

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

November 21, 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, Josh Kiem, Danielle Powers, Lauren Rapisand, Secretary; Theresa Renaldi, Gregg Rusk, Treasurer; David Somheil, Deepika Thiagarajan, President

Trustees Absent: Alexandra Hanba, Vice-President

Others Present: Joanna Bertucci, Library Director; Anastasia Rachmaciej, Laura Scott, Joan Wrenn, Library Staff
Cathy Thompson

PUBLIC COMMENT

No comments were made.

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 October 17, 2023 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 10, FY23 October 16, 2023 in the amount of \$143,232.41, and October 31, 2023 in the amount of \$215,568.12.
- Approve Cash Statement for all accounts for October, 2023
- Ratify disbursements from the Petty Cash Fund, \$78.98 and the Gift Fund, \$1,043.91
- Transfer \$23,000 from Administration – Regular Salaries to Administration – PPO
- Transfer \$25,000 from Administration – HMO to Administration – PPO
- Transfer \$1,500 from Library Maintenance – Natural Gas to Administration – Telephone
- 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
- Approve quotation from ATOMATIC in the amount of \$6,950 for the installation of one (1) Cook 210C17D VF fan rated for 3000 CFM with 3/4HP and one (1) curb adapter.
- Approve #27. Paid Leave for All Workers Act Policy
- Approve 2024 Days Closed calendar

Secretary Rapisand made a

MOTION: To approve the Consent Agenda, as presented, with the exception of Item A. – Approval of Minutes of the October 17, 2023 Regular Meeting of the Library Board

President Thiagarajan seconded the motion

Roll Call Vote: Yes: De Frank, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, 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 Council Chambers at City Hall – 505 Butler Place, Park Ridge, IL

November 21, 2023 at 7:00 p.m.

President Thiagarajan made a

MOTION: To approve the minutes of the October 17, 2023 regular Board meeting

Trustee Renaldi seconded the motion

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

Abstain: Rusk

Motion passed

TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures report through October, 2023 which represents completion of 83% of the fiscal year, noting that total revenues are 58% of budget. On the expense side, operating expenses are at 73% of budget, capital expenditures are at 19% of budget which results in total expenditures at 66% of budget. Director Bertucci noted that tax bills for the second installment of taxes are due December 1, 2023.

Treasurer Rusk made a

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

Trustee Powers seconded the motion

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

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 19 noting Library website News items. In regard to the Friends' book sale, she suggested that increasing promotion of the after sale book give-away for teachers would be helpful in helping local teachers stock their classroom libraries.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 20 of the packet were noted. Director Bertucci stated that she attended the City Council's budget workshop on October 30th. In addition, she plans to attend the first reading of the budget and levy ordinance. There were no questions with regard to the library's requests so she is not planning to attend the final reading unless requested to do so.

Director Bertucci noted that Ms. Wrenn, the Library's new Finance and H/R manager is attending tonight's meeting and will also attend all future meetings. Ms. Wrenn has been auditing the Library's ADP set-up and doing some clean-up work on that. She has also conducted an I-9 audit due to the transition of personnel records from the City to the Library.

The Library's new website is in the final stages of development and has a more simplified and streamlined look and feel. An early 2024 roll-out is expected. In addition to the improvements on the front-end of the site, the site will operate on a Word Press platform which will also be much more user friendly than the proprietary content management system that supports the current website.

Updates on the Library's eContent were provided by Director Bertucci. Enhancements to the Libby software include magazines that mimic the consumer subscriber experience very closely. In October alone, our checkout statistics increased by 114% for magazines. Also noted was a change in Overdrive that will now allow

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

November 21, 2023 at 7:00 p.m.

D64 students to access the Overdrive youth collection. In addition, when logging onto the Overdrive site, the PRPL newsletter will be on the home screen which will help to make patrons more aware of Library offerings. In response to a question, Director Bertucci noted her collaboration with Andy Dogan in creating a presentation on the importance of libraries having a current Capital Needs Assessment. Also noted was the attendance of staff and trustees at a reception held at the Des Plaines Library for State Senator Laura Murphy who is a strong advocate for libraries.

FRIENDS OF THE LIBRARY

Director Bertucci reported that the Friends will hold their semi-annual meeting on December 6th at which time the Library will submit its annual “wish list”. The Friends have indicated that they could fund up to \$25,000 in requests for 2024 and the Library will submit their list accordingly. 2024 marks the 100th anniversary of Summer Reading Club so some of the additional funding coming from the Friends will support additional programming during the summer.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Rapisand made a

MOTION: To adjourn the meeting

Trustee Renaldi seconded the motion

Voice Vote: All in favor

Motion passed

President Thiagarajan adjourned the meeting at 7:19 p.m.