



Notice is hereby given that the following Committees of the Library Board will meet in the  
**First Floor Meeting Room of the Park Ridge Public Library**  
20 S. Prospect Avenue, Park Ridge, IL  
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. Please contact Library Administration for additional information or to request accommodations.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, January 10, 2023 7:00 P.M.**  
All committees are committees-of-the-whole unless noted

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUDGET AND FINANCE (Somheil and Rusk, Co-chairs)**

1. Approve December 13, 2022 Minutes
2. Michel Trust disbursement request
3. FY22 Period 13 budget transfers
4. Other

**BUILDINGS & GROUNDS (Steinfels, Chair)**

1. Approve November 8, 2022 Minutes
2. Projects update
3. Other

**PLANNING & OPERATIONS (Thiagarajan, Chair)**

1. Approve December 13, 2022 Minutes
2. Task calendar review and update
3. Bylaws review
4. Policy review request: C17. Meeting Rooms and C18. Grand Piano
5. Other

**NO MEETINGS:**

**COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, PERSONNEL**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

December 13, 2022 at 7:00 p.m.

President Hanba called the meeting to order at 7:06 p.m.

**ROLL CALL**

Trustees Present:

Alexandrea Hanba; Josh Kiem; Danielle Powers; Theresa Renaldi; Gregg Rusk; David Somheil; Joseph Steinfels (7:08 p.m.), Deepika Thiagarajan

Trustees Absent:

Lauren Rapisand

Others Present:

Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jennifer Healy, and Laura Scott, Library Staff

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:06 p.m.

Treasurer Somheil made a

**MOTION:** to approve the minutes of November 8, 2022

President Hanba seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Renaldi, Somheil, Steinfels, Thiagarajan  
Abstain: Powers, Rusk

**Motion passed**

**BUDGET TRANSFERS**

Four FY22 budget transfers are being proposed. The first is to increase the budget for Data Processing by \$6,400 by reducing the budgets for General Counsel and Consulting Services by \$3,200 each.

Trustee Kiem made a

**MOTION:** to approve a budget transfer in the FY22 Operating budget for a \$6,400 increase to the Data Processing budget line and \$3,200 decreases to both the Legal Counsel and Consulting Services budget lines

Trustee Rusk seconded the motion.

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

**Motion passed**

The second proposed budget transfer increases the budget line for Employee Benefits-PPO by \$33,000 while decreasing the budget for Administration Salaries by \$20,000 and Employee Benefits-HMO by \$13,000. These transfers are necessitated by increases in PPO premiums and changes to staff benefit elections.

President Hanba made a

**MOTION:** to approve a budget transfer in the FY22 Operating budget for a \$33,000 increase to the Employee Benefits-PPO budget line and a \$20,000 decrease to the Administration Salaries budget and a \$13,000 decrease to the Employee Benefits-HMO budget line.

Trustee Steinfels seconded the motion.

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

**Motion passed**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

December 13, 2022 at 7:00 p.m.

The third proposed transfer increases the budget line for Public Relations by \$2,250 and Postage by \$500 while decreasing the budget for Conferences and Training by \$2,750. These transfers will cover increased costs for both publication of the quarterly newsletter and postage.

Treasurer Somheil made a

**MOTION:** to approve a budget transfer in the FY22 Operating budget for a \$2,250 increase to the Public Relations budget line and a \$500 increase to the Postage budget while decreasing the Conferences and Training budget by \$2,750

Trustee Rusk seconded the motion.

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

**Motion passed**

The fourth proposed transfer reallocates budgeted funds within the Youth Services materials budget lines by increasing the budget for Nonfiction materials and decreasing the budget for Fiction materials by \$2,000.

Vice-President Kiem made a

**MOTION:** to approve a budget transfer in the FY22 Operating budget for a \$2,000 increase to the Youth Services Nonfiction budget line and a \$2,000 decrease to the Youth Services Fiction budget line.

Trustee Thiagarajan seconded the motion.

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

**Motion passed**

**TESTAMENTARY GIFT TO THE LIBRARY**

Director Bertucci reviewed a memo that appears in the packet that outlines the details of a testamentary gift designated for the Library from the Estate of Mr. Stanley Malinowski. So that the bequest can be processed and payment received by the Library, a Board resolution authorizing Director Bertucci to act on the Library's behalf is required. Director Bertucci further noted that this gift is unrestricted as to its use and that in 2023 the Board will discuss the best use(s) for these funds.

Trustee Steinfels made a

**MOTION:** to approve a Board resolution authorizing Director Bertucci to act on behalf of the Library Board in all matters relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski

President Hanba seconded the motion.

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

**Motion passed**

**OTHER**

Director Bertucci provided an update on the Library's presentation at the City Council budget hearings. She noted that Alderman Melidosian, Library Liaison, also made positive comments on behalf of the Library. She further noted that the final reading of the 2022 Levy is on the City Council's December 19, 2022 agenda.

Treasurer Somheil adjourned the meeting at 7:25 p.m.



# Memorandum

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Memo Date: January 6, 2023  
From: Joanna Bertucci  
Meeting Type: Budget and Finance Committee  
Meeting Date: January 10, 2023  
Action Requested: For approval  
Subject: Michel Trust disbursement request

**Background:**

The Bruce A. Michel Trust was established to “keep the Park Ridge Public Library up to date with technology.” The Library received the \$250,000 Trust in 1998 and began using funds in the early 2000s. The Trust provided start-up funds for the Library’s eBook program, allowing the Park Ridge Public Library to be the first public library in Illinois to offer its patrons downloadable eBooks. Besides eBooks and other digital media, the Trust has provided funds for digital resources for both adults and children as well as software and equipment for the Media Lab and The Studio, continuing to fulfill the purpose of the Trust established by Mr. Michel.

The Library has worked with our IT vendor, CVI, to procure quotes for the specified technology items and they will facilitate the ordering and purchasing of these items on our behalf. CVI will also install and provide ongoing support for all new equipment.

**Recommended Motion:**

1. To approve a request to the Bruce A. Michel Trust for \$21,862 for the purchase of technology equipment to upgrade the first floor meeting room, third floor meeting room, Media Lab and Marketing office.

