

**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, JUNE 19, 2018 AT 7:00 P.M.**

CALL TO ORDER

Mr. Lamb called the meeting to order at 7:05 p.m.

ROLL CALL

TRUSTEES PRESENT: Patrick Lamb, President; Michael Reardon, Treasurer; Charlene Foss-Eggemann, Secretary; Karen Burkum, Stevan Dobrilovic, Gareth Kennedy, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: Joseph Egan, Vice-President

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Gretchen Kottkamp, Laura Scott, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Paul Adlaff, Anthony Borelli, Patricia Lofthouse, Park Ridge residents; Anamaria Alionesc, Sarah Zawadzka, Maine South High School Students

CONSENT AGENDA

Mr. Lamb noted that the items covered by the Consent Agenda are marked by an asterisk on the agenda. There being no comments,

Mr. Kennedy made a motion to

MOTION: to approve the Consent Agenda

Mr. Reardon SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

Comments from the General Public

Mr. Lamb welcomed high school students to the meeting.

Building & Grounds:

Location of Post Office Mural

Mr. Lamb state that in light of the presence of guests here this evening who would like to comment on the post office mural, *Indians Cede the Land*, that is a part of the Building & Grounds Committee discussion, at this time the Board will move to that Committee on the agenda. He invited the guests to make their comments at the podium. Dr. Anthony Borrelli and Patricia Lofthouse (both former Library Board Trustees) and Paul Adlaff, all three former members of the *2013 Mural Restoration Committee* spoke about how each of them is pleased to learn that the Board intends to return the Post Office Mural back to its current location in the Library after the renovations are completed; the Mural Restoration Committee felt it was the most appropriate place at the time it was installed in the Library. They each thanked the Board on behalf of themselves and the community for the Board's efforts for the preservation of this historic mural.

On behalf of the Committee, Mr. Lamb made a

MOTION: to return the mural to its current location at the end of construction and to adequately protect it during construction.

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Lamb stated that in honor of this being Mrs. Rayborn's last meeting, he has a resolution to present to her and then the meeting will briefly recess. Mr. Lamb read the following Resolution of the Board of Trustees Park Ridge Public Library commending Trustee Judith Rayborn for her dedicated service on the Board of Trustees for the past three years:

"Whereas, Judith Rayborn has energetically and faithfully served on the Board of Trustees of the Park Ridge Public Library from June 30, 2015 to June 30, 2018; and Whereas, during those three years she served as an active member of every Board Committee, and as an astute and diligent Chair of the Personnel Committee for two years; and Whereas, she served as Chair of the Library Director Selection Sub-Committee, providing exceptional leadership, guidance and countless hours to the process of selecting the Library's next leader; and Whereas, she has played an integral part in the innumerable hours spent envisioning, planning, and bringing the Library Renovation Project to fruition; and Whereas, she has been an advocate for outstanding customer service and quality Library services for all ages; and Whereas, she has demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library and a willingness to find new ways to serve the Library's patrons; and Now, therefore be it resolved that on this date, June 19, 2018, the Board of Trustees of the Park Ridge Public Library expresses special thanks to Judith Rayborn for all that she has done, its appreciation for her efforts on behalf of the entire community of Park Ridge, and its very best wishes for success and happiness in all her future endeavors. Be it further resolved that a copy of this Resolution be presented to her and included in the contents of the Minutes",

The assembly gave her a standing ovation, and then Mr. Lamb announced that at this time the Board will take a brief recess and he invited everyone to enjoy some refreshments.

The meeting recessed at 7:25 p.m.

At 7:38 p.m. the meeting reconvened and was brought to order.

COMMENTS FROM THE GENERAL PUBLIC

It was announced that there are students in the audience. Mr. Lamb asked a few questions of them. Anamaria Alionesc and Sarah Zawadzka are attending the meeting as a requirement for their civic engagement project, and they attend Maine South High School in Park Ridge.

