

## 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

June 14, 2022 at 7:00 p.m.

Committee Co-Chair Rapisand opened the Planning and Operations Committee Meeting at 8:33 p.m.

#### ROLL CALL

Trustees Present: Co-Chairs Lauren Rapisand and Josh Kiem; Karen Burkum, Alexandra Hanba, Danielle Powers, David Somheil, Joseph Steinfelds, Deepika Thiagarajan

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek and John Priala, Library staff;

Trustee Hanba made a

**MOTION:** to approve the minutes of May 10, 2022

Trustee Burkum seconded the motion.

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

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Co-Chair Kiem reviewed changes to the calendar noting that a presentation of the SY21 Audit Report was added to the July task list. Otherwise, the Board is on schedule with completing all tasks to date on the calendar.

#### NON RESIDENT LIBRARY CARD RESOLUTION

Director Bertucci explained that each year, the Board needs to approve a resolution for the sale of non-resident library cards to non-residents that live in areas not taxed for public library services, according to the laws of the State of Illinois. The State requires that each year, the Board review the fee for a Non-resident Card. Based on the Library's anticipated tax receipts for Fiscal Year 2022, the formula specified by the State yields a non-resident card fee of \$264, effective July 1, 2022.

On May 13, 2022, Governor Pritzker signed legislation to allow for Library Boards to "adopt regulations waiving the nonresident fee for persons under the age of 18". It is Director Bertucci's recommendation that the Board align the PRPL nonresident library card resolution with this new law.

Discussion ensued regarding who would be eligible for these cards and if misuse of the cards might result from adults using these free cards that are intended for children's use. It was the consensus of the Board that further data on the implications of adopting this provision of the legislation was needed and that if considered advisable, the resolution approved this evening could be revisited at a later date.

Trustee Hanba made a

**MOTION:** to approve a Non-Resident Library Card Fee of \$264, effective July 1, 2022

Trustee Kiem seconded the motion.

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

**Motion passed**

#### TEACHER AND STUDENT CARDS CONTRACTS

Director Bertucci explained that the Library issues library cards to students and school staff whose schools have entered into a contract with the Library. Student cards allow students attending Park Ridge schools but not living in Park Ridge to have a school year card. Teacher cards allow teachers to also have a Park Ridge library card to use during the school year. The contracts signed by the Library and the schools are for three years. One of the provisions of the contract is that the school, not the individual students or teachers are liable for any lost or damaged material replacement costs.

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Trustee Steinfels made a

**MOTION:** to approve the Teacher Card and Student Card agreement renewal for the 2022/23 school year through the 2024/25 school year

Trustee Burkum seconded the motion.

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

**Motion passed**

#### TEEN LOFT SERVICE DESK PROPOSAL

The FY21 Per Capita Grant application specified use of funds for the purchase of a new service desk and additional storage for the Loft area. Quotes were received from LFI, the vendor who sourced the other service desks put in place as part of the renovation, and two “big box” library furniture vendors. LFI’s proposal was for a custom solution that would be of similar design to the other service desks and would provide maximum storage space for that area. Director Bertucci is recommending that the proposal from LFI be accepted.

Trustee Powers made a

**MOTION:** to approve the use of FY21 Per Capita Grant Funds to purchase a custom Teen Loft service desk, storage cabinet and shelf from Library Furniture International (LFI), not to exceed \$13,000

Trustee Burkum seconded the motion.

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

**Motion passed**

#### THIRD FLOOR MEETING ROOM FURNITURE PROPOSAL

The FY21 Per Capita Grant application also specified use of funds for replacement of furniture in the third floor meeting room. This furniture was not replaced during the renovation and included in the three quotes received is in-kind replacement of chairs, tables and a credenza. In order to coordinate the chairs being purchased with those already in use in the building, chairs would be purchased from KI, who is the manufacturer. So as to simplify the ordering, installation and invoicing, the recommendation is to also purchase the tables and credenza from KI.

Trustee Steinfels made a

**MOTION:** to approve the use of FY21 Per Capita Grant Funds to purchase 20 chairs, 8 tables and a credenza from KI at a cost not to exceed \$13,000

Trustee Hanba seconded the motion.

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

**Motion passed**

#### BIBLIOTHECA RFID TAG QUOTATION

In order to be processed by the Bibliotheca sorter and check out stations, all items being added to the collection must be tagged with an RFID tag. The quote received is for an 18 month supply and the cost will be charged to the Technical Services supply budget line which is adequate to fund this purchase.

