Park Ridge Public Library

NOTICE is hereby given that the following meetings will be held in the third floor meeting room of the Park Ridge Public Library on the date and time shown. All meetings are public according to the provisions of the Illinois Open Meetings Act.

Please call the Library Business Office for additional information or to request special accommodations for disabled persons.

COMMITTEE AGENDAS
BOARD OF TRUSTEES
September 12, 2017 at 7:00 P.M.

ALL COMMITTEES ARE COMMITTEES-OF-THE-WHOLE

BUILDING & GROUNDS *(Joseph Egan - Chair)*

1. Approval of the August 8, 2017 Minutes – Attached
2. Capital Improvement Plan – Attached
3. Renovation Update
4. Intergovernmental Agreement – Update
5. Other

PLANNING & OPERATIONS *(Joshua Kiem -Chair)*

1. Approval of the August 8, 2017 Minutes – Attached
2. Review of *Policy 1F1: Conduct in the Library* – Attached
3. Board member recusal from financial discussions
4. Closed Session
   MOTION for the Committee to adjourn to Closed Session at end of regular meeting, pursuant to 5 ILCS 120/2(c)(21), for the purpose of discussion of a patron matter.

BUDGET & FINANCE *(Michael Reardon - Chair)*

1. Approval of July 11, 2017 Minutes – Attached
2. Approval of August 8, 2017 Minutes – Attached
3. Billing from Library attorney
4. Other

COMMUNICATIONS & DEVELOPMENT (*Karen Burkum - Chair*)

1. Approval of July 11, 2017 Minutes – Attached
2. Approval of August 8, 2017 Minutes – Attached
3. Kiosk
4. Other

PERSONNEL *(Judith Rayborn - Chair)*

1. Approval of May 9, 2017 Closed Session Minutes
2. Approval of the August 8,2017 Minutes – Attached
3. Library Co-Director Update
4. Other

RESOURCES *(Stevan Dobrilovic - Chair)*
CANCELLED – NO ACTION ITEMS

PLEASE CONTACT ANASTASIA DASKALOS OR LAURA SCOTT WITH QUESTIONS, COMMENTS OR ADDITIONS TO THESE AGENDAS.

MINUTES
OF THE REGULAR MEETING OF
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
AUGUST 8, 2017 AT 8:04 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Chair Pro-tem; Karen Burkum, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: Joseph Egan, Chair; Stevan Dobrilovic, Patrick Lamb

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Rick McCarthy, Studio GC Architecture

Approval of Minutes

Mrs. Burkum made a

MOTION: to approve the minutes for the Buildings and Grounds Committee meeting held July 11, 2017

Mrs. Rayborn SECONDED the motion.

Voice vote: 4 Yay: Burkum, Kiem, Rayborn, Reardon
2 Abstain: Foss-Eggemann, Kennedy
3 Absent: Dobrilovic, Egan, Lamb

MOTION PASSED

Library Improvement Project

At the COW (Committee of the Whole) meeting, Mr. McCarthy spoke about the possibility of changing directions with the renovation project, and reviewed what transpired at the meeting with the City on August 4, 2017. During discussion at this meeting, the idea of moving forward with certain library improvements while at the same time developing a plan for life safety improvements was discussed. Steve Steffens and Kevin Plach agreed that this might be a possibility.

Mr. Reardon stated he felt the breakthrough at the meeting occurred when the City agreed that the Library building would never be fully code compliant. Mr. Reardon added we are hoping there's a dual path, i.e., our project goes forward and we separately figure out a plan for sprinklers. Mr. McCarthy said it is a rational plan and it has the immediate benefit of making the building safer. Mr. McCarthy stated this plan obviates the need for a third party inspector. Mr. Reardon stated he believes that from the City's perspective they want to make sure the Library is as safe as it can be. Also that this is a dual path project: the Library and City have to negotiate who will pay for sprinklers. At the same time the Library will continue to pursue the Intergovernmental Agreement (IGA). Mr. McCarthy stated he hopes the dual path will be independent of sprinklers. When asked what the next step is, Mr. McCarthy replied that he will submit a document to the City which specifies the improvements the library anticipates and states if each improvement improves or is neutral in regard to the building's safety. Studio GC will then sit down with representatives from the City and ask if they approve and if this moves the Library forward toward beginning renovation.