**Attachment:**

1. Draft request to Bruce A. Michel Trust administrator
2. Quotes for proposed purchases



January 18, 2023

Josette Hunt  
The Northern Trust Company  
50 South LaSalle Street  
Chicago, IL 60603

Dear Ms. Hunt:

In order to continue to provide the patrons and staff of the Park Ridge Public with access to cutting edge technology, I am writing to request funds from the Bruce A. Michel Trust for the procurement of new technology equipment in four areas of the Library.

Over the past year, the Management Team has been evaluating our technology offerings with regard to the useful and serviceable life of equipment and the new ways in which patrons are using their Library. During the height of the COVID-19 pandemic, Library patrons were supported remotely through virtual programs and services. In early 2022, attendance limits in library spaces and programs were eliminated. However, some patrons strongly prefer our virtual Library programs. We have also seen a resurgence in usage in our Media Lab, with over 100 hours of patron usage, our highest ever, in December 2022. The following four requests would greatly enhance our programs and services as well as patrons’ experiences.

**Our request for \$21,862 includes the purchase of the following items in four areas of the Library.**

**1) First Floor Meeting Room audiovisual equipment upgrades**

The Library’s first floor meeting room hosts the majority of our Library programs, many of which need cutting edge technology support. Last year, we welcomed over 4,600 adult patrons attending film screenings, musical concerts, and other live performances. Our current audiovisual offerings, which include a projector, microphone and speaker system have reached the end of their useful life and are no longer performing optimally. In order to continue to host the quality programming our patrons expect and deserve, we have worked with our IT contractor to develop a plan to upgrade our technology offerings for this space.

**Project Cost: \$7,577**

**2) Third Floor Meeting Room audiovisual equipment upgrade**

The Library’s third floor meeting room hosts smaller library programs and is available for use by members of the public and Library staff. In order to make this meeting room more versatile for programs and meetings we would like to install a 75” smart TV, which would allow users to display digital presentations and host digital meetings.

75” Smart TV \$ 900  
Wall Mount adapter \$ 100  
**Project Cost: \$1,000**

**3) Media Lab Computer equipment upgrade**

Thanks to generous funding from the Bruce A. Michel Trust, the Library has had a Media Lab since 2015. The Media Lab provides cardholders with access to equipment and software to create media presentations, transfer media, and scan photos/documents. Due to the nature of the projects our patrons undertake in this



space, it is of the utmost importance that our technology offerings be up to date. At this time, the Mac (Apple) computer dedicated to this space is in need of replacement as its operating system can no longer be updated. We have worked with our IT firm to specify the Apple components needed as well as a new scanner and necessary software licenses to bring our Media Lab equipment up to date.

**Project Cost: \$4,350**

#### 4) Marketing Office equipment upgrades

Our marketing office staff have been extending our engagement reach through social media outlets and our website, attempting to connect with patrons where they are. Additionally, we have been working with the City of Park Ridge to display our quarterly program posters in kiosks located in the community to expand our reach. We have been using a 3<sup>rd</sup> party printer to print this signage and would benefit from having an in-house large format printer.

Apple Computer	\$5,005
HP DesignJet T730 printer & installation:	\$3,130
Printer ink	\$ 800
<b>Total Project Cost</b>	<b>\$8,935</b>

In recognition of your incredibly meaningful support, the following recognition would be included in all promotional and informational materials about these upgrades and would also be prominently displayed in the physical space itself:

*Technology generously provided by the Bruce A. Michel Library Trust*

Please contact me should you have any questions about this request. Thank you for your consideration.

Sincerely,

Joanna Bertucci  
Library Director



**Computer View, Inc.**  
 2777 Finley Road  
 Suite 13  
 Downers Grove, Illinois 60515  
 United States  
<http://www.cview.net>  
 (P) 847-290-9286  
 (F) 847-290-9602

Quotation (Open)	
<b>Date</b>	Aug 26, 2022 09:55 AM CDT
<b>Modified Date</b>	Sep 13, 2022 03:28 PM CDT
<b>Quote #</b>	202492 - rev 1 of 1
<b>Description</b>	Meeting Room A/V Upgrade
<b>SalesRep</b>	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
<b>Customer Contact</b>	Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

**Customer**  
 Park Ridge Public Library (PR0003)  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) 847-825-3123  
 (F) 847-825-0001

**Bill To**  
 Park Ridge Public Library  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
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 jbertucci@parkridgelibrary.org

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<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Qty	Unit Price	Total
<b>Meeting Room A/V Upgrade</b>					
1	Epson PowerLite L530U 3LCD projector - 5200 lumens (white) - 5200 lumens (color) - WUXGA (1920 x 1200) - 16:10 - 1080p - 802.11n wireless / LAN / Miracast	V11HA27020	1	\$2,599.00	\$2,599.00
2	Epson ELPMBPJG Universal Mounting kit (ceiling mount) - for projector - ceiling mountable - for Epson EX5280, Pro EX7280, Pro EX9240; PowerLite L520, L530, L630, L635, L730, L735	V12H808001	1	\$116.00	\$116.00
3	50FT C2G PERFORMANCE SERIES HIGH SPEED H	C2G41484	1	\$228.00	\$228.00
4	75FT C2G PERFORMANCE SERIES HIGH SPEED H	C2G41485	1	\$274.00	\$274.00
5	C2G 75ft 3.5mm Stereo Audio Cable with Low Profile Connectors M/M Plenum CMP-Rated - Audio cable - stereo mini jack male to stereo mini jack male - 75 ft - shielded - black	40522	1	\$51.00	\$51.00
6	C2G Value Series 6in Value Series One 3.5mm Stereo Female To Two RCA Stereo Male Y-Cable Audio adapter - RCA male to stereo mini jack female - shielded - black	40424	1	\$4.00	\$4.00
7	C2G USB Wall Charger AC to USB Charger - 5V 2A Output - Power adapter - 2 A (USB) - black	22335	2	\$13.00	\$26.00
8	C2G 6ft USB C to USB Cable USB C 2.0 to USB A Cable - M/M - USB cable - USB-C (M) to USB (M) - USB 2.0 - 6 ft - molded - black	28871	2	\$8.00	\$16.00
9	Shure Wireless Lavalier Microphone System - H9 Band	BLX14R/W85	2	\$519.00	\$1,038.00
10	Shure Wireless handheld Microphone System - H10 Band	BLX24R/SM58	1	\$439.00	\$439.00
11	Panasonic DP-UB420 HDR 4K UHD Network Blu-ray Player	DP-UB420-K	1	\$249.00	\$249.00

