

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Regular Meeting of the Board of Trustees
Held at Park Ridge City Hall Council Chambers
505 Butler Place - Park Ridge, IL
March 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; Danielle Powers, Secretary; Lauren Rapisand, Theresa Renaldi, Joseph Steinfels, Deepika Thiagarajan via telephone

Absent: Josh Kiem, Vice-President, Gregg Rusk, David Somheil, Treasurer

Others Present: Joanna Bertucci, Library Director; Lauren Bochat, Anastasia Rachmaciej, and Laura Scott, Library staff
Josh Kiem and Gregg Rusk were conferenced in as observers

APPROVAL OF REMOTE ATTENDANCE

As Trustee Thiagarajan is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Hanba asked the reason for remote attendance and Trustee Powers stated that she is calling into the meeting due to personal illness. There being no objection,

Trustee Rapisand made a

MOTION: to approve the remote attendance of Trustee Thiagarajan
Secretary Powers seconded the motion.

Roll Call Vote: Yes: Hanba, Powers, Rapisand, Renaldi, Steinfels

Motion passed

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 included on the Consent Agenda:

- Approval of Minutes of the February 21, 2023 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 2, FY23 February 16, 2023 in the amount of \$185,671.22 and February 28, 2023 in the amount of \$191,970.78.
- Approve Cash Statement for all accounts for February, 2023
- Ratify disbursements from the Petty Cash Fund, \$176.93
- Ratify disbursements from the Gift Fund, \$350.00
- Approve three year contract with Vogue Printing for printing and mailing of the Library's newsletter, for a total of \$63,252.
- Approve awarding of the 2023 Library Award to Joan McGee.

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Trustee Renaldi made a

MOTION: To approve the Consent Agenda

Trustee Steinfelds seconded the motion

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

Motion passed

TREASURER'S REPORT

In Treasurer Somheil's absence, Director Bertucci reviewed the Consolidated YTD Revenue and Expenditures report through February 2023 noting that approximately \$905,000 in property tax revenues were received in February which is 21% of the annual budgeted amount. Operating expenses year to date are at 14% of budgeted amounts with significant and planned expenditures this month in the Data Processing budget line.

Treasurer Steinfelds made a

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

President Renaldi seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Hanba noted that there is no report this month

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 15, noting Library website news items.

DIRECTOR'S REPORT

Director Bertucci highlighted items from her written report beginning on page 16 of the packet.

- There were 150 attendees who came to the Candidate Meet and Greet held at the Library on Saturday, March 18th. This was a valuable community partnership, especially in light of the Strategic Plan goal for civic engagement.
- As a follow up to the March COW meeting, Director Bertucci reached out to CCS to obtain more information on their cyber security plans and that information is included in the packet after the Director's report.
- With regard to the Ice Melt system, Director Bertucci noted that a meeting had been held with Andrew Jose of Green & Associates who reported that the electrician is in the process of reprogramming the system at which time simulation testing can be completed to verify that the system is functioning properly.
- Work on the Acoustics project in the Children's room was completed on schedule this morning and that space is again available for patron use.

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- The Library will be engaging a professional photographer during the last week of April to take professional photos of the inside of the building for the Library's website. Patron photos will also be taken for use in Library publications. Director Bertucci invited trustees who might be interested in having family members included in these photos to contact Marketing Coordinator Jen Healy.

FRIENDS OF THE LIBRARY REPORT

President Hanba noted that this past weekend, members of Scout Troops 50 and 76 along with Packs 201 and 50 delivered books to the Library that were donated to their Book Drive. Director Bertucci estimated that approximately 150 boxes of books were donated. She noted that each of the groups who participated had received notes thanking them for their efforts. President Hanba thanked Trustee Steinfels for his work in organizing this effort and expressed her hope that this would be an annual event.

UNFINISHED BUSINESS

None

NEW BUSINESS

Following up on the eRate discussion at the COW meetings, Director Bertucci noted that five proposals were received for internet access services and two companies did not provide quotes for a 200Mbps fiber circuit. After evaluating the three remaining proposals, Director Bertucci's recommendation is to accept the proposal from Comcast. She noted that one factor considered for the recommendation is that of the top three proposals, Comcast is a local provider. By accepting the proposal from Comcast, the Library will realize monthly savings of approximately \$500 which equates to a \$6,000 annual savings over the current internet provider. The savings also comes with a doubling of the current bandwidth. Also noted was that CVI is in agreement with this recommendation.

Trustee Renaldi made a

MOTION: to approve a 36 month contract with Comcast for the provision of WAN internet services for a total of \$11,610 and a one-time installation fee of \$550.

Trustee Rapisand seconded the motion

Roll Call Vote: Yes: Hanba, Powers, Rapisand, Renaldi, Steinfels, Thiagarajan

Absent: Kiem, Rusk, Somheil

Motion passed

Secretary Powers made a

MOTION: To adjourn the meeting

Trustee Steinfels seconded the motion

Voice Vote: All in favor

Motion passed

President Hanba adjourned the meeting at 7:12 p.m.