Mr. Kennedy asked about a timeline once the Library obtains the permit. Mr. McCarthy replied it is partly dependent on the contractor but hopefully Studio GC can mobilize in three to four weeks. When asked if the furniture should be ordered now, Mr. McCarthy replied it would be better to wait so it does not have to be stored.

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Mr. Reardon stated the City will hire a third party to consult. Ms. Scott stated that in the meeting last week, this was discussed and the City Manager stated it would have to go out for a quote if the City is to hire a third party consultant.

Mr. Reardon raised the question of Studio GC getting extra compensation because of the extra time involved.

8:27 p.m. The meeting adjourned briefly at to go into Planning & Operations Committee Grounds Committee.

8:29 p.m. Building & Grounds Committee reconvened.

Proposed City Revisions of Parking Ordinances

In regard to the proposal by the City to change twenty parking spots at the back corner of the Central Lot adjacent to Summit and Touhy to permit parking, it was asked if the Library has a choice in the matter. Mr. Kiem said he does not think the Library should take a stand. Mrs. Burkum stated she does not think the Library should have to give up parking spots. Mrs. Foss-Eggemann said one gets more utility from three or four people using a spot as opposed to a commuter using it for ten hours. Ms. Daskalos clarified that she put this matter on the agenda because Public Works informed the Library it will be on the City Council agenda. Mr. Kennedy and Mr. Reardon wondered if the Library should ask the City to change the cut off time for commuter parking to 10:00 a.m. instead of 11:00 a.m. Mr. Kennedy was recruited to attend the City Council meeting and request this.

Adjournment: 8:43 p.m.

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Michael Reardon, Chair Pro-tem

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Memorandum

Memo Date: September 7, 2017

From: Anastasia Daskalos, Angela Berger and John Priala

Meeting Type: Committee of the Whole

Meeting Date: September 12, 2017

Action Requested: ☒ For discussion

Subject: Proposed Future Capital Plans

Background:
The proposed future capital projects are based on the Capital Reserve Study completed in 2011 and the proposed Library Improvement Plan.

2018-19	
$120,000	Upgrade electrical switch gear
$110,000	Sanitary drain and Water Distribution
$55,000	Replacement of Columns
$50,000	Replace two Return Air Fans
$75,000	Funding for Technology Fund
Total $410,000	

2019-20	
$25,000	Replace 6 - reheat coils
$100,000	Replace Condensing Units 2 & 3
$75,000	Funding for Technology Fund
Total $200,000	

2020-21	
$25,000	Replace 6 reheat coils
$75,000	Funding for Technology Replacement Fund
Total $100,000	

FY 2021-22, 2022-23, 2023-24 Projected budget of $100,000 annually for capital repairs as/if needed – for planning purposes only.

Recommendation:

By FY23 conduct an assessment of the Library's HVAC system to determine future needs for repairs/replacement.

MINUTES
OF THE REGULAR MEETING OF THE
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
AUGUST 8, 2017 AT 7:27 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Joshua Kiem, Chair; Karen Burkum, Charlene Foss-Eggemann, Gareth Kennedy, Judith Rayborn, Michael Reardon

TRUSTEES ABSENT: Stevan Dobrilovic, Joseph Egan, Patrick Lamb

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Roxy Poluchowicz, Computer View, Inc. (CVI); Rick McCarthy, Studio GC Architecture

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held July 11, 2017

Mrs. Rayborn SECONDED the motion

Voice vote**:** 4 Yay: Burkum, Kiem, Rayborn, Reardon
2 Abstain: Foss-Eggemann, Kennedy
3 Absent for vote: Dobrilovic, Egan, Lamb

MOTION PASSED

Renewal of Contract with Computer View, Inc.

Mr. Kennedy asked Ms. Poluchowicz of Computer View, Inc. *(hereinafter referred to as CVI)* why the IT services renewal contract reflects a 5% increase. Ms. Poluchowicz explained that CVI gave the Park Ridge Public Library a preferential fee, which was flat, for the first two year contract. Mr. Reardon and Mr. Kennedy expressed their belief that a 5% increase seems high. Ms. Poluchowicz replied that the Consumer Price Index (CPI) for services is higher than the general CPI. Mr. Reardon read Ms. Berger's memo regarding the CPI which explained that the City caps annual increases on multi-year contracts at 3%, adding that the City just approved a 1.3% increase in the contract price for their IT provider. Mr. Reardon asked if anything can be done about the increase, to which Ms. Poluchowicz stated she would go back and discuss the matter internally and report back. Ms. Scott read the section in the purchasing policy about extending contracts.