#	Description	Part #	Qty	Unit Price	Total
12	<b>C2G Ceiling Speaker</b> 2x2 Drop In Ceiling Speaker - Plenum Rated - Speaker - for PA system - 12 Watt - white	41508	6	\$130.00	\$780.00
13	<b>C2G 18 AWG Plenum-Rated Bulk Shielded Speaker Wire</b> Bulk speaker cable - 250 ft - shielded - white	29206	2	\$139.00	\$278.00
14	Installation / configuration	INST	1	\$1,440.00	\$1,440.00

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**Subtotal: \$7,538.00**  
**Shipping: \$39.00**  
**Total: \$7,577.00**

Home / Televisions Home Theater / Tvs / All Tvs / Crystal UHD Smart TV / 75" Class TU7000 4K UHD HDR Smart TV (2020)

# 75" Class TU7000 Crystal UHD 4K Smart TV (2020)

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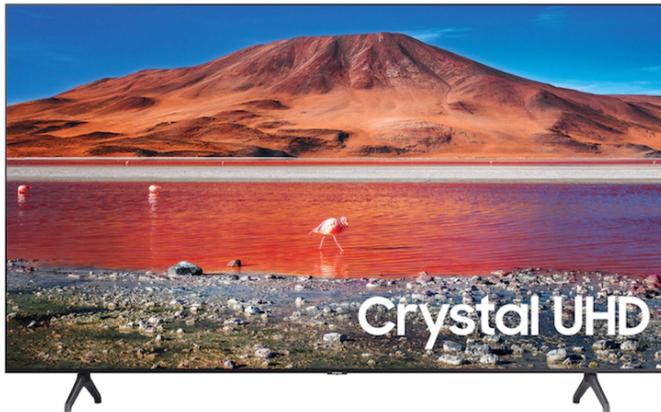
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 (F) 847-290-9602

Quotation (Open)	
<b>Date</b>	Jan 04, 2023 12:16 PM CST
<b>Modified Date</b>	Jan 04, 2023 01:09 PM CST
<b>Quote #</b>	202533 - rev 1 of 1
<b>Description</b>	Media Lab iMac
<b>SalesRep</b>	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
<b>Customer Contact</b>	Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

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<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Qty	Unit Price	Total
<b>Media Lab iMac</b>					
1	Apple M1 Max with 10-core CPU, 32-core GPU, 16-core Neural Engine - with 32 GB RAM / 1 TB SSD	ASCUSTOM	1	\$2,399.00	\$2,399.00
2	HP E34m G4 Conferencing Monitor E-Series - LED monitor - curved - 34" - 3440 x 1440 WQHD @ 75 Hz - VA - 400 cd/m <sup>2</sup> - 3000:1 - 5 ms - HDMI, DisplayPort, USB-C - speakers - silver (stand), black head	40Z26AA#ABA	1	\$650.00	\$650.00
3	Epson Perfection V600 Color Photo, Image, Film, Negative & Document Scanner	V600	1	\$300.00	\$300.00
4	StarTech.com 4-Port USB 3.0 SuperSpeed Hub with Power Adapter Portable Multiport USB-A Dock IT Pro - USB Port Expansion Hub for PC/Mac (ST4300USB3) - Hub - 4 x SuperSpeed USB 3.0 - desktop - for P/N: 2SD4FCRU3, MSDREADU3CA, SDMSDRWU3AC, USB312SAT3CB, USB315CB2M, USBLTM1MBK, USBLTM1MWH	ST4300USB3	1	\$47.00	\$47.00
5	StarTech.com 3 ft Black USB 2.0 Extension Cable A to A M/F - 3 ft USB A to A Extension Cable - 3ft USB 2.0 Extension cord (USBEXTAA3BK) - USB extension cable - USB (M) to USB (F) - USB 2.0 - 3 ft - black - for P/N: 35FCREADBK3, ICUSB2321F, ICUSB232V2, LTUB1MBK, MSDREADU2OTG, ST4300USB3EU, UUSBOTG	USBEXTAA3BK	1	\$8.00	\$8.00
6	Targus USB-C Multi-Port Hub with Card Reader and 100W PD Pass-Through Hub - 2 x USB 3.2 Gen 1 + 1 x USB-C (power pass-through) - desktop	ACA952USZ	1	\$65.00	\$65.00
7	StarTech.com 2m Slim 3.5mm Stereo Extension Audio Cable Male / Female - Headphone Audio Extension Cable Cord - 2x Mini Jack 3.5mm - 2 m (MU2MMFS) - Audio extension cable - stereo mini jack female to stereo mini jack male - 6.6 ft - black	MU2MMFS	2	\$6.00	\$12.00
8	Apple USB SuperDrive	MD564LL/A	1	\$80.00	\$80.00
9	Microsoft NTFS for Mac by Paragon Software Single seat license	PSG-31091- BSU	1	\$40.00	\$40.00
10	Roxio Easy VHS to DVD for Mac   VHS, Hi8, V8 Video to DVD or Digital Converter [Mac Disc]	ROXIO	1	\$80.00	\$80.00

#	Description	Part #	Qty	Unit Price	Total
11	AppleCare+ for Mac - 3 Yr Term	APLCARE+	1	\$169.00	\$169.00
12	Installation / Configuration	INST	1	\$500.00	\$500.00

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**Subtotal: \$4,350.00**  
Shipping: \$0.00  
**Total: \$4,350.00**



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### Quotation (Open)