SECRETARY'S REPORT

Mrs. Foss-Eggemann reported that there are multiple comment forms in the red folder and reviewed them:

- A note from "Sally", thanking Reference Librarian Brandee for her kindness and for helping her find directions.
- A note from "Sally", thanking Reference Assistant Larry for always being so kind to her and for helping obtain information she was seeking over Money Smart weekend.
- A lovely homemade card from Jean Halston, thanking Senior Services Coordinator Cathy Thompson for "everything you have done for me", for your kindness and helpfulness, adding Cathy is wonderful.

- A comment form from J. Drzewicki, suggesting a “new book” page be added to the website catalog, which would list all books included in the 14 day category.
- A comment form from Bev Evko, commending Children's Services Assistant Mary M. for being very helpful, adding she is very knowledgeable.
- A comment form from Sharon Porterfield, expressing her disappointment to “see my tax dollars used in so frivolous a way”, stating the mural wouldn't have to be moved if it wasn't for the new hanging lights proposed by the architects. She states that the mural is currently in the perfect place for it.
- An anonymous comment form suggesting that a shelf be installed in the restroom stalls as they are renovated so that patrons can place their books, water bottles, etc. safely off the dirty floor.
- An email from Angelo and Lena Sturino, thanking the staff for providing such good service and stating they hope the renovation goes well.

Mrs. Foss-Eggemann added that by this weekend she will have all of the closed minutes to the Trustees for them to review so that they can be approved at the next Board meeting.

TREASURER'S REPORT

Mr. Reardon referred those in attendance to the updated financials on the Year to Date Budget Report on page 41 of the packet, reporting that with 8% of the fiscal year completed, as of May 31, 2018 the Library has expended 6% of the operating budget and 4% of the total budget. Mr. Reardon added that anything that looks high is just a matter of timing. There being no questions,

Mrs. Burkum made a motion to

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

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT

Ms. Smith stated she mentioned this at the COW this week, that it was a privilege to meet with so many people from the community who volunteered to fundraise for the restoration of the mural – it was an awesome experience. Ms. Smith added that she wants to thank all of the patrons who have stopped her to say hello and welcome her as she walks through the Library.

Ms. Smith reported that she and the Facility Manager met with the City Fire Marshall to review the Library's evacuation procedures as the various areas of the building are blocked off during the renovations.

She added that at the City Council meeting earlier this month, the Council approved a three year extension of their IT contract and the subject of the Library possibly partnering with the City for this RFP the next time it goes out for bid in 2021 was discussed.

Library staff had a fantastic time marching in the Memorial Day parade. Staff gave away all of our 700 scratch-and-sniff bookmarks, were greeted by shouts of gratitude and children yelling “It's the Library! It's the Library!” and someone yelled “I love books!” and it was fantastic; staff really appreciated the enthusiasm and seeing everyone.

Since the Library doesn't have meeting room space for programs during this time, staff have been holding special pop-up programs for all ages out on the front lawn, and the fun summer game pop-up program today had 160 people who attended. Ms. Smith stated her report also highlights some of the off-site programming and has added a new streaming option called *Canopy*, there's thousands of films, PBS, etc. and she encourages everyone to check it out.

Mr. Reardon suggested that Ms. Smith might have fresh eyes to look at the different reports included in the Board packet and possibly streamline the packet – some may be obsolete, some may be monthly and not annually or visa versa. Mr. Lamb stated he always looks at the outreach reports, such as this month's that stated that in May Library staff "*visited virtually every student in Park Ridge! ...21 schools...923 preschoolers...4,202 grade school students... and 1,250 middle school students.*" Very impressive!

COMMITTEE REPORTS

Planning & Operations:

Mr. Kiem reported that there is a proposed change to the bylaws. The old wording reflected a time when Library Committee meetings were held separately and not as committees of the whole. Mr. Kennedy stated he wasn't at the meeting.

On behalf of the Committee, Mr. Kiem made a

MOTION: to approve the proposed change to the Bylaws, Article 2, Section 2

Mr. Egan SECONDED the motion.

Voice vote: 8 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Kiem, Lamb, Rayborn, Reardon
 1 Abstain: Kennedy
 1 Absent: Egan

MOTION PASSED

Communications & Development:

Mrs. Burkum reported there is nothing to report at this time. She added there will be more to discuss at the July COW.