Mr. Kiem and Mr. Kennedy asked if a motion is needed to approve the extension of the CVI contract. Mr. Reardon replied that a motion need only appear on the Board agenda. Ms. Foss-Eggemann agreed with Mr. Reardon's comment. NO MOTION CALLED. The Committee asked that a motion be placed on the Board agenda.

RFID Project Implementation

The Committee went to the Young Adult Loft to see RFID (Radio Frequency Identification) tagging in action. Ms. Daskalos explained the next steps for the project and gave an update on the tagging process.

Policy IC15, Business Organizations in the Library

The Committee reviewed *Policy IC15, Business Organizations in the Library*. The Committee discussed various wording changes to the policy. Mrs. Burkum asked what

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problem the policy is trying to solve. Mrs. Foss-Eggemann replied it is three-fold: 1) Businesses not wanting overhead were using the Library for free; Board didn't want people to use the Library as their office, 2) space limitations in the building and concern about crowding, and 3) the sound level was too loud with all the business interaction. She added that the Board discussed maybe not needing this policy after renovation. Mrs. Foss-Eggemann asked if the policy should clarify that volunteer tutors don't have to pay. Mr. Reardon asked if the Board needs to change the policy or if the staff is handling issues sufficiently. Further discussion ensued about wording.

The Committee agreed to make the following wording changes: in the first paragraph of the Policy, replace the last word of the first paragraph, "profit", with the word "compensation".

In the third line of the third paragraph of the policy, the Committee agreed to add the words "for compensation" after the words "directly to consumers".

Mr. Reardon made a

MOTION: to approve the revisions to *Policy IC15, Business Organizations in the Library*, as specified.

Mrs. Foss-Eggemann SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Mr. Kiem made a

MOTION: to suspend the Planning & Operations Committee meeting at this time in order to convene the Building & Grounds Committee because Mr. McCarthy has been waiting, and to reconvene the Committee afterwards to discuss the last item on the Committee's agenda: Automatic Renewals.

Mrs. Foss-Eggemann SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

8:04 p.m. **The meeting adjourned briefly to go into** BUILDING & GROUNDS COMMITTEE

8:27 p.m. **Planning & Operations Committee reconvened and was brought to order.**

Automatic Renewals

Mr. Kiem asked if this subject should be under Communications & Development Committee. It was decided to table the discussion for the time being.

Adjournment: 8:29 p.m.

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Joshua Kiem, Chair

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CONDUCT IN GENERAL **I F 1**

CONDUCT IN THE LIBRARY

POLICY:

The Park Ridge Public Library is a public institution that strives to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves. To that end, Library employees and patrons who visit the Library facilities deserve a safe, clean, healthy, courteous and productive environment for study, research, information and entertainment.

In order to achieve these goals, the Board of Trustees of the Park Ridge Public Library has created a policy on Conduct in the Library.

RULES:

The following list of behaviors and conduct are in conflict with the Library's goals and are among the behaviors not permitted on Library premises**:**

- Interfering with the use of the Library or its resources by Library patrons or interfering with Library employees' performance of their duties.
- Harassing or annoying patrons through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Theft, vandalism, defacing or mutilation of Library property.
- Smoking or using tobacco products in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Use of e-cigarettes and other electronic smoking devices in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building.
- Consuming alcohol (unless specifically authorized at a Library function) or being under the influence of alcohol or drugs, or bringing these items into the building.
- Consuming food or uncovered beverages in the Library building, unless specifically authorized at a library function.
- Using the public restrooms for the purpose of shaving, bathing, or washing and drying clothes.
- Failing to wear proper attire (e.g., bare feet, bare chest, transparent or see-through clothing, bathing suits, etc.).
- Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff or to interfere with others' use of the building
- Conducting any activity that obstructs or interferes with patrons entering or exiting the Library building or grounds.
- Soliciting in the Library building or within 50 feet of the Library entrance.
- Bringing animals into the Library building except for registered handicap support or guide animals – or for an authorized Library function.

