

**MINUTES**  
**PARK RIDGE PUBLIC LIBRARY**  
20 S. Prospect Avenue, Park Ridge, IL 60068  
Regular Meeting of the Board of Trustees  
**Held via Videoconference**  
February 15, 2022 at 7:00 p.m.

**CALL TO ORDER**

President Rapisand called the meeting to order at 7:00 p.m.

**ROLL CALL**

Trustees Present: Lauren Rapisand, President; Karen Burkum, Alexandra Hanba, Vice President, Josh Kiem, Danielle Powers, Gregg Rusk, David Somheil, Treasurer; Joseph Steinfels, Deepika Thiagarajan, Secretary

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek, Staci Greenwald, Jennifer Healy, John Priala, Anastasia Rachmaciej, Laura Scott, Library staff

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

President Rapisand stated that the following items are included on the Consent Agenda and added that if a Board member so requests, that item will be removed from consent for further discussion after the Consent Agenda is approved.

- Approval of Minutes of the January 18, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 9, SY21 December 31,2021 and Period 1, FY22 January 16, 2022 and January 31, 2022
- Cash Statement for all accounts for January, 2022
- Ratify disbursements from the Petty Cash Fund, \$6.99
- Ratify disbursements from the Gift Fund, \$250.00
- Approve SY21 to FY22 capital carry forward of \$334,985 Building Improvement Funds for the Ice Melt System, update phone, replace PA system and additional expenses/projects
- Approve SY21 to FY22 operating carry forward of \$6,272 Building Maintenance Funds for Door Lock Project
- Approve SY21 to FY22 operating carry forward of \$10,000 Per Capita Public Relations Funds for Signage
- Approve proposal for Architectural Services from Williams Architects, not to exceed \$24,500
- Approve revisions to the Conduct in General, Meeting Room, and The Studio policies.
- Approve rescission of the Business Organizations in the Library, Heritage Room, Special Services Room and Equipment, and 3D Printing polices.

Trustee Kiem requested that “Approve rescission of the Business Organizations in the Library, Heritage Room, Special Services Room and Equipment, and 3D Printing policies.” be removed from the Consent Agenda for further discussion.

Trustee Thiagarajan made a

**MOTION:** To approve the Consent Agenda, as modified

Trustee Steinfels seconded the motion

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

**Motion passed**

President Rapisand solicited discussion related to the agenda item “Approve rescission of the Business Organizations in the Library, Heritage Room, Special Services Room and Equipment, and 3D Printing policies.” Trustee Kiem stated that in the interest of full transparency, he requested that this item be considered apart from the Consent Agenda.

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He further stated that the proposed rescission of these polices reflect changes in the Library, the Board and the community. There being no further discussion,

Trustee Burkum made a

**MOTION:** Approve rescission of the Business Organizations in the Library, Heritage Room, Special Services Room and Equipment, and 3D Printing policies

Trustee Kiem seconded the motion

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

**Motion passed**

**TREASURER'S REPORT**

Treasurer Somheil reviewed the FY22 Year to Date Revenue and Expenditures report on page 54 of the packet noting that with 8% of the fiscal year complete, 6% of the Operating budget has been expended. He also noted the graph on that page that provides additional information on the timing of revenues and expenses. He appreciates having this additional information as it emphasizes the Library's dependence on property tax revenues and demonstrates how infrequently those revenues are received.

Treasurer Somheil made a

**MOTION:** To approve the FY22 Consolidated Year to Date Revenue and Expenditures Report for January, 2022

Trustee Rusk seconded the motion

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

**Motion passed**

Trustee Somheil then directed the Board's attention to the SY21 Year to Date Revenue and Expenditures report on page 55 of the packet noting that these are final results for the fiscal year. He further noted that Revenue for the year exceeded the budget by 13%, primarily due to earlier delays in receipt of taxes that came in during SY21. In addition to revenues being greater than budgeted, Total Operating Expenses for the year were 86% while Total Capital expenditures were 47% of budget due to delays in completing some planned capital projects. Funding for these projects is being carried forward to the FY22 budget. For the fiscal year, total expenditures were 79% of budget, resulting in a net deficit spend of approximately \$700,000, as opposed to the budgeted deficit spend of \$1,708,772. Treasurer Somheil concluded that this leaves the Library well positioned for next year's levy request.

Director Bertucci directed the Board's attention to the graph on page 6 of the packet that shows the breakout of cash balances between operations reserve vs. capital funds available. She noted that this graph will be updated going forward each month along with the revenue and expense breakouts on the YTD Revenue and Expenditures report.

Treasurer Somheil made a

**MOTION:** To approve the SY21 Consolidated Year to Date Revenue and Expenditures Report for Period 13, December 31, 2021

Trustee Powers seconded the motion

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

**Motion passed**

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#### **PRESIDENT'S REPORT**

President Rapisand stated that the Board is continuing to accept nominations for the 2022 Library Award until March 1, 2022 and encouraged additional nominations. The award will be presented at the April, 2022 Board meeting. Also noted was that the Board will plan to resume in person meetings in March.

