

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Regular Meeting of the Board of Trustees
Held in the City of Park Ridge Council Chambers
July 18, 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: Anita De Frank, Alexandra Hanba, President; Danielle Powers, Secretary; Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Treasurer; Deepika Thiagarajan
Absent: Josh Kiem, Vice-President
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jennifer Healy, Laura Scott, and Anastasia Rachmaciej, Library staff

President Hanba stated that Trustees Kiem and Thiagarajan have been reappointed to the Library Board for an additional three year term and that Anita De Frank, who was sworn in earlier this evening, has been appointed as a new trustee. She welcomed the new and returning trustees.

ELECTION OF OFFICERS

President Hanba made a

MOTION: to nominate Trustee Rapisand, as Chair of the Nominating Committee, to act a President Pro-tem for the election of officers.

Trustee Powers seconded the motion.

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

Motion passed

Chairman Rapisand reported that the Nominating Committee, of which she was a member along with Trustees Powers and Thiagarajan, met on July 11, 2023 to discuss the slate of officers for the upcoming year. The Committee agreed on the following slate of nominees for officers for the 2023-24 term:

President: Deepika Thiagarajan
Vice President: Alexandra Hanba
Secretary: Lauren Rapisand
Treasurer: Gregg Rusk

Chairman Rapisand asked if there were other nominees from the floor. There were none. There being no nominations or discussion from the floor, Trustee Rapisand declared the nominations closed.

Chairman Rapisand then asked for a motion to approve the slate for the four officer positions.

Trustee Hanba made a

MOTION: to elect the following slate of officers for the 2023-2024 term:

President: Deepika Thiagarajan
Vice-President: Alexandra Hanba

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in the First Floor meeting room at the Park Ridge Public Library

July 18, 2023 at 7:00 p.m.

Secretary: Lauren Rapisand

Treasurer: Gregg Rusk

Trustee Somheil seconded the motion.

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

Motion passed

President Thiagarajan proceeded with the remainder of the meeting's agenda.

PUBLIC COMMENT

No comments were made.

LIBRARY STAFF PRESENTATION – LAURA SCOTT, ADULT SERVICES MANAGER

Ms. Scott made a presentation providing an Overview of the Library's Digital Collections. She provided information on each of the digital platforms offered by the Library: Libby/Overdrive, Axis 360, Hoopla, Kanopy, and Flipster. The presentation included information on licensing agreements, usage statistics and pricing structures. Ms. Scott replied to questions from the trustees regarding promotion for digital resources, demand for digital vs. print resources, and pricing differences between print and digital resources. The Board thanked Ms. Scott for her informative presentation.

CONSENT AGENDA

President Thiagarajan read the list of items on the Consent Agenda and 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. Vice-President Hanba asked that approval of the minutes from the June, 2023 Board Minutes be removed from Consent so that newly appointed Trustee De Frank may vote on the remainder of the Consent Agenda.

The following items are now included on the Consent Agenda:

- Ratify Bills Payable Warrant Register for Period 6, FY23 June 2, 2023 in the amount of \$86,071.78, June 16, 2023 in the amount of \$434,069.01 and June 30, 2023 in the amount of \$136,043.35.
- Approve Cash Statement for all accounts for June, 2023
- Ratify disbursements from the Petty Cash Fund, \$218.88
- Ratify disbursements from the Gift Fund, \$1,115.00
- Approve sections A, B, C, D and E of the Park Ridge Public Library Employee Handbook, with all updates to take effect on Sunday, August 6,
- Approve revisions to the Library Award, Photo Use, Social Media, and Library Website policies
- Approve rescission of the Park Ridge Community Network policy at the time site is decommissioned

Vice-President Hanba made a

MOTION: To approve the Consent Agenda, as amended

President Thiagarajan seconded the motion

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

Motion passed

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in the First Floor meeting room at the Park Ridge Public Library

July 18, 2023 at 7:00 p.m.

President Thiagarajan made a

MOTION: To approve the Minutes of the June 20, 2023 Regular Meeting of the Library Board
Trustee Powers seconded the motion

Roll Call Vote: Yes: Powers, Rapisand, Rusk, Thiagarajan
Abstain: De Frank, Hanba, Renaldi, Somheil

Motion fails

Approval of the June 20, 2023 Minutes will be added to the agenda for approval at the August 15, 2023 Board meeting.

TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures report through June, 2023 which represents completion of 50% of the fiscal year, noting that total revenues are 52% of budget. Revenues include both the Malinowski bequest and funds received from the Michel Trust. On the expense side, operating revenues are at 46% of budget, capital expenditures at 6% of budget which results in total expenditures at 41% of budget

Treasurer Rusk made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for June, 2023
Trustee Somheil seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Thiagarajan thanked Trustee Hanba and all of the officers from the 2022/23 year for their hard work and leadership.

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 101, noting Library website News items and press articles.

DIRECTOR'S REPORT

Director Bertucci welcomed Trustee De Frank to the Board and thanked former President Hanba for her thoughtful advice and supportive leadership. She stated that she is looking forward to working with President Thiagarajan and the Board on the upcoming year's initiatives.

Highlights from the Director's Report beginning on page 103 of the packet were noted. Among the highlights is a meeting with Chris Lipman, the City's Finance Director and other members of City staff to discuss posting of the Library's payroll entries in the General Ledger and also the timelines for the FY24 budget cycle.

Director Bertucci directed the Board's attention to the charts on p. 105 of the packet that provide data for 2022 and 2023 YTD on circulation, door counts and number of cardholders. Also reviewed was a 5 year analysis of print vs. digital circulation. Also of note is that the Library is developing a starter collection of materials in the Ukrainian language to enhance our world language collection which currently includes materials in Spanish and Polish.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in the First Floor meeting room at the Park Ridge Public Library

July 18, 2023 at 7:00 p.m.

FRIENDS OF THE LIBRARY REPORT

Director Bertucci along with Laura Scott and Jen Healy attended the Friends' biannual Board meeting. Noted was that much of the Friends' 2023 funding will be used to support the Library's Summer Reading Clubs. In addition, the Friends held a successful pop-up book sale during the Taste of Park Ridge.

UNFINISHED BUSINESS

None

NEW BUSINESS

2023 EXTERIOR IMPROVEMENTS PROJECT

Director Bertucci directed the Board's attention to the memo on page 108 of the packet from Green Associates. The memo provides information on the scope review work that they completed which resulted in the apparent low bidder withdrawing their bid due to the fact that they omitted bidding on a significant portion of the work. Green then conducted a scope review with Stuckey Construction, the next lowest bidder and is now recommending that the project contract be awarded to them. Director Bertucci noted her agreement with Green's recommendation to accept the base bid along with Alternates 1 and 2. She stated that she feels this will be the most cost effective approach to completing the necessary work. She then reviewed a handout that provides an update on the Library's Fund Balance if this work is undertaken and stated her opinion that the Library will continue to have a sufficient Fund Balance and Capital Budget for remaining projects.

Trustee Hanba made a

MOTION: To accept the bid from Stuckey Construction Company for the 2023 Exterior Improvements project to include the base bid of \$252,700, Alternate 1 for \$23,700 and Alternate 2 for \$47,700 for a total contract award of \$323,400

Trustee Renaldi seconded the motion

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

Motion passed

ADJOURNMENT

Trustee Powers made a

MOTION: To adjourn the meeting

Trustee Renaldi seconded the motion

Voice Vote: All in favor

Motion passed

President Thiagarajan adjourned the meeting at 7:50 p.m.