<b>Date</b>	Jan 04, 2023 01:14 PM CST
<b>Modified Date</b>	Jan 04, 2023 02:35 PM CST
<b>Quote #</b>	202534 - rev 1 of 1
<b>Description</b>	Graphic Artist iMac
<b>SalesRep</b>	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
<b>Customer Contact</b>	Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

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<b>Special Instructions:</b>		<b>Carrier Account #:</b>

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4	StarTech.com 3 ft Black USB 2.0 Extension Cable A to A M/F - 3 ft USB A to A Extension Cable - 3ft USB 2.0 Extension cord (USBEXTAA3BK) - USB extension cable - USB (M) to USB (F) - USB 2.0 - 3 ft - black - for P/N: 35FCREADBK3, ICUSB2321F, ICUSB232V2, LTUB1MBK, MSDREADU2OTG, ST4300USB3EU, UUSBOTG	USBEXTAA3BK	1	\$8.00	\$8.00
5	StarTech.com 2m Slim 3.5mm Stereo Extension Audio Cable Male / Female - Headphone Audio Extension Cable Cord - 2x Mini Jack 3.5mm - 2 m (MU2MMFS) - Audio extension cable - stereo mini jack female to stereo mini jack male - 6.6 ft - black	MU2MMFS	2	\$6.00	\$12.00
6	Apple USB SuperDrive	MD564LL/A	1	\$80.00	\$80.00
7	Microsoft NTFS for Mac by Paragon Software Single seat license	PSG-31091-BSU	1	\$40.00	\$40.00
8	Microsoft Office LTSC for Mac Standard 2021 - academic	3YF-00675ANNIV2021	1	\$80.00	\$80.00
9	Creative Cloud All Apps - annual subscription Teams license	CCTEAMS	1	\$1,020.00	\$1,020.00
10	AppleCare+ for Mac - 3 Yr Term	APLCARE+	1	\$169.00	\$169.00

#	Description	Part #	Qty	Unit Price	Total
11	Installation / Configuration	INST	1	\$500.00	\$500.00

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**Subtotal: \$5,005.00**  
**Shipping: \$0.00**  
**Total: \$5,005.00**



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Quotation (Open)	
<b>Date</b>	Sep 14, 2022 02:23 PM CDT
<b>Modified Date</b>	Sep 28, 2022 12:33 PM CDT
<b>Quote #</b>	202501 - rev 1 of 1
<b>Description</b>	Plotter 36"
<b>SalesRep</b>	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
<b>Customer Contact</b>	Bertucci, Joanna (P) (847) 720-3203 <a href="mailto:jbartucci@parkridgelibrary.org">jbartucci@parkridgelibrary.org</a>

**Customer**  
 Park Ridge Public  
 Library (PR0003)  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) 847-825-3123  
 (F) 847-825-0001

**Bill To**  
 Park Ridge Public Library  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) (847) 720-3203  
[jbartucci@parkridgelibrary.org](mailto:jbartucci@parkridgelibrary.org)

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[jbartucci@parkridgelibrary.org](mailto:jbartucci@parkridgelibrary.org)

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Qty	Unit Price	Total
<b>Plotter 36"</b>					
1	HP DesignJet T730 36" large-format printer - color - ink-jet - Roll (36 in x 150 ft) - 2400 x 1200 dpi - up to 0.4 min/page (mono) / up to 0.4 min/page (color) - Gigabit LAN, Wi-Fi(n), USB 2.0 host - cutter	F9A29D#B1K	1	\$2,615.00	\$2,615.00
2	Electronic HP Care Pack Excessive Installation Service Installation - 12 months - on-site - 9x5 - for DesignJet HD Pro 2, Studio, T125, T130, T1600, T210, T230, T250, T2600, T530, T630, T650	U46TYE	1	\$460.00	\$460.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

**Subtotal: \$3,075.00**  
**Shipping: \$55.00**  
**Total: \$3,130.00**



**Computer View, Inc.**  
 2777 Finley Road  
 Suite 13  
 Downers Grove, Illinois 60515  
 United States  
<http://www.cview.net>  
 (P) 847-290-9286  
 (F) 847-290-9602

**Quotation (Open)**

<b>Date</b> Sep 14, 2022 02:33 PM CDT
<b>Modified Date</b> Sep 14, 2022 02:42 PM CDT
<b>Quote #</b> 202502 - rev 1 of 1
<b>Description</b> T730 Ink Cartridges
<b>SalesRep</b> Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
<b>Customer Contact</b> Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

**Customer**  
 Park Ridge Public Library (PR0003)  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
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 Bertucci, Joanna  
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 Park Ridge, IL 60068-4188  
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 jbertucci@parkridgelibrary.org

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Qty	Unit Price	Total
<b>T730 Ink Cartridges</b>					
5	HP 728 300 ml - matte black - original - DesignJet - ink cartridge - for DesignJet T730, T830	F9J68A	1	\$200.00	\$200.00
6	HP 728 300 ml - yellow - original - DesignJet - ink cartridge - for DesignJet T730, T830	F9K15A	1	\$200.00	\$200.00
7	HP 728 300 ml - magenta - original - DesignJet - ink cartridge - for DesignJet T730, T830	F9K16A	1	\$200.00	\$200.00
8	HP 728 300 ml - cyan - original - DesignJet - ink cartridge - for DesignJet T730, T830	F9K17A	1	\$200.00	\$200.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

**Subtotal: \$800.00**  
**Shipping: \$0.00**  
**Total: \$800.00**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

November 8, 2022 at 7:00 p.m.

**ROLL CALL**

Trustees Present: Committee Chair: Joseph Steinfels; Alexandra Hanba, Josh Kiem, Lauren Rapisand, Theresa Renaldi, David Somheil, Deepika Thiagarajan  
Absent: Danielle Powers, Gregg Rusk  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library Staff

Chairman Steinfels called the meeting to order at 7:03 p.m.

