

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

May 10, 2022 at 7:00 p.m.

Committee Co-Chair Rapisand opened the Planning and Operations Committee Meeting at 7:45 p.m.

ROLL CALL

Trustees Present: Co-Chairs Lauren Rapisand and Josh Kiem; Karen Burkum, Alexandra Hanba, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, John Priala, Anastasia Rachmaciej and Laura Scott, Library staff;
Lorinda Sues

Trustee Rapisand made a

MOTION: to approve the minutes of April 12, 2022

Trustee Hanba seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Co-Chair Kiem reviewed changes to the calendar noting that the Tuition Reimbursement policy was added for May and was discussed and approved earlier this evening. Approval of the resolution for non-resident library cards will now be discussed at the June, 2022 COW meeting.

MANAGED INFORMATION TECHNOLOGY SERVICES RFP UPDATE

Director Bertucci reviewed the memo on p. 15 of the packet which outlines the process and timeline for this project. On Monday, May 16, 2022 the Library will issue a Request for Proposal for Managed IT Services. The Library's current contract with CVI expires on August 31, 2022 and the plan is to present a recommendation to the Committee at the July 12, 2022 meeting, with approval of a new contract scheduled for the July 19, 2022 Board meeting.

ANNUAL FEES – CCS AND OCLC

Director Bertucci reviewed the memo on page 16 of the packet that details how the annual membership fees for CCS and OCLC are calculated. Overall, there was a slight decrease in the fees for FY 22/23 when compared with the prior year.

Trustee Steinfelds made a

MOTION: to approve annual CCS consortium membership fees for \$62,275.16 and OCLC membership fees not to exceed \$15,500 for July 2022 through June 2023, to be paid from the Data Processing budget line

Trustee Hanba seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

POLICY REVIEW

Persons Entitled to Borrowing Privileges Policy – Director Bertucci reviewed the proposed changes to the policy. Trustee Rusk asked for clarification on the issue of liability for use of a stolen card. Director Bertucci explained that this provision applies to lost and/or stolen cards and also to Student and Teacher cards. The \$50 liability is for the time period between the card being lost/stolen and being reported as such to the Library. She proposed the following language be used to clarify the policies: "Any person whose Library card is stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not

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returned prior to notifying the Library of the stolen card” This language will be applied to this policy and also to the Student and Teacher Card policies.

Trustee Hanba made a

MOTION: to approve the Persons Entitled to Borrowing Privileges Policy, as amended

Trustee Rapisand seconded the motion.

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

Motion passed

Student Cards Policy – Director Bertucci reviewed the proposed edits to the policy noting students requesting a card now provide a letter from their school rather than the school providing a list of eligible students as was the previous practice. She explained that these cards are most often requested by students living in Chicago and attending schools in Park Ridge as the Park Ridge Public Library is not reciprocal with Chicago. This allows these students to access materials for classroom assignments. As noted above, the language regarding lost/stolen cards will be added to this policy.

Trustee Burkum made a

MOTION: to approve the Student Cards Policy, as amended

Trustee Thiagarajan seconded the motion.

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

Motion passed

Teacher Cards – Director Bertucci noted that there were no significant changes to the language of this policy other than to add the language regarding liability for lost/stolen cards to this policy. She clarified for Trustee Steinfels that this policy would provide for the issuance of a card to any school staff member with a valid school id.

Trustee Hanba made a

MOTION: to approve the Teacher Cards Policy, as amended

Trustee Rapisand seconded the motion.

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

Motion passed

Circulating Materials/Schedule of Fees Policy – Director Bertucci directed the committee’s attention to page 36 of the packet where proposed changes to policy language, primarily with related to updates on fees and categories in the collection, are noted.

Trustee Hanba made a

MOTION: to approve the Circulating Materials/Schedule of Fees Policy, as amended

Trustee Thiagarajan seconded the motion.

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

Motion passed

Circulating Equipment/Schedule of Fees Policy – This policy covers items in the Library’s Exploration Library. Overdue fees remain for some items in this collection due to the popularity of the items and the fact that there are often wait lists. Trustee Thiagarajan asked about the processing fees for lost items and Director Bertucci replied that the fee results in approximately \$3,000 in revenue for the Library annually. Discussion ensued with regard to

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loans periods, particularly for the large screen and projects sets. Staff will consider if changes to these loan periods are warranted.

Trustee Hanba made a

MOTION: to approve the Circulating Equipment/Schedule of Fees Policy

Trustee Somheil seconded the motion.

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

Motion passed

Interlibrary Loan Services – Director Bertucci reviewed edits to the policy and explained that this policy applies to loans of materials that are made outside of the CCS consortium. Items lent or borrowed from CCS consortium members are governed by the CCS Resource Sharing Policy. The proposed policy has been updated to better define the meaning of Interlibrary Loan services.

Trustee Burkum made a

MOTION: to approve the Interlibrary Loan Services Policy

Trustee Powers seconded the motion.

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

Motion passed

The meeting adjourned at 8:18 p.m.