

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in Park Ridge City Hall Council Chambers – 505 Butler Place, Park Ridge, IL

May 17, 2022 at 7:00 p.m.

#### CALL TO ORDER

President Rapisand called the meeting to order at 7:00 p.m.

#### ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Alexandra Hanba, Vice President, Josh Kiem, Danielle Powers, Gregg Rusk, David Somheil, Treasurer; Joseph Steinfels, Deepika Thiagarajan, Secretary

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek Library staff  
Owen H., Scout Troop 76

#### PUBLIC COMMENT

President Rapisand asked if anyone in attendance at the meeting would like to make a comment. There were no comments made. She acknowledged that there is a member of Scout Troop 76 present at the meeting and encouraged any questions be asked of any of the Board members.

#### CONSENT AGENDA

President Rapisand stated that the following items are included on the Consent Agenda and added that if a Board member so requests, that item will be removed from consent for further discussion after the Consent Agenda is approved.

- Approval of Minutes of the April 19, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 4, FY22 April 15, 2022 and April 30, 2022
- Approve Cash Statement for all accounts for April, 2022
- Ratify disbursements from the Petty Cash Fund, \$157.84
- Ratify disbursements from the Gift Fund, \$150.00
- Approve the Tuition Reimbursement Policy
- Approve a FY22(FY23) Operating Budget transfer of \$5,000 from the Consulting budget line to the Tuition Reimbursement budget line
- Approve the annual CCS consortium membership fees of \$62,275.16 and OCLC membership fees not to exceed \$15,500 for July 1, 2022 through June 30, 2023
- Approve revisions to the Persons Entitled to Borrowing Privileges policy, as amended
- Approve revisions to the Student Cards policy, as amended
- Approve revisions to the Teacher Cards policy, as amended
- Approve revisions to the Circulating Materials/Schedule of Fees policy, as amended
- Approve revisions to the Exploration Library/Circulating Equipment/Schedule of Fees policy
- Approve revisions to the Interlibrary Loan policy

President Rapisand asked if any Board member wishes to have an item removed from Consent. Trustee Rusk asked that approval of the April 19, 2022 minutes be removed from Consent so that he could vote to approve other items on the Consent Agenda while abstaining from approval of these Minutes, as he was absent from the April 19, 2022 meeting.

Trustee Steinfels made a

**MOTION:** To approve the Consent Agenda, with the exception of the Minutes of the April 19, 2022 Regular Meeting of the Library Board.

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Vice President Hanba seconded the motion

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

**Motion passed**

Trustee Steinfels made a

**MOTION:** To approve the Minutes of the April 19, 2022 Regular Meeting of the Library Board.

Vice President Hanba seconded the motion

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

Abstain: Rusk

**Motion passed**

### TREASURER'S REPORT

Treasurer Somheil reviewed the FY22 Year to Date Revenue and Expenditures report on page 53 of the packet noting that with 33% of the fiscal year complete, the Library has received 54% of budgeted revenue. He noted that with the expected delay in the issuance of the next installment of property tax bills, there is some uncertainty as to when the remainder of Property Tax revenue will be received this fiscal year. He further noted that 28% of the Operating budget and 24% of the Total Budget has been expended through April 30, 2022. He noted that Trustee Rusk asked that Capital Funds Available be added to the chart on p 53 and Director Bertucci provided that revised chart to each of the trustees.

Trustee Burkum made a

**MOTION:** To approve the FY22 Consolidated Year to Date Revenue and Expenditures Report for April, 2022

Secretary Thiagarajan seconded the motion

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

**Motion passed**

### PRESIDENT'S REPORT

President Rapisand requested that the trustees begin considering what role they would like to have on the Board next year. In June she will establish a Nominating committee to develop a slate of officers for next year that will be voted on at the July meeting, after the new Board is in place.

### SECRETARY'S REPORT

Secretary Thiagarajan reviewed the Secretary's report included in the packet on page 54 noting both Library website news items and articles appearing in the press. In particular, she noted the article from the Arlington Heights Journal that provides information on proposed state legislation to provide easier library access. She asked Director Bertucci to elaborate on this. Director Bertucci explained that there is currently legislation on Governor Pritzker's desk for signature that may change non-resident access. The legislation would allow Library Board's to vote to waive non-resident fees for children under 18 years of age. She further stated that the matter of Non-resident cards will be addressed by the Board at their June meetings.

### DIRECTOR'S REPORT

Director Bertucci highlighted items from her written report which begins on page 56 of the packet.

- Library staff will be participating in the Park Ridge Memorial Day Parade and she invited any interested trustees and their families to join the group
- Field work for the SY21 audit has been successfully completed and when the audit report is available, time will be scheduled for the auditors to present the report to the Board.

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- The interior signage project has been completed. This was funded using last year's Per Capita Grant funds
- The Loft space and furnishing have been reconfigured to provide better sight lines for staff and patrons.
- Children's Services staff have been out at the schools promoting this year's Summer Reading Clubs. This is the first time that this has been possible since 2019.

Trustee Steinfelds asked about the plan for students studying for high school finals. Director Bertucci explained that the first floor meeting room would be available from 4-9 p.m. and pizza would be available. The Library is partnering with the Park Ridge Youth Commission on this effort.

Trustee Rusk inquired about the FOIA request noted in Director Bertucci's report. She explained that it came from a Canon account executive and went to all libraries in Northeastern Illinois. She further noted that Canon was not a bidder on the recent copier contract with the Library.

#### FRIENDS OF THE LIBRARY REPORT

Director Bertucci noted that the Friends' Spring Book Sale was held on May 6-8. The Friends report that they earned \$5,776.25 at this sale. Director Bertucci noted that the Friends had great volunteer support for the sale, including from Maine South's Key Club. She also reported that the Library's marketing team has worked with the Friends to design a new membership envelope.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

There being no objection, President Rapisand adjourned the meeting at 7:18 p.m.