

**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, OCTOBER 16, 2018 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; Joseph Egan (7:38 p.m.), Treasurer; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Patrick Lamb, Lauren Rapisand

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Parry Rigney, Laura Scott, Library Staff; Alderman Charlie Melidosian, Library Liaison; 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. Dobrilovic made a motion to

MOTION: to approve the Consent Agenda

Mrs. Rapisand SECONDED the motion

Roll call vote: 8 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kiem, Kennedy, Lamb, Rapisand, Reardon
1 Absent: Egan

MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Mr. Kennedy reviewed the correspondence for this month.

- A comment form from "a fond patron of PRPL" suggesting we look at the nice computer setup at Niles Public Library.
- A comment card from an anonymous patron, stating they while looking for a book on the catalog computer their 3-year-old was being impatient. Seeing their struggles, Grace, a Reference librarian turned on a video of "Thomas the Train" on her monitor to keep him busy while the patron continued their search. They commended Grace for this kindness which made the parent's experience more enjoyable.
- A comment card from Mrs. Dee Derer, suggesting the "damage sticker" used by the Wilmette Library on the DVD's is much more practical than those used in the PRPL DVDs.
- A comment card requesting hooks on the walls by the sinks of the second floor women's washroom; stating it would be nice to have somewhere to hang purses/bags when patrons wash their hands. They added that the water pressure seems low in those sinks.
- A comment card requesting the Library "please put a shelf back in the Ladies Room. They also asked that one sheet with the date due be placed in each item borrowed.
- A comment card from a young child saying, "Thank you. – Love Love, Avery".
- A comment card from another young child saying, "Love books. Reese O."

TREASURER'S REPORT

Ms. Berger reported that in regard to the Year to Date Budget Report on page 37 of the packet, stating that as of September 30, 2018 with 42% of the fiscal year completed, the Library has expended 37% of the total operating budget and 33% of the Capital Budget. She added that there are footnotes explaining the three line items that appear to be overspent but are prepaid items.

Mr. Lamb made a motion to

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

Mrs. Burkum SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT

Ms. Smith reported that on page 38 the fines and fees revenue is lower than previous years which, as has been discussed before at length, is attributable to automatic renewal. She added that the chart on page 39 reflects fewer visits which can be attributed to the renovation. Mrs. Burkum suggested that, since this year is such an anomaly with the renovation, moving forward statistics be delineated/compared as post-renovation to pre-renovation and Ms. Smith agreed.

Ms. Smith noted that the Library has fewer computers right now with the renovation, and so the statistics on page 45 for computer use is significantly lower as well.

Ms. Smith reviewed her written report and announced that curb-side pickup began October 9. She thanked the City for working with the Library to reserve the three parking spaces at the end of the Library walkway across from the Pickwick.

Ms. Smith reported that in September 2018 the staff moved and relocated every item in the Library's collections over the course of two weeks, and staff finished the shift two days before schedule.

COMMITTEE REPORTS

Planning & Operations Committee

No report

Budget & Finance

In Mr. Egan's absence, Mrs. Burkum reviewed the Budget & Finance meeting and read the motion being considered,

On behalf of the Committee, Mrs. Burkum made a

MOTION: to approve Resolution 2018-1, a Resolution to Adopt the 2018 Library Tax Levy of the Park Ridge Public Library, in the amount of \$3,661,000.00.

Mrs. Rapisand reviewed her research of the referendum and her thoughts on the approval of the Library levy.

Mr. Egan arrived at 7:38 p.m.

After discussion among the trustees regarding the levy, the Library's fund balance, and other levy-related issues, Mr. Reardon suggested a motion be made to table the motion to approve the Levy Resolution which would allow additional time for Mrs. Rapisand to further develop her proposal for use of available Library funding.

Mrs. Rapisand made a

MOTION: to table the motion regarding approval of the Resolution to Adopt the 2018 Library Tax Levy of the Park Ridge Public Library to allow for further research and discussion by the Board.

Mrs. Burkum SECONDED the motion

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

MOTION FAILED

On behalf of the Committee, Mrs. Burkum made a

MOTION: to approve Resolution 2018-1, a Resolution to Adopt the 2018 Library Tax Levy of the Park Ridge Public Library, in the amount of \$3,661,000.00.

