

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

July 20, 2021 at 7:00 p.m.

#### CALL TO ORDER

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

Ms. Rapisand explained that the Library Board is meeting in person and that the meeting is also being video conference. She announced that any public comments or requests to speak from virtual participants may be sent to [librarydirector@prpl.org](mailto:librarydirector@prpl.org) or [jbertucci@prpl.org](mailto:jbertucci@prpl.org). Participants may also raise their hand virtually.

#### ROLL CALL

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

Trustees Absent: Gregory Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek, Staci Greenwald, Gretchen Kottkamp, John Priala, Laura Scott, Library staff; Donna Sitkiewicz and Zoe, Carolyn Sitkiewicz, Gregory Rusk, Ann Lunde

Ms. Rapisand noted that prior to this evening's meeting, Deputy City Clerk Brigid Madden came to the Library to swear in returning trustee Lauren Rapisand and new trustee Danielle Powers. Ms. Rapisand welcomed Ms. Powers to the Board and noted that Gregory Rusk will be attending the August Committee of the Whole meetings and will be sworn in at that time.

#### Election of Officers

Ms. Rapisand asked Mr. Kiem, as chair of the Nominating Committee, to act as President Pro-tem

The Nominating Committee met on July 14, 2021 and reviewed the business needs of the Library and the tenure, qualifications and interests of Board members, and developed a slate of officers for next year. On behalf of the Committee, Mr. Kiem nominated the following Board members to serve as officers for the 2021-2022 term:

President: Lauren Rapisand  
Vice-President: Alexandra Hanba  
Treasurer: David Somheil  
Secretary: Deepika Thiagarajan

Mr. Kiem asked if there were other nominations or comments from the floor. There being no other nominations from the floor, nor any comments from the public or Board, Trustee Kiem made a

**MOTION:** To elect the above slate of officers for the 2021-2022 term

Trustee Somheil seconded the motion

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

**Motion passed.**

#### Presentation of 2021 Library Award

The Annual Library Award honors an individual or individuals who have performed extraordinary service to the Library. President Rapisand announced that she is honored to present this year's award to the Sitkiewicz family

President Rapisand read the nomination of the Sitkiewicz family that was submitted by library staff members Angela Berger and Laura Scott:

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*In 2017, the Sitkiewicz Family reached out to the Library with the goal of creating an ongoing initiative to honor their mother, Marion Sitkiewicz. The Sitkiewicz family worked with Library staff to develop and fund a number of initiatives under the name Marion's Mark. Marion's Mark has generously provided the fireplace in the Quiet Reading Room at the Library. They have also sponsored the popular Read to the Dogs program for children and art classes for adults. In addition, Marion's Mark plans to provide Little Free Libraries throughout the community, to further promote their mother's love of life-long learning, reading and libraries. Prior to COVID, residential locations were selected for the placement of six libraries in Park Ridge. Future placement of additional Little Free Libraries in community parks is also a goal of the program. It is an ideal time to once again recognize the Sitkiewicz family for their support of the Library and the Park Ridge community.*

President Rapisand, in speaking for the Board, extended their thanks to the Sitkiewicz Family for their generous and ongoing support of the Library.

Donna Sitkiewicz, on behalf of her entire family, thanked the board for the award and for their support. She also extended her thanks to Laura Scott and Angela Berger, who along with former staff member Parry Rigney, welcomed their family with open arms and brainstormed programs that reflected their mother's love for the library. Through this process, a partnership was formed that both found programs that make a difference to community and meant something to her mother. Ms. Sitkiewicz recalled presenting these ideas and the Marion's Mark logo to their mother, prior to her passing. She further stated that she is happy to begin to now plant the Little Free Libraries in the community and continue the programming that was underway prior to COVID.

President Rapisand announced that the Board would take a brief recess for refreshments and added that the meeting would resume shortly.

#### **Consent agenda**

Items on the consent agenda included:

- Approval of Minutes of the June 15, 2021 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 2, June 16, 2021 and Period 2, June 29, 2021
- Cash statement for all accounts for June 2021
- Fines & Fees Revenue History for June 2021

Trustee Somheil made a

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

Trustee Steinfels seconded the motion.

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

Abstain: Powers

**Motion passed.**

#### **Comments from the public on non-agenda items**

None.

#### **Secretary's Report**

Secretary Thiagarajan reviewed recent news articles and press releases including the kickoff of Summer Reading Clubs, mask requirements in the building, various summer programming, and an article highlighting the Park Ridge History Center's 50th anniversary and the related display that was placed in the Library's second floor display case.

