

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

December 20, 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

Trustees Present
via Phone: Deepika Thiagarajan

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

APPROVAL OF REMOTE ATTENDANCE

As Trustee Thiagarajan is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Hanba asked the reason for remote attendance and Trustee Thiagarajan stated that she is calling into the meeting because she is ill. There being no objection,

Vice-President Kiem made a

MOTION: to approve the remote attendance of Trustee Thiagarajan

Trustee Steinfels seconded the motion.

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

Motion passed

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. Trustee Rapisand requested that approval of the December 13, 2022 Board minutes be removed from Consent as she was not in attendance at that meeting.

The following items are now included on the Consent Agenda:

- Approval of Minutes of the November 15, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 11, FY22 November 15, 2022 in the amount of \$264,445.60 and November 30, 2022 in the amount of \$144,180.72
- Approve Cash Statement for all accounts for November, 2022
- Ratify disbursements from the Petty Cash Fund, \$32.12
- Approve a budget transfer in the FY22 Operating Budget for a \$3,200 decrease to General Counsel and a \$3,200 decrease to Library Consulting and an increase of \$6,400 to the Admin. Library Data Processing Services budget line.

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- Approve a budget transfer in the FY22 Operating Budget for a \$20,000 decrease to Administration Salaries and a \$13,000 decrease to Employee Benefits HMO and an increase of \$33,000 to the Employee Benefits PPO budget line.
- Approve a budget transfer in the FY22 Operating Budget for a \$2,750 decrease to Conferences and Training and an increase of \$2,250 to the Public Relations Newsletter and \$500 increase to the Postage budget line.
- Approve a budget transfer in the FY22 Operating Budget for a \$2,000 decrease to Youth Services Fiction and an increase of \$2,000 increase to the Youth Services Nonfiction budget line.
- Approve that the Board of Trustees of the Park Ridge Public Library authorize Joanna Bertucci, Library Director to act on behalf of the Library Board in all matters relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.
- Approve a contract with Weblinx, Inc. for website design, development, hosting, maintenance, and security not to exceed \$35,000
- Approve extension of the “Illness at the Workplace (COVID19) for Library Staff” policy through March 31, 2023
- Approve the FY23 Per Capita Grant application

Vice-President Kiem made a

MOTION: To approve the Consent Agenda, as revised

Trustee Powers seconded the motion

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

Motion passed

President Hanba made a

MOTION: To approve the Minutes of the December 13, 2022 Special Meeting of the Library Board

Trustee Somheil seconded the motion

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

Abstain: Rapisand

Motion passed

TREASURER’S REPORT

Treasurer Somheil reviewed the Consolidated YTD Revenue and Expenditures report for November, 2022 noting that with 92% of the year being reported, Operating expenditures are at 81% of budget. Also noted was that total expenditures, including Capital, are at 74% of YTD budgeted amounts, as several Capital projects remain in progress. Spending of the Capital Budget line is at 31% YTD. He further noted that as expected, no property tax receipts have occurred due to the delay in issuance and due date for tax bills

Treasurer Somheil made a

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

Trustee Rusk seconded the motion

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

Motion passed

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Trustee Steinfels asked if there is any concern with regard to the timing of tax receipts to which Director Bertucci replied that there is not as it was expected and the Library's Fund Balance is adequate to maintain operations during this delay.

PRESIDENT'S REPORT

President Hanba directed the Board's attention to page 52 in the packet where the 2023 Schedule of Library Board of Trustee meeting calendar is included. She noted that there are two dates in 2023, February 21, 2023 and June 20, 2023, where the Library Board meeting will be held at the Library rather than at City Hall. This is due to the one day delay in the standard timing for the City Council meeting due to the federal holidays occurring on Monday of those respective weeks.

She then thanked the Board, Library Director and Library staff for a great year in 2022 and said that she is looking forward to 2023.

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 53, noting both Library website news items and articles appearing in the press.

DIRECTOR'S REPORT

Director Bertucci highlighted items from her written report beginning on page 54 of the packet.

- The Live and Learn Grant application is substantially complete and will be filed with the Illinois State Library by the end of this week, well in advance of the filing deadline. She noted her appreciation for the assistance received from Andy Dogan with completing the application.
- Director Bertucci, along with several Library staff members, attended the Friends of the Library annual meeting on December 14, 2022. Director Bertucci noted that the Friends approved the entire funding request of \$15,000. She thanked the Friends for their support and looks forward to the ongoing partnership
- The new Loft service desk was installed in late November and is providing staff with a much needed space to better serve patrons, including a section of the desk that is ADA accessible.
- Carey Electric was onsite last week to install new snow and moisture sensors on the roof. They will return for testing of the system as snowfall permits.
- With regard to the expected winter storm predicted for later this week, Director Bertucci noted that she is monitoring weather reports to assess the best course of action with regard to Library operations. In the event that an emergency closure is advisable, she will contact President Hanba to discuss.
- Finally, Director Bertucci noted that usage statistics for the Media Lab reached an all-time high during the month of November.
- With regard to the Statistics reported on page 61, Director Bertucci noted that as we approach year end, although not all usage stats have returned to pre-pandemic levels, there are some positive trends being realized and it is her expectation that this will continue as the Library moves into 2023. She further noted that due to the early timing of the January, 2023 COW meetings (January 10th) the comparative statistical review and discussion that was planned for January will be postponed until February, 2023 to allow staff the time to gather statistics and conduct a thorough analysis for presentation to the Board.

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FRIENDS OF THE LIBRARY REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Trustee Rusk noted that he received a social media post from the City of Park Ridge stating that the Library is a warming center. Director Bertucci replied that when the Library is open, it is considered a warming center but that does not extend to hours when the Library is closed either as a result of regular operating hours or an emergency closure.

Trustee Rapisand asked if the Library has been contacted by the local school districts in regard to some social media and blog posts questioning the appropriateness of certain materials included in collections. Director Bertucci replied that she has not received any direct contact regarding this matter. She stated that she is aware of an anonymous blog that questions some materials in the collection. She further stated that she respects the blogger's right to express their opinion as she also respects freedom of expression for the authors of the titles being questioned.

Trustee Rusk asked if the City Council had voted to approve the 2022 Tax Levy to which Director Bertucci replied that the approval occurred at the Council's December 19, 2022 meeting.

Secretary Powers made a

MOTION: To adjourn the meeting

Trustee Steinfels seconded the motion

Voice Vote: All in favor

Motion passed

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