- Leaving personal items unattended in the building.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard**.**
- Skateboarding, roller skating, inline skating, or bicycle riding on Library property

A violation of these rules may result in any of the following sanctions:

- A warning.
- A request to leave the Library building.
- A call to the police or other legal actions as seems most appropriate to the Library Director (or designee).
- A suspension of Library privileges for up to thirty (30) days with the approval of the Library Director (or designee).

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state his or her views as to the facts giving rise to the proposed sanction. A suspension of Library privileges for longer than 30 days with the approval of the Board of Trustees.

A person whose Library privileges have been denied or limited may appeal the decision to the Board of Trustees requesting a hearing within thirty days (30 days) after the imposition of the sanction. Any such request must be submitted in writing. Failure to request a hearing within that period shall result in the sanction becoming final and binding. The hearing will be held at the next regularly scheduled Board meeting.

The Library Director (or designee), at their discretion, will determine if the behavior is inappropriate.

Revised September 20, 2016
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved January 8, 1980

MINUTES
OF THE REGULAR MEETING OF
THE BUDGET & FINANCE COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 8:13 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Robert Trizna, President; Berardino Parisi, Vice-President; Karen Burkum, Joseph Egan, Patrick Lamb, Judith Rayborn

TRUSTEES ABSENT: Charlene Foss-Eggemann, Secretary; Stevan Dobrilovic

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Financial Analysis

Mr. Reardon referred to the pages in the packet of financial analysis which were completed before Mrs. Van De Carr's departure. These are updates for scenarios explained previously.

Mr. Reardon opined that until the Board knows what the definitive renovations will be and what the budgets are for them, it would be best to not work on these budget scenarios at this time.

10 Year Income & Expense Report and Levy Summary

Mr. Reardon stated that once the renovation costs are decided the Board needs to review what funds are available and determine what the Library will do long term about the levy.

Other

Mr. Reardon referred to the memo regarding the staffing in the Circulation department. Interlibrary Loan duties were recently transferred to the Circulation department in May while staffing in the department has been reduced. The Committee discussed the matter, the FTE's, and the budget and voiced their agreement with the Interim Director's decision to change one half-time position to a full-time position. Mr. Reardon explained how this matter was in effect a courtesy consultation and no motion is required.

Adjournment: 8:21 p.m.

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Michael Reardon, Chair

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MINUTES
OF THE REGULAR MEETING OF
THE BUDGET & FINANCE COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
AUGUST 8, 2017 AT 8:43 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Charlene Foss-Eggemann, Secretary; Karen Burkum, Gareth Kennedy, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: Patrick Lamb, President; Joseph Egan, Vice-President; Stevan Dobrilovic

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison

Approval of Minutes

Mrs. Burkum made a

MOTION: to approve the minutes for the Budget & Finance Committee meeting held July 11, 2017

Mrs. Rayborn SECONDED the motion.

Roll call vote**:** 3 Yay: Burkum, Rayborn, Reardon
3 Abstain: Foss-Eggemann, Kennedy, Kiem
3 Absent: Dobrilovic, Egan, Lamb

MOTION FAILED DUE TO THE MAJORITY OF THE QUORUM NOT VOTING "YES"

Placement of "Year-To-Date Budget" Report on Board Meeting Agenda

After a brief discussion, the Committee agreed that they want the Year-to-Date Budget Report removed from the *"Consent Agenda"*, beginning with the August 15, 2017 Board meeting.

Other None

Adjournment: 8:45 p.m.

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Michael Reardon, Chair

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MINUTES
OF THE REGULAR MEETING OF
THE COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 8:21 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Chair Pro-tem; Karen Burkum, Joseph Egan, Patrick Lamb, Berardino Parisi, Judith Rayborn, Robert Trizna

TRUSTEES ABSENT: Charlene Foss-Eggemann, Chair; Stevan Dobrilovic

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held March 14, 2017

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Donation Brochure

Mr. Reardon stated that all trustees saw the donation brochure sample. He instructed anyone with comments or suggestions to please give them to Mrs. Foss-Eggemann.

