MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held at City Hall in Council Chambers

September 21, 2021 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 7:01 p.m.

ROLL CALL

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

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek, Jen Healy, John Priala, Anastasia Rachmaciej, Laura Scott, Library staff

CONSENT AGENDA

Items on the consent agenda include:

- Approval of Minutes of the August 21, 2021 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 4, August 16, 2021 and Period 4, August 31,2021
- Cash statement for all accounts for August 2021
- Fines & Fees Revenue History for August 2021
- Motion to approve the closure of the Liberty Bank Lounge account
- Motion to approve a budget transfer in the SY21 Operating budget for $100 for added Adult Resources – Microfilm and decreased Adult Resources - Recordings
- Motion to approve FY22 Salary Plan, which includes $50,280 in increases in the following areas: $34,760 for 2% average merit pool increase, $5,000 for one time lump sum payments in lieu of base rate increases, and $10,250 for merit adjustments based on revised pay grade/scale and minimum wage adjustments

Trustee Kiem made a

MOTION: To approve the consent agenda

Trustee Steinfels seconded the motion

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

Motion passed

Comments from the public on non-agenda items

None

SECRETARY'S REPORT

President Rapisand noted that a motion to approve the opening of minutes of closed session meetings held on March 10, 2020, June 9, 2020, September 8, 2020, November 17, 2020, November 30, 2020 and April 22, 2021 is included under the Secretary's report. There being no objection noted to the opening of these minutes,

Trustee Powers made a

MOTION To approve opening the closed session minutes dated: March 10, 2020, June 9, 2020, September 8, 2020, November 17, 2020, November 30, 2020 and April 22, 2021

Trustee Burkum seconded the motion

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

Motion passed

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TREASURER'S REPORT

Treasurer Somheil reviewed the Year to Date Revenue and Expenditures report for SY21 period 4 and noted that with 50% of the stub year completed, revenues were at $277,545 (15% of total budget amount). The Library spent $1,158,012 (40% spent of operating), and $129,425 (capital projects). Total expenses for stub year 2021 were $1,287,437; 36% of the total budget.

Trustee Kiem made a
MOTION: to approve the SY21 Period 4 Year to Date Revenue and Expenditures report
Treasurer Somheil seconded the motion.
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
Motion passed

DIRECTOR'S REPORT

Director Bertucci noted that trustee groups for the comprehensive policy manual review have been formed and that the policies for review in October, 2021 have been sent to the designated groups. Policy reviews will begin in these groups next week and recommendations will be discussed at the October committee of the whole meetings.

Director Bertucci updated the Board on the plan to resurface the City's parking lot adjacent to the Library building. At the September 20, 2021 City Council meeting, the Council approved the $1.3 million project which is scheduled to begin in October and be completed by December 31, 2021. Completion of the project will require closure of the entire lot during this timeframe. Director Bertucci provided information on tentative plans to address parking issues for both library patrons and staff. Discussion ensued with regard to the impact of this project on Library operations as a result of the lot closure. Trustee Kiem asked if book drops would be available and Director Bertucci noted that the drops located in the parking lot would not be accessible but that the building book drop will remain open 24/7. Secretary Thiagarajan inquired about the feasibility of relocating the book drops elsewhere in the community. President Rapisand suggested that Library staff share with the City the results of recent site excavations undertaken as part of the Library's recently completed renovation project. Director Bertucci will continue to work with City staff to develop plans to minimize disruption to Library patrons and operations during the project and will keep the Board updated on project status.

In conjunction with salary benchmarking and development of salary plans, Director Bertucci reported that the management team has updated the document used for staff evaluations. The new evaluation tool which benchmarks core competencies, will be used for SY21 staff evaluations.

COMMITTEE REPORTS

PERSONNEL

Vice President Hanba noted that at the Personnel committee of the whole meeting on September 14th, the committee discussed the Illness at the Workplace (COVID-19) for Library staff policy that is set to expire on September 30, 2021. At that meeting it was noted that the policy wording required updates to reflect the current status of COVID responses and mitigations. Proposed updates have been made and the revised draft policy appears on page 41 of the packet. Trustee Hanba solicited comments from the trustees with regard to the revised draft policy. There being no comments, Vice-President Hanba made a

MOTION: To approve to approve the revised Illness at the Workplace (COVID-19) for Library Staff policy

President Rapisand seconded the motion

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

FRIENDS OF THE LIBRARY

Director Bertucci stated that the Friends are busy preparing for their book sale which is scheduled for October 22-24 and that they continue receiving many donations from the community. Trustee Rusk asked if the Friends have an adequate number of volunteers to manage the sale. Director Bertucci replied that they do and that volunteers are in the library on a daily basis.

UNFINISHED BUSINESS

Director Bertucci stated that a motion is needed to approve the Board resolution authorizing determination of management of the ongoing COVID-19 crisis.

Trustee Burkum made a
MOTION: To approve the updated Essential Government Operations resolution
Vice President Hanba seconded the motion.
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
Motion passed

NEW BUSINESS

Trustee Kiem asked about the timing for Board recognition of former trustees Dobrilovic and Reardon. President Rapisand replied that will take place at the October, 2021 Board meeting as Mr. Dobrilovic is travelling for business this month.

President Rapisand adjourned the meeting at 7:25 p.m.