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#### Treasurer's Report

Treasurer Somheil reviewed the Year to Date Revenue and Expenditures report for SY21 period 2 and noted that with 25% of the stub year completed, revenues were at \$241,185 (13% of total budget amount). The Library spent \$453,406 (15% spent of operating), and \$125,329 (capital projects). Total expenses for stub year 2021 were \$578,735; 16% of the total budget.

Treasurer Somheil made a

**MOTION:** to approve the SY21 Period 2 YTD Revenue and Expense Statement

Trustee Burkum seconded the motion.

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

Abstain: Powers

**Motion passed.**

#### Director's Report

Director Bertucci began her report by taking a moment to acknowledge Gretchen Kottkamp who will be retiring tomorrow after 41 years of service to the Library. Ms. Bertucci thanked Ms. Kottkamp for her exemplary service over the past years and expressed her belief that the model of excellence that Ms. Kottkamp demonstrates will be carried forward by her colleagues and the many staff that she has mentored over the years. She congratulated Ms. Kottkamp on her retirement and thanked her for her service to the library, the citizens and the community of Park Ridge.

President Rapisand also thanked Ms. Kottkamp for her leadership and service and stated that she, and the institutional knowledge that she possesses, will be greatly missed. She extended the Board's very best wishes to Ms. Kottkamp on her retirement.

Director Bertucci then welcomed trustee Danielle Powers to the Board and noted that Gregory Rusk, the other newly appointed trustee would be sworn in at the City by Deputy City Clerk Madden in next few days. An onboarding session will be held for new trustees prior to the August committee of the whole meetings.

Ms. Bertucci reviewed her monthly report that is included in the Board packet. In regard to Library administration, she noted that the Illinois Public Library Annual Report (IPLAR) has been completed and submitted to the Illinois State Library. She further noted that the HR Source annual salary survey has been made available. Trustee Hanba and Director Bertucci will meet next week to review survey data and Director Bertucci's recommendation for the SY21 salary plan.

After meeting with all trustees over the past month, Director Bertucci has created a revised statistical report in response to suggestions and concerns raised in those meetings. Current year statistics will be compared with 2019 as a guidepost, since that is the most recent year when the library was not under construction and statistics were not impacted by COVID. Going forward, the director's report will focus on activities that have a direct tie to the strategic plan.

Other items from the director's report that were highlighted include:

- Receipt of Per Capita Grant funding that will be used for 3<sup>rd</sup> floor meeting room furniture, storage and signage remaining from the library renovation project.
- Reopening of the Media Lab and Studio this week.
- Additional documentation required for CO 29 has not yet been received. This information will be included for consideration at the August COW meetings, if received
- The library's Annual Report will be printed and distributed throughout the Library

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- Director Bertucci was invited to serve a one year term on the Illinois Library Association's Advocacy Committee.
- Notable programming occurring during June was noted. An author visit with Martha Hall Kelly on June 1<sup>st</sup> was a joint program sponsored by ten area libraries and had 339 attendees. This was noted as an example of the opportunity for this kind of partnership that results from virtual programming.
- Patron comments received during the month will be included in the director's report each month. Director Bertucci believes it is important that the Board be advised of the comments that are being received from patrons.

### COMMITTEE REPORTS

#### PLANNING AND OPERATIONS

##### Approval of Computer View, Inc. contract extension

President Rapisand noted that a motion appears on the agenda to approve a one year contract extension with the Library's IT services provider. She explained that this was discussed at the Planning & Operations committee meeting. Trustee Hanba asked that Trustee Powers be updated on this issue. Director Bertucci summarized the committee discussion for Ms. Powers. Ms. Powers then inquired as to the Library's satisfaction with CVI's responsiveness and compliance with the terms of the contract. Director Bertucci confirmed that all obligations are being met.

President Rapisand made a

**MOTION:** to approve a one year extension of the CVI contract commencing on September 1, 2021 and ending on August 31, 2022 in the amount of \$141,400

Trustee Steinfels seconded the motion.

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

**Motion passed.**

#### FRIENDS OF THE LIBRARY

Director Bertucci stated that the Friends' book sale is scheduled for October 22-24 as long as we continue to be restored in Illinois. The Friends have begun accepting donations again for the next sale.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

President Rapisand adjourned the meeting at 7:43 p.m.