**APPROVAL OF MINUTES**

Trustee Rapisand made a

**MOTION:** to approve the minutes of October 11, 2022

Trustee Hanba seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project updates memo included on page 7 of the packet, beginning with the interior acoustics project. The bid opening for this project occurred and Director Bertucci distributed a bid tabulation of the results. The apparent low bidder came in at 16% over the budget for the project. Director Bertucci explained that possible funding sources for this overage could come from unspent Per Capita Grant funds or from underspent Capital budget funds. In addition to the base bid, Andrew Jose of Green & Associates suggested that alternates could be added to address the need for soundproofing in the second floor study rooms. Director Bertucci explained the Alternate 2 and Alternate 3 pricing and her recommendation that both alternates be accepted in addition to the base bid. She also recommends that this be included on the Board agenda under New Business.

Trustee Rapisand asked about the additional soundproofing provided by undertaking both alternates 2 and 3 as opposed to only alternate 2. Director Bertucci replied that she will ask Mr. Jose to include that information in his memo summarizing the bid results.

Other project updates include:

Ice melt system - contractor will install new and additional sensors next week

Email update - This will go live the week after Thanksgiving

File server - Due to chip shortage, this has been delayed.

PA system - Approximately \$17,000 has been carried forward from prior years for this project. Upon further investigation, it has been determined that a full replacement system is not required. Additional speakers will be added and CVI will provide a quote for this prior to the Board meeting.

With regard to the masonry wall project, Director Bertucci explained that a crack in both the exterior and interior brick walls that was included in the original project scope and was intended to be repaired by tuck pointing, now appears to need to be filled with epoxy. The additional cost for this work will be \$1,889 but overall, the project would still be under the project estimated cost.

Trustee Steinfels made a

**MOTION:** to approve Masonry Wall project Change Order #2 in the amount of \$1,889

Trustee Renaldi seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan

**Motion passed**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

November 8, 2022 at 7:00 p.m.

**OTHER**

None

Meeting was adjourned at 7:22 p.m.

DRAFT



# Memorandum

**Memo Date:** January 6, 2023  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** January 10, 2023  
**Subject:** Building Projects Updates

<i>Project</i>	<i>January 2023 – Activity to Date</i>
<i>Exterior Masonry Wall</i>	The exterior masonry wall project is complete. A final owner, architect, and contractor meeting took place on December 2, 2022. A short punch list was drafted which included door hardware for the exterior door allowing for access to the air handler unit. The hardware is backordered.
<i>Interior Acoustic Improvements (Children’s room)</i>	Contract was sent out for attorney review and executed in early December. We are awaiting a timeline from our architect.
<i>Ice Melt System</i>	Cary Electrical Contractors were onsite the week of December 12 <sup>th</sup> to install new snow and gutter sensors. The electricians will be back onsite to test the system in January.
<i>Email Migration</i>	The email migration is underway. CVI has developed a phased implementation plan throughout the month of January. Board email implementation will be completed in the final phase.
<i>File Server</i>	The network card for our new file server arrived at the end of December. CVI will schedule our file server migration once our email migration is complete.
<i>PA System</i>	The Library has been carrying forward \$16,900 for the replacement of its PA System. After investigation and assessment by Mr. Priala and CVI, we have determined that our current system is more than adequate for our current needs. The Library has 4 speakers in storage that are currently being tested and then will be installed. To ensure coverage, we plan to purchase one additional speaker to add to our configuration. CVI provided a quote for 3 new speakers and 2 amplifiers for a total of \$1,145. This quote was approved and the equipment is on order. When the Board reviews the budget carry forwards in February 2023, we will recommend releasing the remaining \$15,755 that was previously allocated for this project.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

December 13, 2022 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:22 p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan  
Trustees Absent:            Lauren Rapisand  
Others Present:            Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jennifer Healy, and Laura Scott, Library staff

Trustee Thiagarajan made a

**MOTION:**               to approve the minutes of November 8, 2022

Vice President Hanba seconded the motion.

Roll Call Yes: Hanba, Kiem, Renaldi, Somheil, Steinfelds, Thiagarajan

Abstain: Powers, Rusk

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed the status of tasks for December noting that all tasks are on schedule for timely completion. The calendar has been updated to reflect 2023 Board activities.

**STAFF PRESENTATION – JEN HEALY-ORANGEBOY/SAVANNAH**

Jen Healy, the Library’s Marketing Supervisor, began her presentation on this newly implemented marketing software by highlighting the enhanced functionality of the new software in comparison to LibraryAware, the software previously in use. Many of the limitations inherent in LibraryAware have been addressed by implementation of Orangeboy. Ms. Healy provided examples of both the ease of use and improved functionality of the Orangeboy software.

In response to a question from Treasurer Somheil regarding the use of analytics from Orangeboy to inform budgeting decisions, Director Bertucci stated that by August, 2023 staff will have 10 months of data and can use that to make any necessary adjustments to the budget going forward.

**WEBSITE DEVELOPMENT AND DESIGN RECOMMENDATION**

Director Bertucci reviewed the memo on page 12 of the packet that details the results of the Request for Proposal (RFP) that was issued for redesign and development of the Library’s website. Ten proposals were received with a price range of approximately \$24 - \$40,000. It is Director Bertucci’s recommendation that Weblinx, Inc. be selected for this project. Although they are not the lowest priced quote received, it is her opinion that they will bring the best value to the project due to the level of customization included in their proposal vs. more of a “one size fits all” template offered by other firms providing quotes. She further noted that she has checked references for Weblinx and that she has added some additional funds to her “not to exceed” recommended motion to address things that might be useful to add during the development phase of the project.

Trustee Thiagarajan made a

**MOTION:**               to approve a contract with Weblinx, Inc. for website design, development, hosting, maintenance, and security not to exceed \$35,000

Vice President Hanba seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Somheil, Steinfelds, Thiagarajan

**Motion passed**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

December 13, 2022 at 7:00 p.m.

**OTHER**

None

The meeting was adjourned at 7:45 p.m.

