

**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, FEBRUARY 19, 2019 AT 7:00 P.M.**

CALL TO ORDER

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

ROLL CALL

TRUSTEES PRESENT: Michael Reardon, President; Charlene Foss-Eggemann, Vice-President; Joseph Egan, Treasurer (*via phone*), Gareth Kennedy, Secretary; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Patrick Lamb, Lauren Rapisand

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Gretchen Kottkamp, Laura Scott, Library Staff; Drake Dietrick, Videographer with *Drake Dietrick Video*

It was noted that Alderman Melidosian is attending the City Council meeting this evening at City Hall and sends his regrets that he cannot be present at the Board meeting in his capacity as Library Liaison.

APPROVAL OF REMOTE ATTENDANCE

Treasurer Egan stated he is out of town on business and wishes to attend remotely. A motion is needed to formally approve attendance by trustees via remote means.

Vice-Pres. Foss-Eggemann made a

MOTION: to approve the attendance at this evening's meeting by Treasurer Egan via electronic means.

Secretary Kennedy SECONDED the motion.

Roll call vote: 8 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Rapisand, Reardon
1 not voting: Egan

MOTION PASSED UNANIMOUSLY

CONSENT AGENDA

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

Trustee Kiem made a

MOTION: to approve the Consent Agenda

Trustee Burkum SECONDED the motion

Roll call vote. MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Secretary Kennedy reviewed the following correspondence in the communications folder:

- A letter to then-Reference Services Manager Kottkamp, from Keshia Garnet, Librarian at Malcolm X College - City Colleges of Chicago. Ms. Garnet thanked her for her assistance, and the Library for their generosity in donating approximately a few hundred old bookends to her library.
- An email to Circulation/Patron Services staff commending them on their "friendliness throughout the renovation. That their customer service doesn't go unnoticed."
- An email to the Library Director from Ms. Susan Schaefer, commending the Library staff for doing "a wonderful job in managing a huge project! The Library is a Park Ridge jewel. Congrats to the Park Ridge Library Staff!"
- An email from the Park Ridge Speedskating Club informing the Library that their December, 2018 display at the Library was highlighted in the worldwide US Speedskating newsletter.
- An article from the February 14, 2019 Park Ridge Herald Advocate newspaper, Celebration Planned as Park Ridge Library Renovation Nears End, regarding the Library reopening its renovated first floor public areas on February 8, 2019.

TREASURER'S REPORT

Treasurer Egan reviewed the Year to Date Budget Report on page 43 of the packet. As of January 31, 2019 with 75% of the fiscal year completed, the Library has expended 63% of the total Operating Budget and 67% of the total Capital Budget, and overall the Library has expended 65% of the total budget.

Secretary Kennedy made a

MOTION: to approve the *Year to Date Budget Report* for January, 2019

Trustee Burkum SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT

Director Smith announced that Carl Giometti of Studio GC Architecture is present this evening to update the Board on the renovation progress. Director Smith first briefly updated the timeline of the renovation-related items in her written report from the construction meeting earlier today. She added that the Prospect Avenue entrance and first floor public areas opened to the public one week ago and many positive comments have been received by patrons.

Mr. Giometti reviewed the particulars of the remaining aspects of the renovation nearing completion, adding he anticipates the project will be substantially complete for a punch list inspection walkthrough on February 21 and a certificate of substantial completion can be issued once the fireplace is installed next week.

Mr. Giometti discussed scheduling a cost resolution meeting for February 22 with Director Smith, members of the Library Board, Mr. McCarthy (*of Studio GC Architecture*) and CSI (*Construction Solutions of Illinois, Inc.*).

Discussion took place regarding various items awaiting completion, including the status of the work on the columns at the Prospect Avenue entrance. Mr. Giometti explained that 98% of the column work is done, and the remainder of the work will take place when the weather is warmer, namely the painting of the columns and the sealing of the column joints. Mr. Giometti noted that the painters will test and get approval of the color and finish of the columns prior to painting.

Mr. Giometti departed the meeting at 7:35 p.m.

Director Smith reported that the new return stations are up and running and that Circulation/Patron Services staff are training on one of the new checkout stations. Director Smith voiced her concern that the vendor delivered the wrong self-checks twice and the second time, 4 of the 5 kiosks were delivered and accepted. She stated she is awaiting information on the updated ship/install date for the 5th and final unit. In the interim, staff are training on one of the units with the intention of having it set up in the lobby for patron use March 1. Director Smith noted that the new return stations are up and running and many patrons have voiced their excitement for these new fixtures.

The Board thanked the Library staff for being open and available to the public during the extreme cold emergency on Wednesday, January 30. Director Smith reported that 128 people visited the Library during the reduced building hours during this cold snap, which was roughly 20% of typical attendance. Director Smith reiterated that she is still reviewing information regarding 'how winter weather affects library services' and added that she will have a complete report for the March Committee of the Whole meetings.

