

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 13, 2022 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:22 p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan

Trustees Absent: Lauren Rapisand

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jennifer Healy, and Laura Scott, Library staff

Trustee Thiagarajan made a

MOTION: to approve the minutes of November 8, 2022

Vice President Hanba seconded the motion.

Roll Call Yes: Hanba, Kiem, Renaldi, Somheil, Steinfelds, Thiagarajan

Abstain: Powers, Rusk

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for December noting that all tasks are on schedule for timely completion. The calendar has been updated to reflect 2023 Board activities.

STAFF PRESENTATION – JEN HEALY-ORANGEBOY/SAVANNAH

Jen Healy, the Library's Marketing Supervisor, began her presentation on this newly implemented marketing software by highlighting the enhanced functionality of the new software in comparison to LibraryAware, the software previously in use. Many of the limitations inherent in LibraryAware have been addressed by implementation of Orangeboy. Ms. Healy provided examples of both the ease of use and improved functionality of the Orangeboy software.

In response to a question from Treasurer Somheil regarding the use of analytics from Orangeboy to inform budgeting decisions, Director Bertucci stated that by August, 2023 staff will have 10 months of data and can use that to make any necessary adjustments to the budget going forward.

WEBSITE DEVELOPMENT AND DESIGN RECOMMENDATION

Director Bertucci reviewed the memo on page 12 of the packet that details the results of the Request for Proposal (RFP) that was issued for redesign and development of the Library's website. Ten proposals were received with a price range of approximately \$24 - \$40,000. It is Director Bertucci's recommendation that Weblinx, Inc. be selected for this project. Although they are not the lowest priced quote received, it is her opinion that they will bring the best value to the project due to the level of customization included in their proposal vs. more of a "one size fits all" template offered by other firms providing quotes. She further noted that she has checked references for Weblinx and that she has added some additional funds to her "not to exceed" recommended motion to address things that might be useful to add during the development phase of the project.

Trustee Thiagarajan made a

MOTION: to approve a contract with Weblinx, Inc. for website design, development, hosting, maintenance, and security not to exceed \$35,000

Vice President Hanba seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

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OTHER

None

The meeting was adjourned at 7:45 p.m.