

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held at the Park Ridge Public Library – First Floor Meeting Room – 20 S. Prospect, Park Ridge, IL

February 21, 2023 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, David Somheil, Treasurer, Deepika Thiagarajan

Absent: Gregg Rusk, Joseph Steinfels

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek, John Priala, Anastasia Rachmaciej, and Laura Scott, Library staff
Gregg Rusk was conferenced in as an observer

PUBLIC COMMENT

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. There were no requests to have items removed from the Consent Agenda

The following items are now included on the Consent Agenda:

- Approval of Minutes of the January 17, 2023 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 1, FY23 January 16, 2023 in the amount of \$238,654.09 and January 31 in the amount of 163,016.68 and Period 13, FY22 December 31, 2022 in the amount of \$32,660.84 and January 30, 2023 in the amount of \$1,791.09.
- Approve Cash Statement for all accounts for January, 2023
- Ratify disbursements from the Petty Cash Fund, \$72.98
- Ratify disbursements from the Gift Fund, \$900.00
- Approve FY22 to FY23 capital carry forward of \$389,008 of Building Improvement Funds for the Ice Melt System, PA system speakers, lintel construction, masonry wall construction and additional expenses/projects in progress.
- Approve FY22 to FY23 operating carry forward of \$9,710 of Computer Materials funds for the Email Migration project in progress.
- Approve FY22 to FY23 operating carry forward of \$22,615 of Office Supplies/Furniture funds for the Sound Attenuation project in progress.
- Approve the revised 2023 Days Closed Calendar

Trustee Rapisand made a

MOTION: To approve the Consent Agenda

Trustee Renaldi seconded the motion

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

Absent: Rusk, Steinfels

Motion passed

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TREASURER'S REPORT

Treasurer Somheil reviewed the Consolidated YTD Revenue and Expenditures report for Period 1 January 2023 noting that expenses year to date were very low as January 1 is the start of the new fiscal year. Treasurer Somheil reviewed the Consolidate YTD Revenue and Expenditures report for Period 13 of FY22.

Treasurer Somheil made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for January, 2023

President Renaldi seconded the motion

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

Motion passed

Treasurer Somheil made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for 2022 Period 13

President Renaldi seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Hanba reported that a Celebration of Life event for Richard DuSold, longtime Friends of the Library member and recipient of the Library's Lifetime Achievement Award, will be held in the Library's First Floor Meeting Room on Saturday, April 29.

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 13, 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 15 of the packet.

- The Management Team is working on completing the FY22 Illinois Public Library Annual Report (IPLAR), which is due to the IL State Library on March 1, 2023. Trustees will receive electronic copies in March.
- Period 13 of FY22 closed in late January. 92% of the operating budget was expended, which aligns with the most recent (fall 2022) financial forecast.
- The Youth Services Department hosted its annual Preschool and Enrichment Fair on January 21 at St. Andrew's. Event attendance returned to pre-pandemic levels as we welcomed 150 attendees.
- Director Bertucci and Marketing Supervisor Jen Healy continue to meet with representatives from WebLinx, the firm that will be developing the Library's new website. We have narrowed down a design concept with the WebLinx team.

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- On Sunday, February 5, the Library hosted its first Sensory Friendly Hour. We welcomed 45 children and their families into the Library from 11 am – Noon. We opened the Library one hour earlier so that Ms. Greenwald and the Youth Services Team were able to transform our Children’s Room into a sensory friendly space. The room featured areas of low lighting, sensory friendly toys, fidgets and manipulatives as well as two special therapy dogs from Rainbow Animal Assisted Therapies. Feedback from parents and caregivers was overwhelmingly positive. Initially, we had planned to schedule this program once a quarter, but given the high level of demand, we have scheduled pop up sensory friendly hours in March and April, in addition to the program already scheduled for May. Director Bertucci praised Youth Services Manager, Staci Greenwald, and her team for their efforts in putting this innovative event together.

FRIENDS OF THE LIBRARY REPORT

No report

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Bertucci presented two bids from architectural firms for consulting on the fall 2023 building envelope project. Ms. Bertucci explained that the proposal from Green Associates came in lower as Green has drawings and elevations of the library’s window plan from previous work they completed with the windows, and thus this work would not have to be redone. Director Bertucci noted that Green’s proposal is at an hourly rate (as opposed to a flat fee). Discussion ensued with regard to “not to exceed” caps on Green’s fees and Director Bertucci added that Green will add an additional architect for the project in order to address concerns with regard to support for other projects Green is managing for the Library. President Hanba suggested that a scope document be provided by Green that details the work that is included in the \$12,500 fee. Trustees asked questions about the two proposals and Director Bertucci provided additional information about Green Associates work on previous window projects. Trustee Renaldi suggested that documentation be developed that could subsequently be used to assess the success of the Library’s work with Green on this project.

Treasurer Somheil made a

MOTION: to authorize the Library Director to engage Green & Associates for consulting on the Building Envelope project, not to exceed \$12,500.

President Hanba seconded the motion

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

Absent: Rusk, Steinfels

Motion passed

Trustee Rapisand made a

MOTION: To adjourn the meeting

Trustee Somheil seconded the motion

Voice Vote: All in favor

Motion passed

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President Hanba adjourned the meeting at 7:38 p.m.