

## 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  
May 16, 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; Josh Kiem, Vice-President, Danielle Powers, Secretary;  
Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Treasurer; Deepika  
Thiagarajan  
Absent:                   None  
Others Present:        Joanna Bertucci, Library Director; Alyson Doubek, Anastasia Rachmaciej and Laura  
Scott, Library staff

#### 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 for items to be removed. The following items are included on the Consent Agenda:

- Approval of Minutes from the April 18, 2023 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 4, FY23 April 17, 2023 in the amount of \$151,794.44 and April 30, 2023 in the amount of \$156,042.43.
- Approve Cash Statement for all accounts for April, 2023
- Ratify disbursements from the Petty Cash Fund, \$91.38
- Ratify disbursements from the Gift Fund, \$470.62
- Approve annual CCS consortium membership fees of \$60,453.30 and OCLC membership fees not to exceed \$16,000 for July 2023 through June 2024, to be paid from the Data Processing budget line

Trustee Rapisand made a

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

Trustee Renaldi seconded the motion

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

**Motion passed**

#### TREASURER'S REPORT

Treasurer Somheil reviewed the Consolidated YTD Revenue and Expenditures report through April 2023 which represents completion of 33% of the fiscal year, noting that total revenues are 53% of budget. Revenues include both the Malinowski bequest and funds received from the Michel Trust. On the expense side, operating revenues are at 27% of budget, capital expenditures at 5% of budget which results in total expenditures at 24% of budget. Trustee Rusk inquired about the note indicating that amounts for Salaries and Employee benefits are estimated. Ms. Doubek replied that the City Finance Department is not current in recording actual expenditures and so these are estimated based on ADP payroll reports. Director Bertucci clarified that although the Library is running its own payroll, the related expenditures are still booked to the Library's General Ledger through manual journal entries. Trustee Rusk then inquired about the note related to

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property taxes indicating an adjustment proposed by the auditors. Ms. Doubek explained that the auditors proposed an adjustment to record property taxes received in FY2023, related to FY2022, to be properly reflected as FY2022 revenue.

Treasurer Somheil made a

**MOTION:** To approve the Consolidated Year to Date Revenue and Expenditures Report for April, 2023  
Trustee Rusk seconded the motion

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

**Motion passed**

### PRESIDENT'S REPORT

President Hanba noted that the City has posted the application for Library Board trustees and applications are due May 30, 2023. Director Bertucci added that the Library will post this on our social media platforms as well.

### SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 13, noting Library website News items and a press article about the Illinois Libraries Present program. Also noted was the letter of appreciation received from the DuSold family for use of the first floor meeting room for Mr. DuSold's memorial service, and another letter from the Secretary of State, recognizing National Library Week and the value of libraries.

### DIRECTOR'S REPORT

Director Bertucci noted additions to her report which begins on page 19 of the packet.

- CVI has deployed cyber security training to all email addresses at parkridgelibrary.org. including to trustee emails.
- The Library has developed a partnership with the Chicago Botanic Garden to provide programming for teachers. This supports our strategic plan initiative to support educators and home school families.
- The blood drive held here in April in partnership with Verity was the most successful to date. The next event will be held here on June 3 in support of a local resident and in partnership with that family.
- The field work portion of the FY22 audit has been completed and when the audit report is ready, Director Bertucci will schedule a presentation of the report for a Budget & Finance Committee meeting.
- A number of technology projects are currently underway in the building while at the same time, planning is underway for building projects that will occur in late summer/early fall.
- The City's Historic Preservation Committee partnered with the Library this month in honor of National Historic Preservation month by sponsoring a display in the second floor exhibit case and also a program on local landmarks and their stories.
- Statistics for the year are generally moving in a positive direction as the Library heads into its busiest season with the start of Summer Reading Clubs.

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#### FRIENDS OF THE LIBRARY REPORT

Director Bertucci reported that the Friends made approximately \$6,200 at their spring book sale. She expressed her gratitude for all that the Friends do in support of the Library. The Friends will be holding a pop-up sale on Saturday, July 15, during the Taste of Park Ridge.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### Approve Investment Policy

An updated version of the Library Investment policy is included in the packet. Director Bertucci noted that changes were made to the original draft version based on comments received at the Committee meeting. She further noted that as Trustee Kiem had suggested, the policy was reviewed and signed off on by the Library's auditors. There being no further questions,

President Hanba made a

**MOTION:** To approve the Investment of Public Funds Policy

Trustee Renaldi seconded the motion

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

**Motion passed**

A second motion noted on the memo on page 27 of the packet is to authorize investment of the Malinowski bequest into Certificates of Deposit in compliance with the Investment Policy just approved. Treasurer Somheil requested that he and Trustee Rusk, as co-chairs of the Budget and Finance committee, be advised as to the investment decision made by Director Bertucci.

Treasurer Somheil made a

**MOTION:** To authorize the Library Director and Finance and Administrative Services Manager to invest the Malinowski Estate gift into certificates of deposit

Trustee Rusk seconded the motion

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

**Motion passed**

#### ADJOURNMENT

Trustee Renaldi made a

**MOTION:** To adjourn the meeting

Trustee Rapisand seconded the motion

Voice Vote: All in favor

**Motion passed**

President Hanba adjourned the meeting at 7:20 p.m.