

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL
TUESDAY, JANUARY 15, 2019 AT 7:00 P.M.**

CALL TO ORDER

Mr. Reardon called the meeting to order at 7:02 p.m.

ROLL CALL

TRUSTEES PRESENT: Michael Reardon, President; Charlene Foss-Eggemann, Vice-President; Gareth Kennedy, Secretary; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Patrick Lamb (7:10 p.m.)

TRUSTEES ABSENT: Joseph Egan, Treasurer; Lauren Rapisand

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Gretchen Kottkamp, Laura Scott, Parry Rigney, Library Staff; Anne Lunde, Park Ridge Journal

CONSENT AGENDA

The items covered by the Consent Agenda are marked by an asterisk on the agenda. There being no comments,

Mr. Kiem made a

MOTION: to approve the Consent Agenda

Mr. Kennedy SECONDED the motion

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Reardon
3 Absent: Egan, Lamb, Rapisand

MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Mr. Kiem reviewed the following correspondence in the communications folder:

- A comment card from "C. Eidmann" (illegible), thanking Tech Assistant Mike "for doing such a marvelous job of fixing" (their) computer, and for being so patient, kind and supportive. They added that "he deserves to be commended on his wonderful and helpful support to a long-time and old Park Ridge Library member."
- A letter to Ms. Rigney, thanking the Library staff for participating in The Salvation Army's Angel Tree program by purchasing gifts for children in need; nearly 300 families and individuals received gifts through this program. – This was the third year that Ms. Rigney has organized this gift collection program.
- An article titled, *Solar Flair: Library Expects Savings from Newly Installed Panels*, from the January 2-7, 2019 Journal & Topics newspaper, regarding 60 solar panels which were installed on the roof of the Indian Trails Library in Wheeling. Mr. Kiem had asked that the article be shared with the Board.

Mr. Kennedy stated there is a motion on agenda item 5b:

MOTION: to approve opening/releasing the Closed/Executive Session minutes, or portions thereof as discussed, for the following dates: 07/17/2012; 08/16/2016 *partial, as redacted*; 06/13/2017; 07/18/2017; 10/10/2017 *Special Meeting*; 12/11/2017; 12/19/2017; and 02/27/2018 *partial, as redacted*

Mr. Kennedy stated that over the last two months the Board has reviewed closed session minutes and in preparing for this motion he reviewed the comments he received from the Trustees. Tonight the Board will vote whether to open the Closed/Executive Sessions listed in the motion that the Board feels are appropriately reflected in approved minutes.

Ms. Smith reported that she had sent the Library's attorney the chart of closed minutes proposed to be open, along with copies of the minutes with proposed redactions. Ms. Smith reviewed the attorney's opinion on the releasing of certain closed minutes. Following the Board's discussion of the attorney's opinion, Ms. Smith suggested the motion be tabled and the attorney be invited to talk with Mr. Kennedy, and the Board if they wish, in order to discuss the matter. After further discussion, the Board decided to only vote on closed minutes from three dates: 07/17/2012; 06/13/2017; and 02/27/2018 *partial (as redacted)*.

Mr. Reardon made a

MOTION: to amend the motion on the table to read, "motion to approve opening/releasing the Closed/Executive Session minutes, or portions thereof as specified, for the following dates: 07/17/2012; 06/13/2017; and 02/27/2018 *partial*"

Mr. Kennedy SECONDED the motion

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Reardon
2 Absent: Egan, Rapisand

MOTION PASSED UNANIMOUSLY

Mr. Reardon made a

MOTION: to approve the **amended** motion, as stated.

Mr. Kennedy SECONDED the motion

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Reardon
2 Absent: Egan, Rapisand

MOTION PASSED UNANIMOUSLY

TREASURER'S REPORT

Mr. Reardon asked Ms. Berger to review the Year to Date Budget Report on page 31 of the packet. Ms. Berger reported that as of December 31, 2018 with 67% of the fiscal year completed, the Library has expended 56% of the total budget and 57% of the Capital Budget.

Mr. Kennedy made a

MOTION: to approve the *Year to Date Budget Report* for December, 2018

Mrs. Burkum SECONDED the motion

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Reardon
2 Absent: Egan, Rapisand

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT

Ms. Smith announced some managerial changes effective January 13. She introduced Gretchen Kottkamp, former Manager of Reference Services, as the new Manager of Technical Services. She introduced Laura Scott, former Manager of Reader Services, as the Manager of the new Adult Services, overseeing the newly merged Adult Reference Services and the Reader Services departments.

Ms. Smith reviewed her written report which begins on page 45 of the packet, noting that Winter Reading Clubs have begun, using the new *Beanstack* program, and will run through February 28; the theme is New Year, New Library, in celebration of Library renovations. She added that curbside delivery has continued during the December and will continue through the rest of the renovation. Ms. Smith noted that in addition to participating in the *Salvation Army's Angel Tree* program, staff also collected new hats, scarves, mittens and gloves in December and donated them to WINGS, a local organization helping adults and children in need, and the Library was a *Toys for Tots* collection point for the community.