COMMITTEE REPORTS

Planning & Operations

Trustee Kiem stated there is a Committee motion regarding purchasing chairs for the meeting room. Director Smith explained that not enough information is available for her to make a definitive recommendation to the Board at this time. The Board discussed the purchasing policy and their opinions about various considerations, and agreed that the criteria for weighing the decision as discussed at the COW remained unchanged and that they support the Director's judgment. Director Smith stated she will have three quotes and a recommendation for their consideration at the March COW.

On behalf of the Committee, Secretary Kennedy made a

MOTION: to table the motion, "to approve purchase of meeting room chairs for a sum not to exceed \$19,999.⁰⁰"

Voice vote

MOTION PASSED UNANIMOUSLY

Communications & Development

Trustee Rapisand reported that the Committee reviewed and discussed the engagement plan. She added there is nothing new to report at this time, other than to announce that the Library will be hiring a Marketing Coordinator soon and that person will be involved with the engagement project. The Committee will discuss this further at the March COW.

Building & Grounds:

Trustee Lamb reported that the Committee received an update from Studio GC at the meeting and reviewed the quotes for the low-voltage cabling. Trustee Lamb noted that it has been verified that the quote from Airport Electric includes materials and labor. Secretary Kennedy noted that because it did not include prevailing wage, the previous quote of \$15,675.⁰⁰ was approximately \$4,000.⁰⁰ lower. Director Smith reviewed the eRate government subsidized discount program for which the Library has applied. There was further discussion regarding Wi-Fi and security cameras, and finish-details regarding the low-voltage cabling.

On behalf of the Committee, Trustee Lamb made a

MOTION: to accept the quote for low voltage cabling in the amount of \$19,491.41 from Airport Electric Co., 6342 S. Central Avenue, Chicago, IL

Roll call vote

MOTION PASSED UNANIMOUSLY

Budget & Finance

Director Smith referred the Board to the budget charts beginning on page 71 of the packet. She stated that these are the same charts and figures reviewed and discussed by the Committee at the February COW and she has no changes to report. There was considerable discussion regarding the staffing budget and year-to-date spending. The Board asked Director Smith how the proposed FY20 budget for staff salaries is compared to the current fiscal year budget, and asked will it be 15% underspent. The consensus of the Board is for Director Smith to send them a memo regarding these questions, including the still-outstanding request of Trustee Kiem for an FTE comparison; they will table the vote for now and will review the matter at the March COW. The Board also discussed the possible need for, and merits of, a salary study.

On behalf of the Committee, Treasurer Egan made a

MOTION: to table the motion, “to approve the FY20 Operating Budget in the amount of \$4,147,470.⁰⁰”

Voice vote

MOTION PASSED UNANIMOUSLY

Trustee Lamb departed the meeting at 9:06 p.m.

Personnel

Vice President Foss-Eggemann reported that she would like to have the Board’s input questionnaires back March 1 so that she may compile the responses into Director Smith’s review prior to the March COW. She encouraged them to notate their form with whether or not they wish all comments to be anonymous or not. It was agreed that if even one trustee wishes to be anonymous, then all of the comments will be anonymous.

Vice Pres. Foss-Eggemann asked for the Board’s consensus on the format of the review form so that she may proceed with it in a timely manner.

It is the consensus of the Board that the review form is acceptable and that she should proceed.

The Board discussed compensation options and next steps.

FRIENDS OF THE LIBRARY

Director Smith reported that Whole Foods is currently hosting a fundraiser for the Friends of the Park Ridge Library. She explained that if a shopper provides their own grocery bag at the checkout, Whole Foods will give them a ten cents credit per bag, and they give the shopper the option to donate that ten cents. During January, February, and March, 2019, Whole Foods is giving all donated “bag credits” to the Friends of the Park Ridge Library.

Director Smith announced that the Friends plan to begin accepting donations March 1. She invited the Trustees to watch for the Friends’ announcement and membership envelope in the upcoming spring Library newsletter. She also expressed her gratitude for Friends’ support of the recent staff & volunteer luncheon, and she thanked the trustees who were able to attend. Director Smith thanked Trustee Kiem for acting as spokesman for the Board and presenting its statement commending the staff.

NEW BUSINESS

Nothing to report.

UNFINISHED BUSINESS

Secretary Kennedy stated that he, together with Director Smith, and President Reardon had consulted with the Library’s Attorney to obtain their opinion regarding which closed minutes should be opened/released and which should remain closed. Secretary Kennedy stated he is seeking the consensus of the Board tonight on this matter so that he may gather an appropriate list of closed minutes to be considered at the March COW. The Board discussed the types of subject matter discussed in closed session and gave Secretary Kennedy their approval to move forward and at the March COW to provide the Committee with a list of closed meeting minutes to release.

ADJOURNMENT

Trustee Lamb MOVED to adjourn the Board meeting.

Vice-Pres. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 9:43 p.m.

Gareth Kennedy, Secretary