

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees held via videoconference

June 15, 2021 at 7:00 p.m.

#### CALL TO ORDER

President Rapisand called the meeting to order at 7:01 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to [librarydirector@prpl.org](mailto:librarydirector@prpl.org) or [jbertucci@prpl.org](mailto:jbertucci@prpl.org). Participants could raise their hand virtually.

#### ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary; (Via videoconference) Stevan Dobrilovic, Treasurer; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Abstain: None

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Library Finance Manager; Andrew Jose, Green Associates; Staci Greenwald, Children's Services; John Priala, Maintenance; Lauren Bochat, Technical Services.

#### Consent agenda

Items on the consent agenda included:

- Approval of Minutes of the May 18, 2021 Regular Meeting and the June 8, 2021 Special Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 13, April 30, 2021 Period 1, May 16, 2021 and Period 1, May 31, 2021
- Cash statement for all accounts for May 2021
- MOTION to approve Consolidated Year to Date Revenue and Expenditures Report for May 2021
- Fines & Fees Revenue History for May 2021
- MOTION to approve updated essential government operation resolution

Trustee Reardon recommended removing the Consolidated Year to Date Revenue and Expenditures Report for May 2021 as they are not normally on the consent agenda. Trustee Dobrilovic agreed.

Trustee Somheil recommended removing the updated essential government operation resolution. It was previously agreed any resolution requiring a formal vote should not be placed on the consent agenda.

Secretary Somheil made a

**MOTION:** to approve the consent agenda as amended

Trustee Hanba seconded the motion.

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

**Motion passed.**

#### Public Comment

None.

Trustee Reardon requested to move Building and Grounds to be the next item of business in order to accommodate Mr. Jose of Green Associates.

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#### BUILDING AND GROUNDS COMMITTEE REPORT

Mr. Jose of Green Associates provided an update on Library construction. With regard to interior work, the punch list walk through occurred last week. It is anticipated the contractor will complete these items June 23<sup>rd</sup> which will finalize all of the work in the staff and publicly occupied spaces.

Complete occupancy inspections will occur once the sprinkler system is connected to the water main. The City will provide partial occupancy inspections for the second and third floors by Friday June 18<sup>th</sup>.

The contractor provided an updated schedule for the exterior and mechanical room work. The fittings to connect the water main to the new water system in the building arrived today. Once the connections are fitted there will be some chlorination tests to run which will take approximately one week. The final completion of the plumbing project is anticipated for July 21<sup>st</sup>. The transfer over from the old water system to the new water system will not involve any disruption of water service to the building. None of this impacts any of the staff or public use of the building.

Mr. Jose provided a tentative breakdown of the additional costs incurred at the Touhy water main connection. They are expected to be final after the disconnection of the old water main, which is projected to occur on July 5<sup>th</sup>. He anticipated the costs to come down a bit. The nitrogen generator power connection has been reviewed and it is confirmed that it is needed. He is requesting an action item for the Board to allow the Director to approve the purchase of the nitrogen generator. The cost was not finalized in time for it to be presented as a Change Order in the packet.

The City Building Official Steve Steffens would like to see a code violations assessment from the library. They agreed for that to be a separate project. It was noted that anything noted in the assessment would not need to be completed right away. Mr. Jose recommends the process used with school districts that happens every ten years. The assessment is then categorized based on the urgency of completion. Green could limit the assessment to a list of code violations and then create a timeline based on when the City stated they need to be done. It is not anticipated that there will be an untoward number of violations.

Trustee Reardon asked for the cost to hook up the nitrogen generator. It is \$1,325.50. It was agreed that this amount is certainly within the Director's approval limit. He mentioned that the scope of Mr. Jose's discussion with the City was to take the already identified items and put them in a separate project. The intention should not have been to take on an assessment or to give the City a list of violations. This project should be wrapped up without an assessment. We have a limited budget and have already agreed to take on the items that the City requested. Trustee Reardon restated the desire to complete these items as a separate project.