Canopies on Courtland

The Committee discussed who has volunteered to staff the Library table at Canopies on Courtland. Mr. Reardon will be at the table from 10 to 11 am, Mr. Egan will be present from 11am to Noon, and Mrs. Burkum will be present from Noon to 2pm. Since no other trustees are available Ms. Scott will have Library staff at the table for the last two hours.

Survey Results

Mr. Reardon stated that the survey results are in the packet.

Fund Raising Event

No action items.

Other None

Adjournment: 8:27 p.m.

Michael Reardon, Chair Pro-tem

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MINUTES
OF THE REGULAR MEETING OF
THE COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
AUGUST 8, 2017 AT 8:45 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Karen Burkum, Chair; Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Judith Rayborn, Michael Reardon

TRUSTEES ABSENT: Stevan Dobrilovic, Joseph Egan, Patrick Lamb

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held July 11, 2017

Mrs. Rayborn SECONDED the motion.

Voice vote: 3 Yay: Burkum, Reardon, Rayborn
3 Abstain: Foss-Eggemann, Kennedy, Kiem
3 Absent: Dobrilovic, Egan, Lamb

MOTION FAILED DUE TO THE MAJORITY OF THE QUORUM NOT VOTING "YES"

Community Kiosk

Ms. Scott stated that she and Ms. Daskalos met with Ms. Roxy Poluchowicz of Computer View, Inc. *(hereinafter referred to as CVI)*, to discuss the kiosk's capabilities; she explained that the kiosk will be a web-based platform. Ms. Scott asked the Committee what their vision is for the Library.

There was discussion among the trustees in regard to the kiosk platform, capabilities, design, and content that will be available. Mr. Kiem stated he believes the Library has online databases that people don't access from home. He would like to see a database to access eBooks through a tablet and phone and for the staff to merchandise services that the Library has. Ms. Scott explained the Library has had this capability for 8 or 9 years and that staff often assist patrons with uploading the electronic collections onto their personal electronic devices such as phones, tablets, MP3's and laptops.

Mr. Reardon stated that people in San Antonio, Texas can access the Library's kiosk via their phone, scroll through the choices and the kiosk will send it to their phone automatically.

Mrs. Burkum stated she doesn't have a clear understanding. Mrs. Foss-Eggemann suggested the kiosk show a scaled-down version of the website and highlight the premium services and programs. Mrs. Burkum suggested the Library do the initial trial run of the kiosk *in* the Library. Mr. Kiem stated he wants the kiosk to be able to give a demo (on the screen) of how to download eBooks. Mr. Reardon explained it is a generic kiosk not a Library kiosk.

Mrs. Burkum suggested partnering with community places like a gym. Mr. Reardon suggested having it at Maine Park Leisure Center so that parents/people can download an

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eBook while there. Mrs. Foss-Eggemann suggested that the Library have a contest and as a result maybe get some free coders from the community.

Mrs. Burkum suggested that the kiosk be used to view the Library renovations and updates.

Ms. Daskalos, Ms. Scott, and will try to gather more information.

Donation Brochure

Mrs. Burkum has some edits for the brochure and will send them to the Library Marketing Coordinator. Mrs. Foss-Eggemann stated it looks great.

Other None

Adjournment: 9:05 p.m.

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Karen Burkum, Chair

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MINUTES
OF THE SPECIAL MEETING OF
THE PERSONNEL COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MAY 9, 2017 AT 9:30 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Judith Rayborn, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Charlene Foss-Eggemann, Patrick Lamb, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Berardino Parisi

OTHERS PRESENT: Janet Van De Carr, Library Director; Angela Berger, Library Staff

Library Director Goals / Annual Evaluation

Mrs. Rayborn made a

MOTION: to adjourn to Closed Session pursuant to 5 ILCS 120/2(c)(21), lawfully closed under the Act for the purpose of discussion of a personnel matter. The Board shall return to Open Session to report on the determinations made in Closed Session.

Mr. Reardon SECONDED the motion.

Roll call vote**:** 6 Yay: Burkum, Dobrilovic, Egan, Lamb, Rayborn, Reardon
2 Nay: Foss-Eggemann, Trizna
1 Absent: Parisi

MOTION PASSED

CLOSED SESSION

Closed session called to order at 9:32 p.m.

