

## 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

March 14, 2023 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:00 p.m.

#### ROLL CALL

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

Others Present:           Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek and John Priala, Library staff  
                                  Roxy Poluchowicz, Rich Antonini, Timothy Brzny, CVI

Trustee Steinfels made a

**MOTION:**           to approve the minutes of February 14, 2023

Trustee Thiagarajan seconded the motion.

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

**Motion passed**

#### CYBER SECURITY PRESENTATION

Director Bertucci introduced members of the team from CVI, the Library's IT service provider, who are present at the meeting tonight to provide an overview of the cyber security measures in place to protect the Library's network. Roxy Poluchowicz, CVI's account manager for the Library, began the presentation by noting the increase in both the number and sophistication of cyber-attacks taking place. She then outlined all of the many protections that are in place to protect the Library's network from such attacks. Included is staff training that aims to make staff aware of phishing and other techniques used that might compromise the network. Trustee Rusk inquired about the existence of a policy that would address a situation whereby the Library was subject to ransomware. Discussion ensued with regard to system back-ups that exist and that could be implemented to restore the network along with the existence of insurance coverage that would address these business continuity issues. Trustee Somheil stated that he would like to have more information on the security measures in place to protect the network for our consortium, CCS. Director Bertucci replied that she will obtain that information and forward it to all trustees.

#### E-RATE

Ms. Poluchowicz provided an overview of the E-rate program. The program provides discounts to assist K-12 schools and libraries in the United States to obtain affordable telecommunications and internet access. The Library has applied for an e-rate subsidy for the acquisition of an internet access circuit. Available discounts under the program are determined by participation in the National School Lunch Program and by the Library's location, either urban or rural. The Park Ridge Library is eligible for a 50% discount. The process for applying for and obtaining a grant where detailed, along with the Library's success realized with prior applications.

Director Bertucci then directed the committee's attention to page 8 of the packet where a memo explains the application currently in process. She explained that the Library is currently on a month to month billing basis for internet access. It is anticipated that upon review of proposals being received under e-rate, the Library will lower the monthly cost by at least 50% and also increase the access circuitry anywhere from 50-100%.

Approval of a contract will be included under New Business at the March 21, 2023 Board meeting in order to be in compliance with e-Rates requirement that all requests remain open for 28 days.

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for March noting that the IPLAR has been submitted to the Illinois State Library as required. She also stated that review of the Library's employee manual will begin in May and is scheduled to be completed in June. Trustee Rapisand, as chair of the Personnel committee, will work with Library Administration on this review.

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**REQUEST FOR PROPOSAL – PRINTING AND MAILING OF LIBRARY NEWSLETTER**

Director Bertucci noted that for the past four years, the Library has not been under contract for printing and mailing of the newsletter. To help budget more effectively and get the best pricing possible for the newsletter, a request for quote was issued on February 6, 2023. Five responses were received with the lowest bidder being Vogue Printing. After evaluating costs and references from the two lowest bidders, Vogue Printing is being recommended. If approved, the contract will begin on or about May 1, 2023 and will run through February 2026.

Trustee Thiagarajan made a

**MOTION:** to approve a three year contract with Vogue Printing for printing and mailing of the Library's newsletter, for a total of \$63,252

Trustee Rapisand seconded the motion.

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

**Motion passed**

**OTHER**

**None**

The meeting was adjourned at 8:00 p.m.