The final occupancy permit will not be affected, for this fire suppression project, by the outstanding items with the City. The service sink, the lintels and pending electrical items noted on the final occupancy permit from the prior project/architect can be packaged as a separate project.

Trustee Kiem is reluctant to spend library money on a search for building discrepancies. Trustee Dobrilovic is curious how this issue about conducting an assessment occurred. He is in agreement with Trustee Reardon and Trustee Kiem that we should not be looking for violations unless they were brought up by the inspector. The City would like to ensure that the Library is up to code. Trustee Kiem thinks Mr. Jose might be confusing a Capital Needs Survey with a list of violations of the building code. John Priala, the library's facility manager, states that the code violation list came about during Mr. Jose's discussion with the City Building Department. He confirmed that there were previous discussions of conducting a capital needs assessment but not a code violation inspection.

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#### Secretary's Report

Secretary Somheil reviewed recent news articles and press releases including the Library going back to normal operating hours, the new Library Director Joanna Bertucci and the summer reading program which is not just for kids but for all.

#### Treasurer's Report

Treasurer Dobrilovic noted there are two revenue and expenditure statements. The first is the full fiscal year 2021 including Period 13. We pay outstanding bills incurred during the last fiscal year in Period 13. Revenues were at \$4,063,364 (94% of total budget amount). The Library spent \$3,545,095 (83% spent of operating), \$594,078 (capital projects). Total expenses for fiscal year 2021 were \$4,139,173; 74% of the entire budget. Projections of deficit spending were \$1,254,369 and the actual amount spent was \$76,809. Due to the lower amount of deficit spending, we have approximately nine months reserve in the Library's fund balance. The initial projections put the library at 6.6 months reserve. The accumulation of reserve was mainly due to the COVID shutdown and lower expenditures. Trustee Reardon thanks the staff to the extent that these savings were controllable. There was a push to keep the expenses low and this was a nice job to the extent they were controllable during COVID.

Treasurer Dobrilovic made a

**MOTION:** to approve the full Fiscal 2021 Revenue and Expense Statement

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

**Motion passed.**

Trustee Dobrilovic addressed the first month of the eight month stub year. Revenues collected were \$238,450 or 13% for the stub year. Total spending \$194,990 which represents 7% of the budget.

Treasurer Dobrilovic made a

**MOTION:** to approve the Period 1 Stub Year 2021 Revenue and Expense Statement

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

**Motion passed.**

Trustee Kiem thanked Trustee Dobrilovic for the job he has done as treasurer this year. He also thanked Alyson Doubek for keeping the bills paid and lights on. Trustee Reardon seconded both.

#### Director's Report

Director Joanna Bertucci thanked all of the trustees, staff, management team and community for the warm welcome. Individuals have stopped in to say hello and mention how much they love the Library and thank the staff for how much they have been there for the Library since COVID began March 13, 2020. Director Bertucci is honored and happy to be a part of the Library as we enter the Restore Illinois phase. A request was made to meet with each of the trustees for a cup of coffee in the Reading Garden.

An addition to the personnel report is the retirement of Technical Service's Manager Gretchen Kottkamp. After 41 years of service, Gretchen's last day will be July 21<sup>st</sup>. She will be greatly missed and we thank her for all of her service. Also, our very own Angela Berger will return as the Assistant to Library Director. Her knowledge of the Library and Board interactions will be most helpful. Director Bertucci is thrilled that she is willing to stay on as part of the team. Trustee Rapisand congratulated both Kottkamp and Berger. Trustee Reardon clarified that Ms. Berger will take on an open position that is due to a resignation.

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Trustee Steinfel would like to discuss the statistics currently being included in Board packets at the July Committee of the Whole meeting. The goal would be to have statistics that allow for the comparison of library use and patrons on site currently vs twenty-four months ago. Trustee Steinfel would like to be able to determine if we are restoring the public's confidence as far as implementing the protocols. Trustee Rapisand would like to compare statistics for the children's department to the rest of the Library. Director Bertucci will include the phased opening plan in a memo for the COW.