DRAFT



## ANNUAL TASK CALENDAR FY23

### JANUARY 2023

- Review Board Bylaws
- Solicit nominations for annual Library Award

### FEBRUARY 2023

- Budget carryforwards from FY22
- **Statistical collection review and discussion**
- Annual Cyber Security presentation
- Secretary review of closed session minutes

### MARCH 2023

- Annual Library Certification due to State Library
- Library award nominations due
- Receive FY annual report (IPLAR)

### APRIL 2023

- **National Library Week**
- B&F quarterly check-in
- Receive FY Annual report (Marketing)
- Library Award presentation
- FY22 audit field work

### MAY 2023

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Policy manual work

### JUNE 2023

- Nominating committee appointed
- Non-resident library card resolution
- Policy manual work

### JULY 2023

- Welcome new and reappointed trustees
- Election of officers
- B&F review levy forecast
- Review budget assumptions for City-provided services
- Audit presentation
- Annual trustee and staff anti-harassment training
- Policy work

### AUGUST 2023

- Board committee chairs assigned
- B&F quarterly check-in
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- Secretary review of closed session minutes

### SEPTEMBER 2023

- B&F review levy forecast
- Review draft summary budget
- Review Board calendar and strategic plan initiatives
- Recognize former trustees
- Policy work

### OCTOBER 2023

- **National Friends of the Library week**
- Approve FY24 Operating budget
- Approve 2023 Levy request
- 5 YR levy forecast
- Per capita grant requirements assigned
- Policy work

### NOVEMBER 2023

- Review per capita grant requirements
- Approve 2024 days closed schedule
- Submit following year calendar for Board information – FY24

### DECEMBER 2023

- Approve per capita grant request
- City Council Levy approval
- Library Director annual review

\*Updated: December 8, 2022



# Memorandum

**Memo Date:** January 4, 2023  
**From:** Alexandra Hanba, Board President  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** January 10, 2023  
**Action Requested:** For review and approval  
**Subject:** Bylaws review

**Background:**

The Library Board’s Bylaws were reviewed in March 2022. Minor edits were made including reordering the order of business for regular meetings and adding the time frame for posting agendas as per the Illinois Open Meetings Act.

At this time, I respectfully recommend that the Board add language regarding the attendance requirement for Library Trustees (as set forth in City of Park Ridge Ordinance No. 2018-16) to the preface paragraph that lays out the rules for composition and requirements for Library Trustees.

**Recommended Action:**

- 1) Based on discussion and possible updates at the January 10, 2023 meeting, I respectfully recommend that the Board approve revisions to the Bylaws of the Board of Trustees Park Ridge Public Library.<sup>1</sup>

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<sup>1</sup> Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting; a roll call vote is required and therefore any updates to the Bylaws will be considered new business on the agenda.

BYLAWS  
OF  
THE BOARD OF TRUSTEES  
PARK RIDGE PUBLIC LIBRARY  
PARK RIDGE, ILLINOIS  
Revised, May 15, 2012  
Revised, May 17, 2016  
Revised, August 16, 2016  
Revised, March 15, 2022

PREFACE

The Board of Trustees is composed of nine (9) members, each of whom holds office for three (3) years from the first of July of the year of appointment and until a successor is appointed. The Mayor appoints three (3) Trustees each year before the first of July to take the place of Trustees whose terms expire. Vacancies on the Board occasioned by removal, resignation, or other-wise are reported to the Mayor, and the unexpired term is filled in a like manner as original appointments. Trustees must reside in the City of Park Ridge. Trustees are required to attend 75% of all meetings as per City of Park Ridge Ordinance. No. 2018-16.

—  
Park Ridge Public Library Trustees may not profit from personal or business special privilege or \_\_\_\_\_ enrichment arising out of the position occupied.

Pursuant to the requirements of the Illinois Revised Statutes pertaining to Public Libraries, the following Bylaws are established for the guidance of the Board of Trustees and for the government of the Park Ridge Public Library.

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ARTICLE I

OBJECT

The object of the Board of Trustees shall be to develop a library in terms of books and other library resources, building and personnel that meets the highest standards according to the needs of the community, and professional standards, including the Illinois Library Association Standards for Public Libraries. To this end, the Board shall:

1. Establish and support Library policies.
2. Employ a qualified library director who shall be responsible for hiring, directing, supervising and disciplining all Library staff.
3. Evaluate and set goals for the Library Director annually.
4. Insure appropriate personnel policies and procedures exist including those for hiring, managing and terminating employees.
5. Secure adequate funds.
6. Approve expenditure of Library funds.
7. Receive gifts to the Library.
8. Provide and maintain adequate facilities and up-to-date technology.
9. Insure a representative selection of books and other library resources.

1

10. Participate actively in cooperative efforts to improve local library services.

2

ARTICLE II

OFFICERS

- Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall serve for a term of one (1) year.
- Section 2. The President shall preside at all meetings, appoint all committees with the approval of the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.
- Section 3. The Vice-President shall act for the President in the latter's absence and shall have such other duties and responsibilities as the Board may determine.
- Section 4. The Secretary shall keep the minutes of all Board meetings including closed sessions, shall issue notices of all regular meetings and of special meetings upon proper authorization, shall have custody of the minutes and other records of the Board not specifically assigned to other officers, shall share communications that are received by the Library and shall notify the Mayor of any vacancies occurring on the Board. Library staff support the Secretary at the Secretary's discretion.
- Section 5. The Treasurer shall maintain an accounting of all library funds and shall arrange for payment of expenses and obligations as authorized by the Board, shall make a financial report at each regular meeting, and shall furnish such information as may be requested by the Board or any appropriate committee.
- Section 6. The President shall appoint a nominating committee of three (3) members of the Board at the June meeting. Such committee shall present its recommendations at the July meeting, listing the names of one or more candidates for each office, provided the consent of such candidates shall have been obtained. Additional nominations may be made from the floor with the consent of the nominee(s).
- Section 7. At the July meeting, the highest ranking officer present from among the previous officers shall call the meeting to order. The Board shall then elect a Chairman pro tem who shall conduct the roll call and election of officers. The terms of newly elected officers shall begin immediately after the election.
- Section 8. No trustee shall hold more than one office at any one time, and no officer shall serve more than two consecutive terms in the same office. If an officer has served more than three-quarters of a term, that officer shall be considered as having served that term.

ARTICLE III

MEETINGS

- Section 1. Regular meetings of the Board shall be held monthly at a fixed time and date determined in advance each year by the Board and recorded in the minutes. Changes in the time and date for future meetings may be made at any regular or special meeting of the Board.
- Section 2. Five members shall constitute a quorum.

