

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held at the Park Ridge Public Library

20 S. Prospect Avenue, Park Ridge, IL

February 20, 2024 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, Alexandra Hanba, Vice-President; Josh Kiem, Danielle Powers, Lauren Rapisand, Secretary; Theresa Renaldi, Gregg Rusk, Treasurer; Deepika Thiagarajan, President

Trustees Absent: David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Anastasia Rachmaciej, Laura Scott, Joan Wrenn, Library Staff

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

President Thiagarajan directed the Board's attention to 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 January 16, 2024 Regular Meeting of the Library Board
- Approval of Minutes of the November 14, 2023 Special Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 13, FY23 January 26, 2024 in the amount of \$244,465.07, for Period 1, January 18, 2024 in the amount of \$244,807.19 and Period 1, January 31, 2024 in the amount of \$197,502.53.
- Approve Cash Statement for all accounts for FY23 Period 13 and for January, 2024
- Ratify disbursements from the Petty Cash Fund, \$66.91 and the Gift Fund, \$0.00
- Approve FY23 to FY24 Capital Budget carry forwards in the total amount of \$222,200 of Building Improvement Funds for the Ice Melt System, Exterior Improvements Project, Interior Improvements Project, and remaining funds from the 2021 Fire Suppression Project

Trustee Powers made a

MOTION: To approve the Consent Agenda, as presented

Vice President Hanba seconded the motion

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

Motion passed

TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures reports for FY23 Period 13 and FY24 Period 1. The FY23 Period 13 report amounts are final, subject to audit adjustment, and reflect approximately an additional \$22,000 in Operating expenses and \$217,000 in Capital expenditures when compared with the previously reported Period 12 amounts.

FY24 Period 1 Operating expenses are at 9% of budget and no Capital expenditures were made in Period 1.

Total expenditures for Period 1 are at 8% of budget. Director Bertucci noted that expenditures for Library

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Resources in January are unusually high and reflect the fact that most of the Library's databases are now invoiced and paid for the fiscal year in the month of January.

Treasurer Rusk made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for FY23 Period 13 and the Consolidated Year to Date Revenue and Expenditures Report for FY24 Period 1.

Trustee Renaldi seconded the motion

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

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 12 noting Library website News items and press articles. She specifically noted the amazing success of the Friends Pop Up sale held on February 3.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 14 of the packet were noted. The filer list for the Cook County Statement of Economic Interest was updated and submitted by Ms. Wrenn. Director Bertucci will confirm the email addresses that were submitted.

The first installment of property tax bills were mailed in February and are due March 1, 2024. To date, the Library has received approximately \$142,000 in tax revenue.

Director Bertucci noted that five firms attended the walk-through in response to the RFQ issued for the upcoming HVAC project. Responses are due March 1, 2024.

The Library's annual Preschool Fair was held on January 20th at St. Andrew's School. Director Bertucci noted that the Library is considering bringing the event back to the Library in 2025. The goal is both to attract attendees to the event who might already be in the building that day and to have attendees experience Library offerings while attending the event.

Director Bertucci noted a report from the Teen Advisory Board (TAB) on page 17 of the packet which includes the fact that sound attenuating panels have been installed in the Loft Area based on input provided by the TAB. Director Bertucci stated that she continues to be impressed with the engagement and commitment of teens participating in the TAB.

The first Operational and Services Value Add Report is included on pages 18 and 19 of the packet. Director Bertucci explained that all in progress and pending initiatives will be included in this monthly report. Noted was the effort underway to streamline the meeting room reservation process. The new Library website being developed will make implementing changes to the process and integrating them into the website easier.

With regard to the Picture Book Genre-fiction Project, Director Bertucci noted that iconography is being finalized and Technical Services staff has begun beta testing the system with the Dinosaur picture book collection.

FRIENDS OF THE LIBRARY

On February 3rd the Friends held their Winter Pop-up Sale of games, puzzles and children's books and generated \$3,286.50 in sales!

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CLOSED SESSION

President Thiagarajan noted that the next item on the agenda is for the Board to move into Closed Session for review of Closed Minutes and for discussion of a patron matter.

Trustee Kiem made a

MOTION: To adjourn to Closed Session pursuant to 5 ILCS 120/2(c)(21) for review of Closed Session minutes of the Park Ridge Public Library Board of Trustees AND also pursuant to 5 ILCS 120/2(c)(8) for discussion of a patron matter

Secretary Rapisand seconded the motion

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

Motion passed

The Board adjourned to Closed Session at 7:24p.m. Director Bertucci proceeded to attend the Closed Session.

RETURN TO OPEN SESSION

Secretary Rapisand made a

MOTION: To return to an Open Session meeting of the Park Ridge Public Library Board of Trustees
President Thiagarajan seconded the motion

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

Motion passed

Open session convened at 8:06 p.m.

NEW BUSINESS

After returning to open session, President Thiagarajan reported that based on discussions held in Closed Session under 5 ILCS 120/2 (c)(8), the Board will vote on a six month suspension of Library privileges for a patron

Trustee Renaldi made a

MOTION: To suspend Library privileges for Patron D for a period of six months

President Thiagarajan seconded the motion

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

Motion passed

ADJOURNMENT

Secretary Rapisand made a

MOTION: To adjourn the meeting

Trustee Powers seconded the motion

Voice Vote: All in favor

Motion passed

The meeting adjourned at 8:11 p.m.