

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

December 12, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:19p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan
Trustees Absent: Josh Kiem, David Somheil
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff
Josh Kiem (via phone)

Vice President Hanba made a

MOTION: to approve the minutes of November 14, 2023

Trustee DeFrank seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for December, noting that all tasks are being completed on schedule. She noted that she attended the City Council's first reading of the budget and levy and there were no questions asked with regard to the Library. Also noted was that Library policy review will begin again in January, 2024.

BOARD CALENDAR – 2024

Director Bertucci reviewed the 2024 Board Calendar presented in the packet on page 9 noting that the January and February, 2024 Board meeting will be held at the Library due to changes in the City Council meeting schedule resulting from the MLK Day and President's Day holidays. Also noted was a special meeting planned for March 5, 2024 in regard to the selection of an architect for the HVAC project.

Trustee Renaldi made a

MOTION: to approve the Library Board Meeting Calendar for 2024

President Thiagarajan seconded the motion.

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

Motion passed

LFI PICTURE BOOK SHELVING PROJECT

Director Bertucci referenced the memo on page 10 of the packet that details specifics of this project. The project entails the reclassifying and shelving of the entire picture book collection in a face-forward format. In order to accommodate this shelving arrangement, additional shelving will be purchased with Per Capita Grant (PCG) Funds being used for this purpose. Any PCG funds not used on shelving will be used for relabeling and signage for the new configuration.

Trustee Renaldi made a

MOTION: to approve a quote from Library Furniture International, LFI QT-3948 rev.2, in the amount of \$31,600 for purchase and installation of shelving

Vice President Hanba seconded the motion.

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

Motion passed

SECURITY CAMERA VIRTUAL SERVER

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

December 12, 2023 at 7:00 p.m.

Director Bertucci reviewed the memo on p. 14 of the packet that provides background information on this project. The current server is at full capacity and does not provide sufficient capacity to comply with the policy on retainage of footage for 20 days. Treasurer Rusk asked if this is a standard retention period to which Director Bertucci replied that it is standard for libraries.

In addition to upgrading the server, CVI has also provided a quote for installation of an additional camera in the stairwell. The camera will monitor the second floor landing and adjacent stairs.

Secretary Rapisand made a

MOTION: to approve quotes from Computer View, Inc., CVI Quote 202685 in the amount of \$19,108 for a Security Camera Server and CVI Quote 202686 in the amount of \$1,235 for an additional security camera.

Trustee Renaldi seconded the motion.

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

Motion passed

OTHER

None

The meeting was adjourned at 7:32 p.m.