Section 3. Special meetings may be called by the President, or upon written request of three (3) members. At special meetings only such matters of business may be transacted as are stated in the call for the special meeting.

Section 4. Notice of all regular and special meetings shall be posted in the Library, on the Library's website, and communicated to each member of the Board, at least ~~forty-eight~~forty-eight (48) hours before the date of the meeting.

Section 5. The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Comments from the General Public (Non-agenda items)
4. Consent Agenda which includes Minutes of previous meeting
5. Treasurer's Report
6. President's Report
7. Secretary's report
8. Library Director's Report
9. Friends of the Library Report
10. Unfinished business
11. New business
12. Adjournment

Section 6. The Annual Report shall be presented ~~by the~~by the Secretary to the Library Board for approval and subsequently transmitted to the City Council. It shall contain:

1. An itemized statement of the various sums of money received from the Library Fund and from other sources.
2. An itemized statement of the objects and purposes for which those sums of money have been expended.
3. A statement of the number of books, periodicals, and other resources available for use and the number and character thereof circulated.
4. A statement of the real and personal property acquired by devise, bequest, purchase, gift or otherwise.
5. A statement of the character of any extensions of library service which have been undertaken.
6. A statement of the financial requirements of the Library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the Board of Library Trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance.
7. A statement as to the amount of accumulation and the reasons therefore.
8. A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgment, settlement, liability insurance, or for amounts due under a certificate of the board.
9. Any other statistics, information, and suggestions that may be of interest.

#### ARTICLE IV

#### COMMITTEES

Section 1. There shall be such regular and special committees as may be determined by the Board from time to time.

Section 2. The duties of the following regular standing committees shall be:

1. Budget and Finance Committee – a Committee of the Whole – in conjunction with the Library Director shall prepare the annual budget for the approval of the Board.
2. Planning and Operations Committee – a Committee of the Whole – prepare annually a revised long range plan; review policies and oversee operation of the Library to insure excellent service with maximum efficiency.
3. Communications and Development Committee – a Committee of the Whole – exercise responsibility for public relations; maintain Library Endowment Fund; investigate opportunities for fund raising and for building community support.
4. Personnel Committee – a Committee of the Whole – meet as needed to evaluate the Library Director, set goals and exercise responsibility for matters affecting employees of the Library.
5. Building and Grounds Committee – a Committee of the Whole – exercise responsibility for the proper maintenance of building and grounds, and make recommendations to the Board on any major expenditures.
6. Library Resources Committee – a Committee of the Whole – exercise responsibility for recommending to the Board policies governing the selection and availability of library resources and periodically reviews the collection development guidelines and allocation of funds for library resources

#### ARTICLE V

##### DISBURSEMENT OF FUNDS

Section 1. Payment of warrants shall be made in accordance with the Library's Policy on "Payment for Goods and Services" within the limits of the Board approved budget for each fiscal year.

Section 2. Payment of individual warrants over \$5,000.00 shall be approved by the Treasurer, or in the Treasurer's absence the Secretary.

#### ARTICLE VI

##### GIFTS AND ENDOWMENT FUND

Section 1. A permanent fund, known as the Park Ridge Public Library Endowment Fund shall be established and maintained by the Board of Trustees of the Park Ridge Library. All gifts and bequests, unless otherwise designated, shall be placed in this fund.

Section 2. A special permanent fund, known as the Park Ridge Public Library Restricted Gift Fund shall be maintained by the Board of Trustees of the Park Ridge Public Library. Gifts and bequests which are restricted or specially designated shall be placed in this fund until their purposes shall be fulfilled.

Section 3. All gifts, grants, and/or bequests to the Library shall be accepted, held invested, used, or disposed of at the sole discretion of the Board of Trustees. Disbursements from the above Endowment, Restricted Gift Funds, or special grant, gift or bequest allocations shall only be made with Board approval.

ARTICLE VII

ADMINISTRATION

- Section 1. The Library Director shall implement the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be that of hiring personnel, directing, supervising and disciplining of all staff members. The Director will notify the Board of all personnel decisions involving hiring and termination at the next regularly scheduled Board meeting. The Director will submit to the Board monthly and annual reports as required by the Board, recommending such policies and procedures as will promote the efficiency and service of the Library to the people of the community.
- Section 2. The Board shall make and adopt such rules and regulations for the operation and government of the Library as will promote the proper and efficient use of the facilities.
- Section 3. The Board may exclude from the use of the Library any persons who willfully violate the posted rules. Such persons may be liable to further penalties as prescribed by City ordinances.
- Section 4. The Board may extend the privileges and use of the Library to persons residing outside of the City of Park Ridge upon such conditions and terms as do not conflict with City ordinances.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting, provided that notice of the proposed amendment was stated in the call for the meeting.



# Memorandum

**Memo Date:** January 3, 2023  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** January 10, 2023  
**Action Requested:** For review and approval  
**Subject:** Policy review

**Background:**

The Library’s Meeting Room Policy was brought to the Board in February 2022. At that time, the revisions clarified priorities for use of the rooms, allowed nonprofit groups the ability to use a Library meeting room once a month and for profit groups every 3 months.

Since this update, the Business Office has noted a shift in the nature of requests for meeting space, particularly from nonprofit groups including local Girl Scout and Boy Scout troops. We believe this shift to be a result of the COVID-19 pandemic, more specifically patrons looking for space outside their homes to host meetings. We have had 4-5 troops inquire about using the space but were dissuaded by the \$35 fee. For nonprofit groups, even this nominal fee can pose a hardship, particularly if they wish to meet multiple times during the year.

At this time, I respectfully request that the Board consider eliminating the \$35 fee for nonprofit groups wishing to use the third floor meeting room, only. The room can accommodate up to 20 individuals and does not require staff time as the room setup does not change.

In 2022, we had 8 total groups use the third floor meeting room, 4 for profit and 4 nonprofit groups. Our Mission Statement calls for the Library to offer opportunities for patrons “to connect” and offering this space to nonprofits, free of charge, has the potential to bring people into the Library to use a space that is to some degree, underused.

