

## 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

November 15, 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, Lauren Bochat, Staci Greenwald, and Laura Scott, Library staff

#### PUBLIC COMMENT

President Hanba asked if there were 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 October 18, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 10, FY22 October 16, 2022 in the amount of \$138,728.67 and October 31, 2022 in the amount of \$161,809.25
- Approve Cash Statement for all accounts for October, 2022
- Ratify disbursements from the Petty Cash Fund, \$138.45
- Approve a budget transfer in the FY22 Operating Budget for a \$20,000 decrease to General Building Maintenance and an increase of \$10,000 to Natural Gas and \$10,000 to HVAC
- Approve Change Order #2 for the masonry wall project in the amount of \$1,889
- Approve 2023 Days Closed calendar
- Approve updates to the Park Ridge Public Library Strategic Plan 2021-2025
- Approve the Charity Collection Container policy

Trustee Rapisand made a

**MOTION:**            To approve the Consent Agenda

Trustee Somheil 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 October, 2022 noting that with 83% of the year being reported, Operating expenditures are at 74% of budget. Also noted was that total expenditures, including Capital, are at 66% of YTD budgeted amounts, as several Capital projects remain in progress.

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Director Bertucci noted that tax bills for the second installment of 2021 taxes are now available on Cook County portal and these bills will be due December 30, 2022. She will monitor receipts as they are received.

Treasurer Somheil made a

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

Trustee Rusk seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds, 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.

### DIRECTOR'S REPORT

Director Bertucci highlighted items from her written report.

- The annual staff evaluation process is underway and all performance reviews will be delivered to staff in December.
- The new service desk for The Loft will be installed on 11/17/22
- The pop-up study space on Wednesdays in the First Floor meeting room continues to be very popular. This allows more space for teens to gather while freeing up space on the second floor.
- Patrons have responded quite positively to the Grateful Project campaign currently being undertaken by the Library.
- The exterior masonry wall project is 95% complete. Some painting remains to be finished and if the weather doesn't allow for this work to be completed in the fall, the Library will hold a retainage until the work is complete.

### FRIENDS OF THE LIBRARY REPORT

Director Bertucci reported that the Friends had a successful fall book sale with over \$5,000 in sales! The Friends Annual meeting will be held December 14, 2022 at which time the Library will submit their 2023 wish list to the Friends for their consideration.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

#### Interior Acoustics Improvement project approval

Director Bertucci directed the Board's attention to pages 44 and 46 of the packet that include her memo on the status of this project along with notes from Andrew Jose of Green & Associates. At the Building and Grounds committee meeting a questioned was raised with regard to the sound attenuation that could be

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expected from each of the two alternates being recommended for approval. Director Bertucci reviewed that information with the Board. There being no further questions regarding this project,

Treasurer Somheil made a

**MOTION:** To award LZ Design Build Group the contract for the Interior Acoustics Improvement Project for a total of \$39,700 which includes a base bid of \$32,400 and Alternate #2 in the amount of \$2,500 and Alternate #3 in the amount of \$4800

Vice President Kiem seconded the motion

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

**Motion passed**

In response to a question from Trustee Rapisand, Director Bertucci noted that it is her expectation that completion of this project will address the noise issue in the Children's department.

**CLOSED SESSION**

President Hanba noted that the next item on the agenda is a closed session pursuant to 5 ILCS 120/2(c)(1), for discussion of a personnel matter. She further noted that after the closed session, the Board will not be conducting any additional business prior to adjournment of the meeting.

President Hanba made a

**MOTION:** To adjourn the regular meeting so that the Board may go into closed session

Trustee Steinfels seconded the motion

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

**Motion passed**

Meeting was adjourned to Closed Session at 7:16 p.m.

At 8:29 pm the Board returned to Open Session.

Trustee Thiagarajan 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 8:29 p.m.