee Rusk seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

PRESIDENT'S REPORT

President Hanba stated that she has no report.

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet, noting both Library website news items and articles appearing in the press.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

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

October 18, 2022 at 7:00 p.m.

DIRECTOR'S REPORT

Director Bertucci began by informing the Board that on Saturday, October 15, the building's fire alarm activated as a result of a small amount of smoke coming from the laser cutter in The Studio. The Park Ridge Fire Department responded and as a precaution, the building was temporarily evacuated. She further noted that Library staff followed established procedures and the Library returned to normal operations.

Director Bertucci then highlighted items from her written report:

- Reference librarian Grace O'Keefe will be retiring after 30 years of dedicated service. Patrons and staff will miss her expert level reference service and Director Bertucci expressed her appreciation for Grace's dedication to the Library and community.
- Staff are currently working on an update to the Strategic Plan which will be included on the November committee of the whole agenda. The management team is reviewing goals and developing metrics for the plan.
- The implementation process for the payroll conversion has begun. It is anticipated that the process will require 30 – 40 hours to complete. The plan is that the Library will process its own payroll beginning in January, 2023.
- Director Bertucci asked Ms. Doubek to provide an update on the recently completed MUNIS upgrade. Ms. Doubek explained that the upgrade changes the financial reports and results in a compressed version. She noted that the upgrade is much welcome and provides easier access for the Library.
- Director Bertucci noted that Library Card Sign-up Month activities concluded in September. Despite a concerted effort over many years, significant results have not been realized for adults, and many youth patrons obtain new cards during August, when back to school visits occur. Going forward, the Library will not be participating in this program and has instead begun to plan ways to target new residents.

Discussion ensued regarding possible ways to target new homebuyers and other residents. Director Bertucci noted that these efforts are in the preliminary planning stages and will continue to be developed.

- Director Bertucci stated that two pop-up study spaces have been provided on Wednesdays when students have early dismissal. Staff noted that with the increase in the number of students using the Library, opening the first floor meeting room when available, to accommodate students might be helpful in addressing the overflow situation in the Loft. Staff are tracking usage of the pop-up space and will continue to assess the success of this trial.

President Hanba noted that Director Bertucci is now the Vice-President and President Elect of the Park Ridge Kiwanis Club.

FRIENDS OF THE LIBRARY REPORT

Director Bertucci reported that the Friends are preparing for the Friends fall book sale which will be taking place this coming weekend, October 21 - 23. She also noted that the Friends are working with local Scout groups on a book donation drive which will take place for the spring, 2023 book sale. She also expressed her appreciation to Trader Joe's in Park Ridge for providing 350 handled paper bags for the Friends' sale.

UNFINISHED BUSINESS

None

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

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

October 18, 2022 at 7:00 p.m.

NEW BUSINESS

Approve the FY23 Budget

President Hanba noted that approval of the Library's FY23 budget in the amount of \$5,003,967 is included on the agenda. This budget was also discussed at the October, 2022 Budget & Finance Committee of the Whole meeting.

Trustee Rapisand stated that she will be voting to approve the budget but will be doing so with caution. She noted the significant new costs that the Library has assumed from the City of Park Ridge for FY23 employer payroll taxes, IMRF contributions and payroll processing and that this has not resulted in an increase to the levy request. Her concern is that this issue remain top of mind when future year budgets and levies are addressed so that the Library's funding for ongoing operations is not compromised.

President Hanba made a

MOTION: To approve the Library's FY 23 budget in the amount of \$5,003,967

Trustee Thiagarajan seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

Approve Allowance Release One in the amount of \$5,000 for the Park Ridge Public Library Exterior Improvements 2022 project

This expenditure is for an unforeseen issue in the masonry wall repair project involving a steel lintel that was concealed prior to demolition but was determined to be corroded once it was accessible. The total cost to correct this is \$5,195 with \$5,000 to be covered by the Project Contingency and the remainder to be included as a Change Order to the project.

President Hanba made a

MOTION: To approve Allowance Release One in the amount of \$5,000 for the Park Ridge Public Library 2022 Exterior Improvements project.

Vice-President Kiem seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

Approve Change Order One in the amount of \$195.00 for the Park Ridge Public Library Exterior Improvements 2022 project

This change order is required to cover the remaining cost not covered by the project contingency.

President Hanba made a

MOTION: To approve Change Order One in the amount of \$195 for the Park Ridge Public Library 2022 Exterior Improvements project.

Trustee Renaldi seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

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

October 18, 2022 at 7:00 p.m.

There being no further New Business,

Vice-President Kiem made a

MOTION: To adjourn the meeting

Trustee Rapisand seconded the motion

Voice Vote: All in favor

Motion passed

President Hanba adjourned the meeting at 7:39 p.m.