Additionally, I suggest that the Board incorporate the *Grand Piano* Policy into the Meeting Room Policy, consistent with our efforts to streamline the Policy Manual.

**Recommended Action:**

- 1) Based on discussion and possible updates at the January 10, 2023 Committee of the Whole meeting, I respectfully recommend that the Board approve revisions to the Meeting Room Policy and rescind the Grand Piano Policy at the January 17, 2023 Regular Board Meeting:

## MEETING ROOMS

### POLICY:

The Park Ridge Public Library has two meeting rooms available to support the Library's mission, vision and strategic plan. When not in use for Library activities, these rooms may be made available for use by the public.

In keeping with the American Library Association's Library Bill of Rights, the Park Ridge Public Library makes "meeting rooms available to the public on an equitable bases, regardless of race, color, creed, beliefs or affiliation of individuals or groups requesting their use."

Meeting room space may be made available "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities." In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse the position expressed by any group using the Library's meeting rooms.

### RULES:

1. Priorities for use of the meeting rooms are as follows:
  - a. Library-sponsored meetings or programs
  - b. Library-related meetings or programs, such as by the Friends of the Park Ridge Library or Library professional development or networking events.
  - c. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions.
  - d. Not for profit organizations conducting meetings or programs.
  - e. Businesses conducting meetings or hosting programs where no fees are charged and no goods or services are sold.
2. Applicants by separate agreement shall indemnify, hold harmless and defend the Board of Library Trustees of the City of Park Ridge, the members of the City Council of the City of Park Ridge, and their respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities, including all costs and reasonable attorneys' fees arising from and related to the applicant's use of the Park Ridge Public Library's meeting rooms and other facilities.
3. All meetings not sponsored by the Library must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
4. Organizations may request that meetings be closed to the general public. However, all meetings will be open to the Library Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
5. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, higher education, estate, or retirement

planning and related topics are considered commercial ventures and therefore, sponsoring groups or individuals will not be permitted to use the meeting rooms.

6. The use of rooms for hosting private events of a strictly social nature is prohibited.
7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.
8. No group or individual may reassign the use of the room to another group or individual. The representative must sign the application and be present for the entire meeting.
9. The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk.
10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.
11. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
12. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."
13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business.
14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director or their designee. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.
15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.
16. The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

- a. All candidates are invited to attend.
  - b. The forum is sponsored by a non-partisan group.
  - c. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL Unattended Children Policy applies to people who use the meeting rooms. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult elsewhere in the Library.
20. Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 hours' notice to the Library Director or their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.
21. The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.
22. Reservations  
Reservations can be made by calling the Business Office at 847-720-3207~~2~~ between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at [www.parkridgelibrary.org](http://www.parkridgelibrary.org) under "Contact Us".
- a. Not for profits groups may use a meeting room once a month. For profit groups may use the meeting room once in 3 month period (rolling calendar).
  - b. Meeting room requests cannot be submitted more than 90 days in advance
  - c. Applicants must be 18 years of age or older.
  - d. Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.

- e. Fees that are not paid by the date specified on the reservation confirm may result in the release of said reservation.
- f. Completed applications are reviewed by the Library Director or their designee and returned to the applicant, with the Meeting Room Application Approval.

23. Meeting Rooms

- a. Large Meeting Room (First Floor) = ~~9984~~ seated maximum. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.
- b. Small Meeting Room (Third Floor) = 20.
- c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.
- d. All rooms have Wi Fi capability
- e. Meeting rooms are accessible to the disabled. All meetings must comply with the current Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.
- f. Meeting rooms are available during the following hours on days the Library is open.
 

Monday - Thursday	9:30 a.m. – <del>8:30</del> 9:00 p.m.
Friday	9:30 a.m. – <del>5:30</del> 6:00 p.m.
Saturday	9:30 a.m. – <del>4:30</del> 5:00 p.m.
Sunday	12:30 p.m. – <del>4:30</del> 5:00 p.m.

- g. The Library has set the following fee schedule for meeting room and equipment use
  - i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.

- ii. Third Floor Meeting Room: ~~–~~
      - a. No charge to nonprofit groups for a maximum of 3 hours.
      - ~~ii-~~b. \$35 for first 3 hours of use by for profit groups. \$10 per hour for each additional hour or portion thereof.

Meetings must begin and end in accordance with regular Library hours. Participants must vacate the building when the Library closes. Should a group incur any extension of time beyond the closing hour, there will be a charge of \$25 per quarter hour or any portion thereof.

- iii. Piano and benches: \$25
  - a. ~~The Library cannot guarantee that the piano is in tune. Piano tuning by a Library approved vendor is at the meeting organizer's expense and must be arranged with Library staff.~~
  - a. To encourage musical programs, the Park Ridge Public Library provides a piano for use in the first floor, large meeting room.
  - b. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be

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**Commented [JB1]:** Language pulled from the Grand Piano policy; recommend to incorporate both policies; rescind Grand piano policy.

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performed by a Library approved vendor based on the vendor's availability, at the patron's expense. This bill must be paid prior to the program.

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c. Patrons are liable for damage caused through careless or malicious use of the piano. The cost of the damage will be determined by the Library Director.

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iv. Fee for serving food in the first floor meeting room: \$20

Revised February 15, 2022

Revised May 21, 2013

Revised August 21, 2012

Revised May 17, 2011

Approved May 8, 1979

## GRAND PIANO

### POLICY:

To encourage musical programs, the Park Ridge Public Library provides a piano for use in the first floor, large meeting room.

### RULES:

1. Patrons wishing to use the piano must schedule the meeting room according to the Library's Meeting Room policy.
2. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be performed by a Library approved vendor at the patron's expense. This bill must be paid prior to the program.
3. Patrons are liable for damage caused through careless or malicious use of the piano. The cost of the damage will be determined by the Library Director.

**Recommend to rescind; incorporate language into *meeting rooms* policy**

Revised April 19, 2022  
Reviewed May 18, 2010  
Approved January 17, 1989