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

MOTION PASSED

Building & Grounds

Mr. Lamb stated that he had walked through the Library and is impressed by the renovations, and the Board and audience applauded.

Mr. Reardon invited Mr. Giometti, architect with Studio GC Architecture, to give a presentation on the options for the proposed first floor bathroom renovations, including the possible removal of the dumb waiter.

Mr. Giometti gave a presentation on the proposed bathroom renovations.

Ms. Smith stated that given all of the information presented she still recommends Option A (a.k.a. the original Option 2) since it offers centralized ADA accessible washrooms, it increases the space in those washrooms by 50%, and adding the additional toilets brings the building more in line with acceptable levels in terms of number of fixtures and accessible fixtures, and it is funded with unrestricted gift funds, she believes it would be a good investment.

Mr. Dobrilovic suggested a poll of the trustees be taken to determine how many trustees wish to vote on an amended amount for the renovation scope changes. Mr. Reardon suggested there be discussion about revising the bathrooms, about having ADA bathrooms other than those already planned for the Children's department.

After discussion, a poll was taken of the trustees regarding which option they would vote for. Based on the results of this poll,

Mr. Lamb made a

MOTION: TO AMEND the motion to approve Option A of the renovation scope changes to first floor bathrooms, second floor media space and third floor staff copy room with the use of unrestricted gift funds in an amount not to exceed \$86,364.43

Mrs. Burkum SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve the amended motion for the renovation scope changes in an amount not to exceed \$86,364.43

Mr. Egan SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

The Board thanked Mr. Giometti.

In regard to the purchase of staff workroom furniture, Ms. Smith clarified that the final quote is in the packet on pages 68-69, with the drawings on page 67. She stated that the difference between the quoted amount and the available Per Capita Grant funds is \$3,536.00, and asked that the Board approve this motion using \$3,536.00 in project funds, in addition to \$19,195.00 of FY17/18 Per Capita Grant funds. Ms. Smith explained there is a millwork credit as a result of changing some workstations to desks, thus negating the need for custom millwork and without escalating the project's furniture costs. Without formal pricing she asks that the \$3,536.00 of project funds be included in the motion.

Mr. Reardon made a

MOTION: to amend the motion to approve the purchase of furniture for Children's Service workrooms using \$3,536.00 in Capital Project funds and \$19,195.00 of FY17/18 Per Capita Grant funds.

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Reardon made a

MOTION: to approve the amended motion for the purchase of furniture for Children's Service workrooms using \$3,536.00 in Capital Project funds and \$19,195.00 of FY17/18 Per Capita Grant funds

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

FRIENDS OF THE LIBRARY

Ms. Smith stated that the Friends of the Library have been very supportive and patient while the area they use for their workroom is under construction and that is greatly appreciated.

UNFINISHED BUSINESS

Ms. Smith stated that at City Manager Gilmore's and Finance Director Lamberg's suggestion, she has distributed a spreadsheet explaining the timing difference that exists in accounting for property tax revenues. Recognition of the Library's tax levy is split between two fiscal years; for FY19, recorded tax revenues will include the second installment of the December, 2017 levy and the first installment of the December, 2018 levy. The Library/City's *fiscal year* straddles two *levy years* so Ms. Smith wants the Board to be aware of this and the resulting impact on FY19 and FY20 fiscal year end fund balances.

Mr. Dobrilovic asked that Ms. Smith email a copy of the spreadsheet to the Board with clear labeling so they can better understand the details.

Mr. Reardon explained that the ending fund balance (funds the Library has at the end of the fiscal year) has to provide for several months of expenditures while the Library awaits the receipt of the new fiscal year's tax funds. Therefore, there is a real concern that if the Library were to only have three months of funds available at fiscal year end, the fund balance would go negative before it receives tax revenue. Mr. Reardon asked Ms. Smith and Ms. Berger to provide tax revenues by fiscal year (rather than levy year) so the Board can target the three months' fund balance at the appropriate time, rather than at the end of the fiscal year.

NEW BUSINESS

Mr. Dobrilovic stated that the *Book Match Service* at the Library is wonderful; he is on the fourth of the six books recommended for him and he thanked Ms. Scott and the Library for offering this service.

ADJOURNMENT

Mr. Kennedy MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 9:15 p.m.

Gareth Kennedy, Secretary