Trustee Reardon would like the Board to assess the statistics, decide what is valuable and make them more meaningful for trustee policy making decisions as well as operational decisions. It is requested that the statistics include customer service metrics. It's valuable to see not only how many materials are circulating but also how long patrons are waiting to receive them. Trustee Kiem confirms the desire to normalize the statistics; what statistics should be tracked and how they should be assessed.

Trustee Steinfel highlighted that Lauren Bochat was nominated and approved as the new vice chair of one of the networking group of CCS. He is impressed by this appointment and would like to learn more about Park Ridge Library's involvement. Director Bertucci is also impressed Bochat is an approved representative on the CCS committee and President Rapisand also congratulated Lauren.

Trustee Steinfel mentioned the Library's Peace Takes Flight project happening throughout the summer months. He asked if it is connected to the dates of August 6<sup>th</sup> and August 9<sup>th</sup> to acknowledge Hiroshima. Director Bertucci noted Mary Mason created a lovely display in the second floor display case in the building. Everyone can come in, get a bag to create an origami swan and contribute to the project and community wide effort to promote peace.

## COMMITTEE REPORTS

### BUDGET AND FINANCE

#### Carry Forwards

All FY21 to SY21 carry forwards were discussed at the Committee of the Whole meeting. Due to the absence of multiple trustees last week, these were removed from consent.

Trustee Reardon made a

**MOTION:** to approve FY21 to SY21 operating carry forward of \$20,000 Building Maintenance Funds for Door Lock Project.

Trustee Kiem seconded the motion.

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

**Motion passed.**

Vice President Burkum made a

**MOTION:** to approve FY21 to SY21 operating carry forward of \$25,000 Supplies Furnishing Funds for Per Capita Display Fixtures.

Secretary Somheil seconded the motion.

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

**Motion passed.**

## Capital Projects

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Trustee Reardon stated Trustee Hanba added some additional verbiage to the motion at committee. Director Bertucci stated the addition was the motion ending with "and other capital projects." Trustee Reardon's understanding of the change is due to three outstanding items in the fire suppression project. The cost of the service sink, lintels and miscellaneous electrical is unknown. The carry forward of the entire remaining capital budgeted amount from FY21 to SY21 is to cover the three items and whatever else is required to obtain the final occupancy permit for the sprinkler (fire suppression) project. Trustee Reardon clarified that the library is looking to spend as little as possible and it's well under \$100,000.

Trustee Dobrilovic stated the building is the City's. If the building department and fire inspector would like to conduct an assessment, it should be done at the City's cost. We are good tenants and tried very hard to get a memorandum of understanding or intergovernmental agreement to define who is responsible for what and it was never moved forward.

Trustee Hanba recalled asking Green for a list of outstanding items to prioritize them so we could carry forward enough money for those items and reevaluate the priorities. Mr. Jose said the items on the list are a high priority. Several trustees disagreed and wanted to see everything that could potentially be on the list so they could be re-prioritized. Trustee Reardon confirmed the purpose of the list was to receive the final occupancy permit. Trustee Hanba agreed and mentioned that it was to cover anything else that would come up within the budget. Trustee Reardon stated such as the re-connection of the water system.

Trustee Kiem viewed this motion last week as an accounting move because of the stub year. Nobody is spending any money without the approval the Board. All that is being done is the money is being moved forward rather than returning it to reserves. It can be returned to reserves at the end of the year. This is simply an accounting rollover so the funds continue to remain earmarked for capital.

Trustee Reardon stated that everything that is moved is moved for a specific purpose and a specific amount. The only reason there is any deviation from that practice is the unknown specified amount to finalize the fire suppression project. He requests additional wording for this motion along the lines that this money is available to be spent for items that will result in issuance of a final occupancy permit for the sprinkler (fire suppression) project. Additional capital items need to be dealt with in the normal course of events.

