

## 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

March 19, 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, David Somheil, Deepika Thiagarajan, President

Trustees Absent: Gregg Rusk, Treasurer

Others Present: Joanna Bertucci, Library Director; Lauren Bochat, Laura Scott, Joan Wrenn, Library Staff, Gregg Rusk via phone as guest

#### 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 February 20, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 2, February 16, 2024 in the amount of \$144,899.77 and Period 2, February 29, 2024 in the amount of \$178,965.09.
- Approve Cash Statement for all accounts for February, 2024
- Ratify disbursements from the Petty Cash Fund, \$86.93 and the Gift Fund, \$0.00

Trustee Renaldi made a

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

Vice President Hanba seconded the motion

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

**Motion passed**

#### TREASURER'S REPORT

Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures reports for FY24 Period 2. Operating expenses are at 16% of budget YTD and Capital expenditures are 6% of the YTD budget. Total expenditures are at 14% of budget. Director Bertucci noted that expenditures for Library Resources are reflect the fact that most of the Library's databases are now invoiced and paid for the fiscal year in the month of January. Trustee Somheil noted that property tax revenue is being received but has not yet been recorded in the MUNIS financial accounting system.

President Thiagarajan made a

**MOTION:** To approve the Consolidated Year to Date Revenue and Expenditures Report for February, 2024

Trustee Renaldi seconded the motion

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

**Motion passed**

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#### PRESIDENT'S REPORT

None

#### SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 9 noting each of the four Library website News items.

Based upon the Secretary's semi-annual review of closed minutes

Secretary Rapisand made a

**MOTION:** To approve the Closed Session minutes of the September 13, 2023, November 14, 2023 and December 19, 2023 meetings of the Park Ridge Public Library Board of Trustees

Trustee Renaldi seconded the motion

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

**Motion passed**

#### DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 14 of the packet were noted. For the April Committee meetings, the Board will receive the 2023 Annual Report. Extensive changes and updates have been made to this year's report in order to highlight additional information and improve the formatting.

Director Bertucci also noted a new collaboration with the City of Park Ridge around employee wellness. The City received some grant funding for employee wellness programming and invited Library Staff to participate. Ms. Wrenn is on the planning committee for these events.

As mentioned by Trustee Somheil in the Treasurer's report, property tax revenues are being received but have not yet been recorded in the financial accounting system. Director Bertucci added that to date, approximately \$1.6 million in tax revenue has been received for the Library.

Director Bertucci provided an update on the architect/engineer selection process for the upcoming HVAC work, noting that she, along with Mr. Priala and Trustees Kiem and Powers will have a recommendation for the April Building & Grounds committee meeting. With regard to the Comcast project, she noted that Comcast has discovered another hurdle to bringing fiber into our building and she is not confident that this issue can be resolved. It may be necessary to terminate the contract with Comcast, without penalty.

Director Bertucci, Mr. Priala and all of the vendors for the Ice Melt project met to discuss next steps for this project, with Green Associates providing a firm plan for additional sensors and testing.

Director Bertucci explained that after discussions with the Library's attorney, a tolling agreement is being drafted that will extend the Statute of Limitations that will expire in May, 2024. The vendors will also continue to trouble shoot the system but Director Bertucci stated that to properly test the system, another winter season with snow would be required, thus the need for the tolling agreement.

With regard to the Library's new website, Director Bertucci announced that it will be launched during National Library Week, April 7 – 13, 2024.

The Library currently has two home delivery services; one for homebound patrons and another that developed during COVID. The Patron Services and Adult Services teams are meeting to discuss how to best mesh the two services.

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#### FRIENDS OF THE LIBRARY

Director Bertucci noted the sale of books to the Franklin School PTO. Also noted was that Joseph Steinfelds along with Park Ridge Boy Scouts did another collection of donated books for the Library. This has become an annual initiative of the Scouts and the Library is very appreciative of their efforts.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

#### ADJOURNMENT

Trustee Kiem made a

**MOTION:** To adjourn the meeting

Secretary Rapisand seconded the motion

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

**Motion passed**

The meeting adjourned at 7:34 p.m.