

## 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 in the first floor meeting room at the Library

November 14, 2023 at 7:00 p.m.

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

#### ROLL CALL

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem (7:03p.m.); Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; David Somheil (via phone); Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger, John Priala, and Joan Wrenn, Library Staff

#### APPROVAL OF REMOTE ATTENDANCE

As Trustee Somheil is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Thiagarajan asked the reason for remote attendance and Trustee Somheil stated that he is calling into the meeting due to personal illness. There being no objection,

Vice- President Hanba made a

**MOTION:** to approve the remote attendance of Trustee Somheil

Secretary Rapisand seconded the motion.

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

**Motion passed**

#### PUBLIC COMMENT

No comments were made

Treasurer Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

Vice-President made a

**MOTION:** to approve the minutes of September 12, 2023

President Thiagarajan seconded the motion.

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

**Motion passed**

#### FISCAL YEAR END BUDGET TRANSFERS

A number of budget transfers are proposed for approval by the Committee. The Library's Levy and Budget Policy authorizes the Library Director to transfer funds in to or out of budget lines, not to exceed a cumulative amount of \$5,000. Transfers in to or out of budget line items totaling more than \$5,000 require the approval of the Library Board.

Director Bertucci reviewed each of the proposed transfers. The first transfer moves budgeted funds into the Administration PPO line from the Administration Salary line and the Administration HMO line in order to provide budget funds to cover actual expenses expected through year end. Director Bertucci explained that the calculations that were done by the City Human Resources Department for this fiscal year were inadequate. She is confident that the amounts budget for FY24 will be sufficient to cover actual expenses. After discussion of the other proposed transfers,

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Treasurer Rusk made a

**MOTION:** to approve the following budget transfers:

Transfer #1: Transfer \$23,000 from Administration – Regular Salaries to Administration – PPO; Transfer \$25,000 from Administration – HMO to Administration – PPO

Transfer #2: Transfer \$1,500 from Library Maintenance – Natural Gas to Administration – Telephone

Transfer #3: Transfer \$2,500 from Adult Services – MWL (Most Wanted) to Adult Services – Library E-Book; Transfer \$1,000 from Adult Services – Microfilm to Adult Services – Library E-Book; Transfer \$5,000 from Adult Services – DVD to Adult Services – Library E-Book

Trustee Renaldi seconded the motion.

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

**Motion passed**

These transfers will appear on the Consent Agenda for approval by the Board at its November 21, 2023 meeting.

**OTHER**

None

Treasurer Rusk adjourned the meeting at 7:05 p.m.