Trustee Kiem suggests reverting back to what came out of committee. That discussion itemized the four current projects which were: fire suppression, finish ice melt, update phone and replace p.a. system. These were all authorized capital projects in our budget. We still retain the right to not fund any of the projects. This is a rollover of capital and the right to reject a project is upheld.

President Rapisand suggested saying "completion" instead of "remainder" of the fire suppression project. Trustee Dobrilovic understood this wording to support the circumstance if the City suggested to replace the lintels in order to get completion of the fire suppression project then that would be covered as an extra cost of this construction project. Trustee Reardon agrees with the amended wording.

President Rapisand made a

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**MOTION TO AMEND MOTION**

**FROM:** to approve FY21 to SY21 capital carry forward of \$620,000 building improvement funds for the remainder of the fire suppression project, ice melt system, update phone and replace PA system and other capital projects.

**TO:** to approve FY21 to SY21 capital carry forward of \$620,000 building improvement funds for the completion of the fire suppression project, ice melt system, update phone and replace PA system.

Trustee Reardon seconded the motion.

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

**Motion passed.**

President Rapisand made a

**MOTION AS AMENDED:** to approve FY21 to SY21 capital carry forward of \$620,000 building improvement funds for the completion of the fire suppression project, ice melt system, update phone and replace PA system.

Trustee Reardon seconded the motion.

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

**Motion passed.**

**Computer Equipment**

Trustee Reardon made a

**MOTION:** to approve FY21 to SY21 capital carry forward of \$19,000 for server back-up system.

Vice President Burkum seconded the motion.

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

**Motion passed.**

**COMMUNICATIONS AND DEVELOPMENT**

**Library Award**

This motion was discussed at the Committee of the Whole meeting. Since there were multiple trustees absent last week it was removed from consent.

President Rapisand noted that if we meet in person, a presentation to the family will occur at the July 20<sup>th</sup> Board meeting.

President Rapisand made a

**MOTION:** to approve Sitkiewicz Family/Marion's Mark 2021 Library Award nomination

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Recusal: Kiem

**Motion passed.**

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#### **FRIENDS OF THE LIBRARY**

Director Bertucci stated the book sale is scheduled for the week of October 20-24 as long as we continue to be restored in Illinois. The sale will be on Friday, Saturday and Sunday. The Friends will begin accepting donations again in August.

#### **UNFINISHED BUSINESS**

This is a recurring resolution and was discussed in the Committee of the Whole.

Secretary Somheil made a

**MOTION:** to approve updated essential government operation resolution

Trustee Reardon seconded the motion.

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

**Motion passed.**

#### **NEW BUSINESS**

##### **Board Member Announcements**

Trustee Reardon announced that he has chosen not to reapply for the Library Board. He has been on the Board for six years. It's been an honor and a privilege. A lot has been accomplished in the last six years. He has been gratified that everyone is able to express their opinions politely; to disagree without being disagreeable. Trustees Reardon, Dobrilovic and Burkum are the only three trustees in the history of Park Ridge that will have served with three separate directors. President Rapisand thanked Trustee Reardon for his service as treasurer, president and chair of multiple committees.

Trustee Dobrilovic announced that he too has decided not to reapply for a position on the Library Board. He has served six years with very talented people. There have been interesting debates, controversy and good discussions. President Rapisand thanked Trustee Dobrilovic for his service and dedication.

Both Trustees Reardon and Dobrilovic expressed their willingness to assist the Board if needed.

##### **Nominating Committee**

President Rapisand thanked all trustees who volunteered to serve on the Nominating Committee. The nominating committee will consist of Trustee Alex Hanba, Trustee Joshua Kiem and Trustee Deepika Thiagarajan. If you are interested and would like to serve as an officer please send your interest/summary to Director Bertucci by July 13<sup>th</sup>. The officer positions are president, vice president, secretary and treasurer. The plan is to have a full board vote at the July 20<sup>th</sup> meeting.

President Rapisand made a

**MOTION:** to approve appointment of nominating committee

Trustee Steinfels seconded the motion.

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

**Motion passed.**

President Rapisand adjourned the meeting at 8:08 p.m.

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