In regard to the Renovation Project, Ms. Smith reported that she and Mr. Priala had met with Mr. Giometti and the contractor and the bottom line is that the Library won't meet the "substantial completion" date of January 18, as previously hoped and reported. There was considerable discussion regarding the particulars of what work is still outstanding and the progress of various Change Order items. Ms. Smith reported that Mr. Giometti and CSI (*Construction Solutions of Illinois, Inc.*) could not provide her with a hard and fast date at the meeting, and she relayed that fact that she has been told that they should be able to provide her with a date at the next update meeting on Thursday, January 17, at which point she will inform the Board. Ms. Smith stated that she and Mr. Priala share the Board's frustration at the delay and at having no firm date for "substantial completion" of the project. The Board thanked Mr. Dobrilovic for his offer to review the contract with CSI and Studio GC Architecture, prior to the January 17 meeting to determine if the Library has any recourse in the event that the project gets delayed further, and on what stipulations the Library would have recourse. Also discussed was the credit Mr. Lamb sought in regard to the first floor lobby tile. After further discussion, Mr. Reardon suggested that two Board Trustees can be present at the meeting. Mr. Kiem and either Mrs. Burkum or Mrs. Foss-Eggemann will be able to attend the January 17 meeting.

Ms. Smith reported that the RFID (Radio Frequency Identification) system sorter was delivered today, the shelving in Children's Services was installed and the staff worked hard to move last week moving the Children's Services collections and as of today the majority of the collection is in its permanent home on the first floor. Staff will page items from the first floor for patrons. She explained that some January Children's Services programs will be postponed and staff has arranged new dates and locations for programs that will take place off site in January.

COMMITTEE REPORTS

Planning & Operations

No report.

Communications & Development

No report.

Library Resources

Mr. Dobrilovic briefly reviewed the Committee minutes. It was the consensus of the Committee that Ms. Smith order the desktop and laptop computers now.

Building & Grounds:

Ms. Smith reviewed the list of change orders and their status. The Board discussed Change Order #37 for furniture demolition. At the COW, the Trustees requested support of the \$37,775 demolition charges. It was their consensus that CSI (*Construction Solutions of Illinois, Inc.*) and Studio GC should have records of written authorization in order to have undertaken this work to support this charge. The Trustees asked Ms. Smith to seek backup in the meeting notes to determine exact discussion of this charge and approval.

After discussion regarding particulars of this Change Order,

Mr. Lamb made a

MOTION: to table the place-holder motion, "to approve Construction Solutions of Illinois, Inc. Change Order Proposal No. 37 for furniture demolition at a cost of \$37,775.⁰⁰"

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Reardon
2 Absent: Egan, Rapisand

MOTION PASSED UNANIMOUSLY

Mrs. Burkum stated that Studio GC needs to qualify their statements that they 'saved the Library money', and requested that Ms. Smith obtain detail from SGC. Mr. Reardon stated that the main goal is to make sure this never happens again without having ready proof and Board approval.

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve Construction Solutions of Illinois, Inc. Change Order Proposal No. 32-Rev2 for installation of doors at a cost of \$6,504.⁰⁰

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Reardon
2 Absent: Egan, Rapisand

MOTION PASSED UNANIMOUSLY

After discussion regarding the quotes for low voltage cabling, the Trustees asked Ms. Smith to obtain further information and clarification before taking this to a vote.

Mr. Lamb made a

MOTION: to table the "motion to accept the quote from Computer View Inc., 2035 S. Arlington Heights Road, Suite 121, Arlington Heights, IL for low voltage cabling for security cameras and Wi-Fi access points at a cost of \$15,675.⁰⁰"

Mrs. Foss-Eggemann SECONDED the motion

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Reardon
2 Absent: Egan, Rapisand

MOTION PASSED UNANIMOUSLY

Budget & Finance

No report.

Personnel

No report. Committee will meet in February regarding Ms. Smith's goals.

Intergovernmental Agreement (IGA)

Mrs. Foss-Eggemann reported that Alderman Melidosian and Alderman Mazzuca were in attendance at the COW on January 8 and they proposed that instead of a Memo of Understanding (IGA), that the IGA be changed to a Council Policy Statement format. Mrs. Foss-Eggemann explained that Alderman Melidosian stated he will provide the latest edits to Ms. Smith and Mr. Egan with the same substance as the IGA as discussed.

FRIENDS OF THE LIBRARY

Ms. Smith reported that she attended the Friends of the Library’s annual meeting on January 3. The Friends have graciously approved the staff’s wish list, and have approved \$3,800 to fund Summer Reading Club prizes and other initiatives. Ms. Smith stated she is very grateful for their generosity and their continued patience as the construction in their workroom area continues. She added that the Friends announced that they are excited to begin accepting donations of books again as of March 1, and that they announced that the Spring Book Sale is scheduled for May 3 through May 5, 2019.

UNFINISHED BUSINESS

Mr. Lamb asked Ms. Smith where the issue stands regarding the testing of the building’s water pressure. Mr. Reardon replied that he and Ms. Smith might be meeting with Mr. Gilmore to discuss. Ms. Smith has reviewed the Library’s options and after she speaks with Mr. Gilmore, she will provide the Board with suggestions for moving forward. Ms. Smith stated she is grateful for the support received from the CP&D (Community Preservation & Development) department.

NEW BUSINESS

No discussion.

ADJOURNMENT

Mr. Lamb MOVED to adjourn the Board meeting.

Mrs. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:55 p.m.

Gareth Kennedy, Secretary