Building & Grounds:

Mr. Lamb reviewed the Committee meeting, stating a number of procedural motions came out of the Committee.

The first motion is in regard to the renovation change orders.

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve Change Order #3 (*fireplace*) for \$11,924.00 using donated funds; and Change Order #4 (*roller shades in non-public areas*) using \$2,975.97 of FY17 Per Capita Grant funds and \$2,958.03 of Library Funds as proposed.

Voice vote.

MOTION PASSED UNANIMOUSLY

The motion to approve the contract with K.M. Holly Construction for the installation of eight glass fiber reinforced concrete (GFRC) columns was already approved by the Board at the special May 30 meeting but funding is pending City Council action.

Alderman Melidosian explained that the City Budget & Finance Committee will meet on June 26 and asked that a Library representative be present to answer questions.

After discussion, the Board decided to hold a Special Board Meeting on July 2, 2018 at 8:00 p.m. in the second floor meeting room at City Hall. Although the City Council will still be in session in the Council Chambers, the matter will have already been voted on by the Council – and then, as soon as the Library Board approves the contract Ms. Smith will email K.M. Holly with the final approval.

There was considerable discussion regarding the issue of the delay in the construction schedule. Mr. Dobrilovic stated he reviewed the contract and explained what options /redress are available to the Library in instances when the Board feels delays will cost the Library additional money. Ms. Smith explained the steps that Studio GC suggests the Library undertake, namely increasing proactive communication between the Library (her) and the contractor. Ms. Smith was asked to review the claims process.

Budget & Finance:

The delay in construction explained previously this evening, relates to the following motion. Additional orange carts are required to store circulating materials for Phases 2 and 3 of the renovation project

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve the proposed rental of library crate carts for Phases 1, 2, and 3 from Rentacrate Enterprises LLC, 845 Bonnie Lane, Elk Grove Village, IL 60007 at a cost of \$56,170.00

Voice vote.

MOTION PASSED UNANIMOUSLY

Mr. Lamb stated the construction updates as emailed by the Director to the Board were excellent. He encouraged the Trustees to direct questions to the Director and she will forward the questions and answers to the whole Board. Ms. Smith stated she will also emphasize items that might incur extra costs or delay in progress.

Personnel:

Mrs. Rayborn reported that she and the Director had met and reviewed goals, competencies, and evaluation process and reiterated that the Board will give Ms. Smith feedback prior to the 120 day review. In regard to a community evaluation of service level, Mrs. Rayborn stated that clearly every year the survey has shown how much the community appreciates the work of the Library staff. Ms. Smith stated that there is no State law requiring for a community survey, but it is referred to in the Library's Strategic Plan. There was general discussion regarding the goals; it was decided to discuss them at the next COW. There was discussion and clarification of there being feedback as opposed to scoring on her 120 day review.

Intergovernmental Agreement (IGA) Sub-Committee

Mr. Lamb and Mrs. Foss-Eggemann stated they don't feel there are any new updates regarding the IGA (Intergovernmental Agreement) since last week.

FRIENDS OF THE LIBRARY

The Board of the Friends of the Library met while the Library Director was out of town for the ILA New Director Training. Ms. Smith reiterated that the Summer Book Sale will take place in front of the Library on Friday July 13, 2018 during the Taste of Park Ridge. The Friends have also asked for a wish list from the staff of supportive materials, equipment and programming funding that they can contribute.

UNFINISHED BUSINESS

No report.

NEW BUSINESS

Mr. Lamb informed the Board that in terms of appointing a Nominating Committee for July elections, he has asked Mr. Kennedy, Mrs. Foss-Eggemann, and Mrs. Burkum to meet to discuss the appointment of officers.

Ms. Smith advised the Board that moving forward, and to assure that the incoming officers understand what is forthcoming, she will want to meet monthly with the Board President, and at least for the first three months, and possibly the first year, to meet monthly with the Board Treasurer.

ADJOURNMENT

Mrs. Foss-Eggemann MOVED to adjourn the Board meeting.

Mrs. Rayborn SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:58 p.m.

Charlene Foss-Eggemann, Secretary