

## 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

September 20, 2022 at 7:00 p.m.

#### CALL TO ORDER

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

#### ROLL CALL

Trustees Present:           Alexandrea Hanba, President; Josh Kiem, Vice-President; Danielle Powers, Secretary; Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Treasurer; Joseph Steinfels, Deepika Thiagarajan

Others Present:            Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Staci Greenwald, Library staff

#### PUBLIC COMMENT

President Hanba asked if anyone at the meeting would like to comment on a non-agenda item. There were no comments made.

#### CONSENT AGENDA

President Hanba stated that while the Board was meeting remotely during COVID, items on the Consent Agenda were read aloud. Now that Board meetings are again being held in person, she will no longer read the Consent Agenda but 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.

Trustee Rusk asked that approval of the August 16, 2022 minutes be removed from Consent because he will be abstaining from approval of those minutes as he was not in attendance at that meeting.

The following items remain on the Consent Agenda:

- Ratify Bills Payable Warrant Register for Period 8, FY22 August 16, 2022 and August 31, 2022
- Approve Cash Statement for all accounts for August, 2022
- Ratify disbursements from the Petty Cash Fund, \$129.37
- Ratify disbursements from the Gift Fund, \$480.00
- Approve the ADP Payroll Software Conversion Agreement in the amounts of \$26,830.10 for year one, \$19,455.10 for year two and \$19,455.10 for year three
- Extend the "Illness at the Workplace (COVID-19) for Library Staff" policy through December 31, 2022

Vice-President Kiem made a

**MOTION:**            To approve the Consent Agenda

Trustee Renaldi seconded the motion

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

**Motion passed**

President Hanba made a

**MOTION:**            To approve the Minutes of the August 16, 2022 Regular Meeting of the Library Board

Trustee Renaldi seconded the motion

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

Abstain: Rusk

**Motion passed**

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#### TREASURER'S REPORT

Treasurer Somheil reviewed the Consolidated YTD Revenue and Expenditures report noting that with 67% of the year being reported, Operating expenditures are at 61% of budget. Also noted was that Total expenditures, including Capital, are at 53% of YTD budgeted amounts, as several Capital projects are in progress.

Treasurer Somheil made a

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

Trustee Rusk seconded the motion

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

**Motion passed**

#### PRESIDENT'S REPORT

President Hanba noted that in her absence at last week's Committee meetings, the committee chair positions that she had appointed were announced. She thanked all those who had expressed interest in serving as chairs and those who were appointed.

#### SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 23, 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 24 of the packet.

- Summer Reading Clubs (SRC) concluded on August 13. Staff is pleased with the progress that was made as this is the first year since 2019 that the program has taken place in its normal fashion. She attributed a portion of the program's success to the fact that Youth Services staff were able to visit each classroom in Park Ridge and thereby form relationships with students that encouraged them to participate in SRC. Detailed statistics on Summer Reading Club results are also included in the director's report.
- The masonry wall project will begin on Friday, 9/23/22. Use of the back door to the building will be impacted for Library staff during the project. A safety meeting is being held with the contractor on Thursday 9.22.22 prior to the start of construction.
- The first eNewsletter was sent on September 2 to all cardholders, using the new OrangeBoy platform. Open rates exceeded expectations with 51% of cardholders opening the mail and of that 51%, 70% going back to interact with the newsletter. Marketing Supervisor Jen Healy will be attending the October committee meetings to discuss OrangeBoy initiatives.
- The Library continues to receive updates from Little Free Library stewards and the most recent is included in the director's report. Marketing materials for the Library have been recently distributed to the LFL stewards as yet another way to direct patrons to use the Library.

Trustee Rusk asked that consideration be given to adding data generated by OrangeBoy into the monthly Board packet statistics. Director Bertucci replied that OrangeBoy has a dashboard that provides that type of information and that will begin to be incorporated into monthly statistics.

Trustee Rusk inquired about data that the Library submits on an annual basis in the Illinois Public Library Annual Report (IPLAR) and stated that he would like to see comparative data on an annual basis. Director Bertucci replied that she will add this annual review to the Board task calendar. She clarified that data is submitted by libraries based on their individual fiscal year ends which varies between district and city libraries.

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#### FRIENDS OF THE LIBRARY REPORT

Director Bertucci reported that the Friends have no formal report this month but added that the Friends fall book sale will be taking place this year beginning on October 21.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### Approve the 2022 Levy Resolution

As a follow-up to discussion at the September COW meetings, Director Bertucci reviewed the memo on p. 33-34 of the packet that provides two updated scenarios with regard to collection of tax receipts. The first scenario assumes that 2022 property taxes arrive on schedule in March and October, 2023. The second scenario assumes 2022 property tax receipts do not arrive on schedule but that the first installment arrives in June, 2023. She noted that under scenario 2, the cash reserves would be at 4 months. She further noted that there has been no news about the timing for issuance of the next tax bills.

Trustee Rusk noted that he feels the talking point for presentation to the City Council would be that under scenario two, operating cash balances would be at only three months. These are the funds that are available to pay bills.

Treasurer Somheil made a

**MOTION:** To approve the 2022 Park Ridge Public Library Levy Resolution in the amount of \$4,088,610

Trustee Rusk seconded the motion

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

**Motion passed**

##### Approve additional fees to Williams Architects for design and engineering services

Director Bertucci directed the Board's attention to p. 37 in the packet which contains her memo on the low sensory space proposal. The decision to be made is if while the washrooms in the Children's room are being made ADA compliant, should the spaces remain as two washrooms or instead, one washroom and one low sensory space. As requested at the COW meeting, additional data was gathered over the past weekend on having one washroom closed. The results did not change what was presented at the COW meeting; on average, one patron every three hours had to either wait for a washroom or use the hallway washrooms.

Discussion ensued regarding the naming for a low sensory space, the allowed usages for the space, and signage and furnishings for the space. Director Bertucci advised that these details need not be finalized tonight; there would be time in the upcoming months to make those decisions.

Treasurer Somheil made a

**MOTION:** To approve an additional \$9,000 in fees to Williams Architects for design and engineering services relating to the remodeling of the Youth Services restroom to achieve ADA compliance for one restroom and one low-sensory room

President Hanba seconded the motion

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

**Motion passed**

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**Essential Government Operation Resolution**

Director Bertucci explained that this is the resolution that the Board has been approving on a quarterly basis throughout the COVID pandemic. Given that the State of Illinois is still operating under a state of emergency declaration from the Governor, she is requesting that at this time, the resolution be extended until December 31, 2022. The need for further extension of the resolution can then be re-evaluated closer to year end.

Treasurer Thiagarajan made a

**MOTION:** To approve the updated Essential Government Operation resolution through December 31 2022

Trustee Rapisand seconded the motion

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

**Motion passed**

There being no further New Business,

Secretary Powers made a

**MOTION:** To adjourn the meeting

Trustee Rapisand seconded the motion

Voice Vote: All in favor

**Motion passed**

President Hanba adjourned the meeting at 7:44 p.m.