CLOSED MEETING ADJOURNMENT:

Mr. Trizna MOVED to come out of Closed Session

Mrs. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

THE CLOSED SESSION adjourned at 11:10 p.m.

ADJOURNMENT:

Mr. Trizna MOVED to adjourn the regular Personnel Committee meeting

Mr. Lamb SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Adjournment: 11:10 p.m.

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Judith Rayborn, Chair

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MINUTES
OF THE SPECIAL MEETING OF
THE PERSONNEL COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
AUGUST 8, 2017 AT 7:02 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Judith Rayborn, Chair; Karen Burkum, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Michael Reardon

TRUSTEES ABSENT: Stevan Dobrilovic, Joseph Egan, Patrick Lamb

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Roxy Poluchowicz, Computer View, Inc. (CVI); John and Sarah Keister, John Keister & Associates; Rick McCarthy, Studio GC Architecture

Approval of Minutes

Mrs. Rayborn requested a change to the July 11, 2017 Committee minutes. Specifically, she wishes to replace the 3rd paragraph on page 2 of the open session minutes of the Personnel Committee meeting held July 11, 2017 with the following:

"Mrs. Burkum stated she agrees with Mrs. Rayborn. She added that the City salary ranges haven't been visited in ten years and she believes that has to be addressed before a candidate search and offer are made. In that regard, Mrs. Rayborn reported that Mike Suppan, the City's HR Director, informed her that the City is currently reviewing the salary ranges and there may be a change to the ranges in the near future. When Mrs. Rayborn asked Mr. Suppan if the Board can offer a candidate a rate below the range he replied it was not his recommendation to do so. He felt it might be interpreted that the Library Director was less important than other City department head positions."

Mr. Reardon made a

MOTION: to approve the OPEN SESSION minutes of the Personnel Committee Meeting held July 11, 2017.

Mrs. Burkum SECONDED the motion.

Voice vote**:** 4 Yay: Burkum, Foss-Eggemann, Rayborn, Reardon
2 Abstain: Kennedy, Kiem
3 Absent: Dobrilovic, Egan, Lamb

MOTION PASSED

Library Director Search Update

Mrs. Rayborn reported that she and Mrs. Burkum had interviewed three executive search firms and were very impressed with John Keister & Associates LLC. She introduced John Keister and his daughter Sarah Keister to the Committee, noting that Sarah Keister has served on the ILA (Illinois Library Association) Executive Board and has her own consulting firm. All of the references that were contacted spoke very highly of John Keister, and while all of the candidates could have done the job, Mr. Keister walked in with knowledge of libraries and their culture and community.

Mr. Keister explained that he wants to spend a lot of time with staff because he feels he learns more from talking to the staff rather than talking to the Board. He added that this is his 31st year of having a search firm and his job is to find the right candidate. His firm will

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develop a website with information about the job and community, with analytics coded into the site so he will know how it is being used. He stated that he cannot make guarantees but the typical search for a Library Director is three-and-a-half to four months.

Discussion ensued regarding whether or not to make a motion.

Mr. Kiem made a

MOTION: to approve the contract with John Keister & Associates, 374 E. Marseilles Street, Vernon Hills, IL to conduct an Executive Library Director Search at a cost of $16,500.00

Mr. Reardon SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Approval of Closed Session minutes of the Personnel Committee

Mrs. Rayborn stated that at the conclusion of tonight's meeting have to go into closed session to approve minutes. Mrs. Foss-Eggemann asked if there is no discussion of the minutes can the Committee just vote to approve them in open session. Mr. Reardon stated that he only has one minor change to the July 18, 2017 Closed Session minutes and that is to strike his name.

Mrs. Foss-Eggemann made a

MOTION: to approve the minutes of the following Closed Session meetings of the Personnel Committee**:** the June 8, 2017 **Open** and **Closed** sessions and the June 13, 2017 **Closed** session.*****

Mr. Reardon SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

*******The Personnel COW voted to approve the Closed Session of the July 18, 2017* ***Board*** *meeting, which cannot be done in a Committee meeting. The approval of these Closed Session minutes will be placed on the August 18, 2017 Board Meeting Agenda.*

Adjournment: 7:27 p.m.

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Judith Rayborn, Chair

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NO
August 2017
September 2017
Library Resources
Committee Meetings

(No action items.)