#### **SECRETARY'S REPORT**

Secretary Thiagarajan reviewed the written report included in the packet on page 42 noting the articles related to this year's Preschool Fair and the author event being presented on February 16, 2022 as part of the Library's participation in the *Illinois Presents* programming consortium.

President Rapisand asked how many Park Ridge patrons have registered for the author event. Director Bertucci said that she will report that information back to the Board.

#### **DIRECTOR'S REPORT**

Director Bertucci provided updates that have occurred since the writing of her report included in the packet.

- Programming will return to the originally planned formats given the decline in COVID cases that resulted from the Omicron surge earlier in January.
- Due to new legislation, there are changes to the form for filing Statements of Economic Interest. Further guidance on this is expected in early March.
- The Library has returned to full staffing levels. Ms. Doubek has been working with the Facility and Patron Services Manager to help diversify job posting sites with regards to positions that are being increasingly difficult to fill.
- The new book drop was installed last Friday and patrons are expressing their "like" for this on social media platforms. A plaque will be placed on the drop to recognize The Friends of the Library and their generous funding for this purchase.
- Update on the Ice Melt System – A third party contractor from Integrated Design & Supply was on site today to evaluate the Ice Melt System as was promised by Andrew Jose, Green and Associates. Along with Mr. Jose and Mr. Priala, the contractor conducted a review of the system. Additional testing will be required before a final report is issued. Director Bertucci reiterated that before a final payment will be released to the installing contractor, a snowfall sufficient enough to test the system will be required.
- Director Bertucci noted that 45 policies have been reviewed and approved by the Board. Policy review will continue in the upcoming months and Director Bertucci expressed her appreciation for the Board's willingness to work with her on this important project.
- Bibliotheca has selected the Park Ridge Library as a showcase library for its successful implementation of their equipment. Ms. Rachmaciej has been invited to speak at a conference in April to share the Library's experience in installing and implementing the system and all that staff has done to facilitate the adoption of this technology among patrons.
- Director Bertucci noted that January's statistics were strong and that the level of attendance for Adult programs was the highest achieved since the pandemic. She also highlighted the fact that staff has been able to bring back Battle of the Books with an in person format. She invited the Board to stop by to observe this program if they are in the building on Mondays or Thursdays at 4 pm through March 17.
- The Library has been selected as the recipient for the 2022 fundraising efforts of the 20<sup>th</sup> Century Club of Park Ridge. Director Bertucci has been invited to speak at the group's April 23<sup>rd</sup> luncheon, the proceeds of which will be donated to the Library with the request that funds be used to support outreach to senior citizens in the community. Director Bertucci expressed her gratitude for the Club's consideration and selection of the Library for this honor.

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- In response to President Rapisand's inquiry, Director Bertucci explained how the contact-free pick up process currently operates. In response to a follow-up question from Trustee Burkum, Director Bertucci explained the differences between the Homebound Delivery service provided by Reader Services staff and the Home Delivery service provided by Patron Services staff.
- Trustee Steinfels inquired about the conference on *Getting Patrons Back into the Library* attended by Ms. Healy. Director Bertucci replied that based on that conference and another that she will attend along with Ms. Healy, applicable ideas will be synthesized and will be a focus of marketing efforts for the year. Trustee Steinfels then asked about the types of information included in the Illinois Public Library Annual Report (IPLAR) that staff is currently compiling. Director Bertucci provided details of both the process, the many types of information collected, and the subsequent use of that information at both a local, state and national level.
- Trustee Rusk inquired about Wi-Fi usage statistics for the month of January. Director Bertucci responded that the information was not available at the time the packet was compiled due to an issue with the vendor's reporting software. She received the report today, approximately 20,000 sessions and 1,300 unique users for the month of January.

### FRIENDS OF THE LIBRARY

Director Bertucci reported that the Friends are continuing to accept donations for the spring book sale. The Friends also delivered 310 books to Franklin School in Park Ridge and collected \$155 in revenue.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

#### Approve Digital Media Lab Policy

Director Bertucci explained that since the Committee of the Whole meetings last week, some additional proposed changes have been made to the Digital Media Lab policy. More specifically, these include a disclaimer of liability for damage caused by equipment in the lab along with a reminder regarding the applicability of copyright laws. There being no questions on the changes,

Treasurer Kiem made a

**MOTION:** To approve the Digital Media Lab policy, as revised

Trustee Steinfels seconded the motion

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

**Motion passed**

### COVID-19 Masking Protocols

Director Bertucci stated that given the improvement in COVID metrics, the high rate of vaccination in Park Ridge and Governor Pritzker's plan to lift mask mandates throughout the state at the end of the month, masking in the Library will be optional, beginning March 1, 2022. She responded to trustee's questions regarding implementation of this mask optional environment. With regard to signage, Director Bertucci stated that the Library will remain neutral on this by not suggesting that masks be worn, or not worn, in the building beginning March 1<sup>st</sup>. President Rapisand asked Director Bertucci if she had received any comments about masking from the public during tonight's meeting. Director Bertucci replied that she had not.

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There being no objection, President Rapisand adjourned the meeting at 7:46 p.m.