Trustee Hanba made a

**MOTION:** to approve the purchase of RFID tags from Bibliotheca in the amount of \$8,421.14 to be paid from the Technical Services supply budget line

Trustee Kiem seconded the motion.

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

**Motion passed**

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#### PHONE SYSTEM PROJECT UPDATE

Director Bertucci provided an update on the status of the project to replace the Library's phone system. This was originally included in the FY20 budget but due to COVID and the change in leadership at the Library, the project was postponed. As the project cost will exceed \$5,000, per the Library's Purchasing policy, Requests for Proposals (RFPs) will be sent to qualified firms for their proposals.

Trustee Kiem expressed interest in hearing from vendors offering cloud based solutions. Director Bertucci will follow up on this request.

#### POLICY REVIEW

Director Bertucci thanked Trustees Burkum and Thiagarajan for their time in reviewing and updating the policies under consideration.

Printing Services – Policy language was updated to reflect current practices.

Trustee Rapisand made a

**MOTION:** to approve revisions to the Printing Services policy

Trustee Hanba seconded the motion.

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

**Motion passed**

Public Access Computers – The proposed policy eliminates the computer guest pass fee for non-residents. Director Bertucci explained that the Library's PC Reservation system can manage and control usage of those with guest passes and thereby ensure priority access for cardholders.

Trustee Rapisand made a

**MOTION:** to approve revisions to the Public Access Computers policy

Trustee Thiagarajan seconded the motion.

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

**Motion passed**

Public Internet Access – The policy language has been revised to reflect current practices. Trustee Kiem asked about filters on public computers and questioned the process for patrons requesting that a filter be removed. His concern is around possible First Amendment issues in asking a reason for a request to remove a filter. Director Bertucci will research this issue and suggested that approval of revisions to this policy not be included on the Consent Agenda for the Board meeting but instead, be included on the agenda under New Business.

In-House Audio-Visual Equipment – Director Bertucci's recommendation is to rescind this policy as all of the current provisions are covered in the exiting Media Lab policy.

Nonresident Fees – Director Bertucci stated that nonresident fees are specified in their respective policies and she is recommending that this policy be rescinded, in light of its redundancy.

Trustee Steinfels made a

**MOTION:** to rescind the In-House Audio-Visual Equipment and Nonresident Fees policies

Trustee Rapisand seconded the motion.

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

**Motion passed**

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Children in the Library Policy – This policy is intended to replace the current “Special Safety Rules Concerning Children” policy. Many of the proposed changes are proposed to provide consistent language with regard to noted age restrictions. Changes to proposed language of paragraph five is to clarify intended use of the space. Additional changes to the policy suggested by trustees include adding language to clarify intended use of Loft space and to clarify the Person in Charge designation. Director Bertucci will make the proposed changes to the policy.

Trustee Steinfelds made a

**MOTION:** to approve revisions to the Children in the Library Policy, as amended

Trustee Hanba seconded the motion.

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

**Motion passed**

Vulnerable Adults- This is a new policy being proposed to support staff in addressing the needs of these patrons who may need additional support. Trustee Somheil again suggested clarification of the Person in Charge designation.

Trustee Rapisand made a

**MOTION:** to approve the Vulnerable Adults Policy, as amended

Trustee Burkum seconded the motion.

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

**Motion passed**

Security Camera Policy – This is a new policy which was drafted by Director Bertucci and has been vetted by the Library’s attorneys. Currently, a policy does not exist which covers use of security cameras inside the Library building. Trustee Power inquired about the release of camera footage addressed in paragraph 5 and Director Bertucci responded that the language used provides for FOIA requirements.

Trustee Steinfelds made a

**MOTION:** to approve the Security Cameras Policy

Trustee Burkum seconded the motion.

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

**Motion passed**

### OTHER

President Rapisand stated that at the July, 2022 Board meeting, the Board will vote on a new slate of officers for the 2022/23 year. In order to develop that slate prior to that meeting, she will be appointing a three member Nominating Committee that will meet between July 5 and July 19, the date of the July Board meeting. If any of the trustees are interested in serving on the Nominating Committee, she asked that they let her know. She also asked that any trustees interested in holding an officer position on next year’s Board, let Director Bertucci know of their interests prior to July 5.

There being no objection, the meeting adjourned at 9:48 p.m.