

## 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

July 19, 2022 at 7:00 p.m.

#### CALL TO ORDER

Vice-President Hanba called the meeting to order at 7:00 p.m.

#### ROLL CALL

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

Trustee Present via phone: Deepika Thiagarajan, Secretary

Trustees Absent: Lauren Rapisand, President

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Anastasia Rachmaciej, Laura Scott, Library staff

#### APPROVAL OF REMOTE ATTENDANCE

As Secretary Thiagarajan is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. Trustee Kiem asked the reason for remote attendance and Secretary Thiagarajan stated that she is calling into the meeting due to personal illness. There being no objection,

Trustee Kiem made a

**MOTION:** to approve the remote attendance of Secretary Thiagarajan

Trustee Steinfels seconded the motion.

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

**Motion passed**

#### PUBLIC COMMENT

Vice-President Hanba asked if anyone in attendance at the meeting would like to make a comment. There were no comments made.

#### CONSENT AGENDA

Vice-President Hanba 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 June 21, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 6, FY22 June 16, 2022 and June 30, 2022
- Approve Cash Statement for all accounts for June, 2022
- Ratify disbursements from the Petty Cash Fund, \$36.50
- Ratify disbursements from the Gift Fund, \$381.89
- Pursue ADA compliance for the first floor children's room washrooms
- Authorize the Library Director to engage Green & Associates for consulting on the Children's Room Acoustic project, not to exceed \$3,500 and to authorize Green & Associates to put Phase 1 of the Children's Room Acoustic project out to bid
- Approve a contract with Computer View, Inc. (CVI) for a 2-year term, with an option for a third year, commencing on September 1, 2022 ending on August 31, 2024 in the amount of \$148,500, \$153,000 and \$157,600, respectively

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Vice-President Hanba asked if any Board member wishes to have an item removed from Consent. Trustee Burkum asked that Agenda item 4(f) "Pursue ADA compliance for the first floor children's room washrooms" be removed from Consent as she was not in attendance at the July 12, 2022 Committee meeting where it was discussed and would like to better understand what is being proposed.

Treasurer Somheil made a

**MOTION:** To approve the Consent Agenda, excluding agenda item 4 (f)

Trustee Steinfels seconded the motion

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

**Motion passed**

Director Bertucci reviewed the discussion from the committee meeting noting that consensus had been reached that as part of the lintel project, the Board would pursue having the door openings in the Children's room be expanded to allow for ADA compliance. Further research and discussion will be needed to determine the use of the spaces where the two washrooms now exist; at this time only the matter of ADA compliance is being approved.

Trustee Kiem made a

**MOTION:** To pursue ADA compliance for the first floor children's room washrooms

Trustee Burkum seconded the motion

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

**Motion passed**

### TREASURER'S REPORT

Treasurer Somheil reviewed the FY22 Consolidated Year to Date Revenue and Expenditures report on page 33 of the packet noting that with 50% of the fiscal year complete, the Library has received 56% of budgeted revenue. He further noted that 43% of the Operating budget and 38% of the Total Budget has been expended through June 30, 2022. He further stated that he and Trustee Rusk met last week with Library Administration to discuss the forecast for year end and noted that the projection is that expenses will be well within budget for the year. Also discussed was the strategy for capital projects carryover at year end, given the projects which have been approved to date.

Treasurer Somheil made a

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

Vice President Hanba seconded the motion

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

**Motion passed**

### PRESIDENT'S REPORT

President Rapisand is absent from the meeting and no report was given.

### SECRETARY'S REPORT

Trustee Powers, who is acting as Secretary for this meeting, reviewed the Secretary's report included in the packet on page 34, noting both Library website news items and articles appearing in the press.

### DIRECTOR'S REPORT

Director Bertucci highlighted items from her written report which begins on page 35 of the packet, and other happenings in the Library:

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- The Library received notification of the FY22 Per Capita Grant in the amount of \$58,492.60. These funds will be received in 2023 and will be used to redesign the Library's website.
- Director Bertucci stated that a trustee had asked her to provide details related to the two FOIA requests that were received in June. She explained that the request was from a citizen that she and President Rapisand had met with in March, 2022. She explained that the request resulted in a response with approximately 5,000 pages of information being provided electronically to the requestor. She noted that she has not received a response from the requestor regarding the material provided.
- The masonry wall project went out for bid today with a pre-bid walkthrough scheduled for July 26 and the related bid opening to take place on August 5.
- Charts on p. 36 of the packet provide historical data on circulation trends over the past five years, both for physical and digital materials. Director Bertucci noted that as part of this year's budgeting process, staff will be looking at the various materials budget lines in the Children's and Adult Services department to balance those to ensure that digital materials are adequately funded while continuing to provide an excellent print material collection
- All cardholder data has been migrated from CCS to OrangeBoy and staff will continue training to get the new, more targeted email process up and running on the new platform.
- Laser cutter demonstrations have been taking place in The Studio and have generated new interest in that and other technologies available there. Director Bertucci reported that Grace, the Library's new Studio associate, is filled with creativity and enthusiasm for programs available in the space.

Trustee Burkum congratulated Director Bertucci on her acceptance of a second, one year term on the Illinois Library Association's Advocacy committee. Director Bertucci stated that it is a good way to stay informed of upcoming issues and is also an excellent opportunity to network with other Library professionals.

#### FRIENDS OF THE LIBRARY REPORT

Director Bertucci reported that the Friends have been quite busy, holding a Pop-up Book Sale this past Saturday during the Taste of Park Ridge. She further noted that there has been some reorganization of the Friends' Board with long-time treasurer David Donovan resigning from that position but remaining active in the Friends organization. Director Bertucci informed the Board that the Friends have notified her that there are sufficient funds to cover the remainder of the funds requested and approved for 2022 with some additional funding possible, as needed. Finally, Director Bertucci reported that the Friends have begun taking donated books to Half Price Books where they raised \$65 this month. She expressed her continuing gratitude for the Friends support and enthusiasm.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

Trustee Burkum made a

**MOTION:** To adjourn the meeting

Trustee Steinfelds seconded the motion

Voice Vote: All in favor

**Motion passed**

Vice-President Hanba adjourned the meeting at 7:15 p.m.