

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

August 9, 2022 at 7:00 p.m.

Committee Co-Chair Kiem opened the Planning and Operations Committee Meeting at 8:00 p.m.

ROLL CALL

Trustees Present: Co-Chairs Josh Kiem and Lauren Rapisand; Alexandra Hanba, Danielle Powers, Gregg Rusk, Joseph Steinfelds, Deepika Thiagarajan

Trustees Absent: Theresa Renaldi, David Somheil, Treasurer

Others Present: Joanna Bertucci, Library Director; Angela Berger, Library staff

Trustee Steinfelds made a

MOTION: to approve the minutes of July 12, 2022

Trustee Thiagarajan seconded the motion.

Roll Call Yes: Kiem, Powers, Rapisand, Rusk, Steinfelds, Thiagarajan

Abstain: Hanba

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Co-Chair Kiem reviewed the status and changes to the calendar noting that new trustee orientation was added to the August task list. With regard to the August task of reviewing Closed Session Minutes, Director Bertucci noted that the review is up to date at this time. Trustee Rapisand noted that due to the delay in appointment of trustees for the 2022/23 Board, new and reappointed trustees will be welcomed at the August 16, 2022 Board meeting and the election of Board officers will also take place at that time.

Trustee Hanba requested that an annual review of the Library's Strategic Plan be added to the task calendar.

Director Bertucci replied that she will add this item to the Board's September task list for this year. In future years, the review will be scheduled for August.

TELEPHONE SYSTEM REPLACEMENT RECOMMENDATION

Director Bertucci explained that she and a team of staff members including John Priala, and Anastasia Rachmaciej along with a representative from CVI determined that the Library would be best served by purchasing a hybrid telephone system. The functionality of such a system meets the needs of the Library both now and in the future. Bids were solicited and five responses were received. Director Bertucci also spoke with two other libraries that purchased from the lowest bidder, B & B Technologies, and they were satisfied with the product and service that they received.

Trustee Steinfelds made a

MOTION: to approve a contract with B&B Technologies to include hardware, software, and installation of a NEC SV9100 system and 3 years of B&B and NEC support/maintenance, not to exceed \$35,000

Trustee Thiagarajan seconded the motion.

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

Motion passed

FILE SERVER REPLACEMENT RECOMMENDATION

Director Bertucci reviewed the memo on page 50 of the packet that provides the current status of the Library's file server and the proposal for replacement with a new server with expanded capabilities. Also included in the proposal is twelve months of cloud backup for the file server which is currently backed up to tape.

Trustee Hanba asked about the possibility of no longer having an on premise server but instead having everything reside in the cloud. Director Bertucci replied that it would be more costly to move all files to the cloud. Trustee Rapisand asked about how other libraries are configured and suggested that Director Bertucci put the question out

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to other area library directors for their response. Director Bertucci will reach out to other libraries as well as to CVI to bring additional information to the August 16, 2022 Board meeting. There was consensus that this be left off of the Consent Agenda and instead be included in New Business on the agenda for that meeting at which time Director Bertucci will update the Board on her findings.

Trustee Steinfels made a

MOTION: to approve CVI quote #202480 for the file server replacement in the amount of \$23,570 to be paid from the Computer Equipment budget line

Trustee Rapisand seconded the motion.

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

Motion passed

EMAIL UPGRADE RECOMMENDATION

Director Bertucci explained the current status of the Library's email system. It is hosted on an on premise server and when the server is unreachable, as is the case with a power or internet outage, staff cannot send or receive email. Her recommendation is that email be migrated to the Cloud environment which has the advantages of being accessible from anywhere, enforced multi-factor authentication, always up to date software, scalability and easy administration. As part of this migration, it is also being recommended that Board trustees be issued @parkridgelibrary.org email addresses.

Trustee Rapisand made a

MOTION: to approve CVI quote #202481 for the email migration in the amount of \$19,415 to be paid from the Computer Equipment budget line

Trustee Hanba seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Steinfels, Thiagarajan

Motion passed

OTHER

Trustee Steinfels raised the issue of teen behavior in the Uptown area and what role the Library might have in this community concern. Discussion ensued among the trustees and it was concluded that the Library could be part of a community effort to address these concerns but would not lead the charge on this issue.

There being no objection, the meeting was adjourned at 8:45 p.m.