

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

April 11, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Thiagarajan at 7:23p.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

Trustee Thiagarajan made a

MOTION: to approve the minutes of March 14, 2023

Trustee Steinfels seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for April noting that the quarterly Budget & Finance update will be scheduled with Treasurer Somheil and Trustee Rusk later this month. Status of the Library Award and the Annual Report were reviewed in tonight's Communications & Development meeting and are on schedule. Field work for the FY22 audit is scheduled to begin during the last week of April.

LIBRARY DIRECTOR SUCCESSION PLAN

Director Bertucci noted that during the review of Library Standards, required for filing the Per Capita Grant Application, it was noted that the Library does not currently have a Director Succession Plan in place. She has developed a first draft of a plan which is included in the packet beginning on page 16. Discussion ensued among the trustees with regard to the plan which contains provisions for both a short-term or long-term absence of the director. A suggestion was made that the "Information and Contacts" page be a separate document that could be updated without the need to update the primary document. With regard to password access, Director Bertucci stated that would be handled by CVI on an as-needed basis. It is anticipated that once this plan is approved, it will be reviewed and updated on a two year cycle.

Director Bertucci stated that she will incorporate suggested changes into a final draft which will be presented to the Board for approval at its April 18, 2023 meeting.

Trustee Thiagarajan made a

MOTION: to approve the Library Director Succession Plan, as amended

Secretary Powers seconded the motion.

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

Motion passed

This matter will be included under "New Business" on the Board agenda.

OTHER

None

Trustee Thiagarajan made a

MOTION: to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 7:36 p.m.