

**MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT THE LIBRARY  
ON TUESDAY, MARCH 20, 2018 AT 7:00 P.M.  
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

**CALL TO ORDER**

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

**ROLL CALL**

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

**TRUSTEES ABSENT:** Michael Reardon, Treasurer

**OTHERS PRESENT:** Angela Berger, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Jodi Bemis Whitney, Anastasia Daskalos, Gretchen Kottkamp, John Prial, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Jennifer Johnson, Pioneer Press; Drake Dietrick, Videographer with *Drake Dietrick Video*

**APPROVAL OF REMOTE ATTENDANCE**

Mr. Dobrilovic stated he is out of town on business and wishes to attend remotely.

A motion is needed to formally approve attendance via remote means FOR EACH Trustee

Mr. Lamb made a

**MOTION:** to approve the attendance at this evening's meeting by Mr. Dobrilovic via electronic means.

Mr. Kiem SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

**CONSENT AGENDA**

Mr. Lamb noted that the items covered by the Consent Agenda are marked by an asterisk on the agenda, including the minutes of the regular meetings of January 16 and February 20, 2018 and approval of the minutes of the special board meetings of February 27, March 1, and March 6, 2018. Mr. Lamb solicited questions and comments from the Library Board and the assembly. There being no comments,

Mr. Egan made a motion to

**MOTION:** to approve the Consent Agenda

Mrs. Rayborn SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

**COMMENTS FROM THE GENERAL PUBLIC**

No comments.

### **SECRETARY'S REPORT**

Mrs. Foss-Eggemann stated there is no correspondence to review this month.

Mrs. Foss-Eggemann notified the Board that she had a quick communication with Ms. Collman, the Library's attorney, and was informed that only the two Trustees present at the Special Board Sub-Committee (Mr. Lamb and Mr. Egan) in regard to Patron B held on December 19, 2017 are required to approve those minutes, and then that sub-Committee should be disbanded. Therefore,

Mr. Lamb made a

**MOTION:** to approve the minutes for the closed session of the Special Board Sub-Committee of December 19, 2017

Mr. Egan SECONDED the motion

Voice vote

MOTION PASSED

### **TREASURER'S REPORT**

Mr. Lamb referred those in attendance to the updated financials on the *Year to Date Budget Report* on page 47 of the packet. Mr. Egan stated that with 83% of the fiscal year completed, the Library has expended 75% of the total operating budget as of February 28, 2018. Mr. Egan stated that all but three line items are under budget, but overall the Library is under budget. Mr. Lamb explained that the line item for attorney fees is the one line item that has been heavily impacted this year, both with contractual items and other issues. Mr. Lamb solicited questions and comments, there being none,

Mr. Egan made a motion to

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

Mr. Kiem SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

### **LIBRARY CO-DIRECTOR'S REPORT**

Ms. Scott solicited questions on the written report; there were none. Mrs. Foss-Eggemann thanked the Interim Co-Directors for assembling it, and added that regardless of there being no questions, the Board can never tell them enough how much they appreciate what they do. Mr. Lamb added that he wishes to take this time to mention that particularly this last month there have been substantially more meetings and extra time related to the Director search, and the Interim Co-Directors and staff spent substantial time assembling, analyzing and interviewing and assisting the Board in reaching a decision. The Board applauded the Interim Library Co-Directors and staff. Mr. Lamb asked if there is any additional information or comments not contained in the written report, to which Ms. Scott replied no.

Mr. Kiem asked if once the renovations begin the Board will begin to see construction updates and planning reports, to which Ms. Scott replied yes. Ms. Berger reported that the Library is currently doing a countdown to the new Polaris implementation, and perhaps after that reaches zero then perhaps there can be a countdown to the start of the renovation. Mr. Lamb asked for a summary of the Polaris implementation, and Ms. Daskalos, Circulation Manager gave a brief summary of the migration from the SIRS catalog system to the Polaris system. The Board thanked Ms. Daskalos for the explanation.

Ms. Berger explained that staff have created a communication plan for the Polaris conversion, and part of

that is the countdown. In the last newsletter there was a large article about the migration, there are weekly emails going out to patrons; there is a very detailed effort being put forward to communicate to patrons every step of the process.

## **COMMITTEE REPORTS**

### **Communications & Development:**

Mrs. Burkum announced that the Committee has four nominees to present to the Board for the 2018 Annual Library Award: Library volunteer Deb Kuhlman, as well as Interim Library Co-Directors Angela Berger and Laura Scott, and Interim Technical Services Manager, Anastasia Daskalos, for all their hard work, service and commitment to the Library, especially during this more difficult year.

On behalf of the Committee, Mrs. Burkum made a

**MOTION:** to award the 2018 Library Award to Library volunteer, Deb Kuhlman, Interim Library Co-Directors Angela Berger and Laura Scott, and Interim Technical Services Manager, Anastasia Daskalos

Roll call vote

MOTION PASSED UNANIMOUSLY

### **Library Resources:**

Mr. Dobrilovic reported that the Committee has three motions in regard to Policy ID2, Loans of Books and Other Materials due to changes being implemented on April 17, 2018 by the CCS consortium's governing board with the migration to the new catalog system.

On behalf of the Committee, Mr. Dobrilovic made a

**MOTION:** to approve Policy ID2, Loans of Books and Other Materials, as revised

Roll call vote.

MOTION PASSED UNANIMOUSLY

Ms. Berger explained that Policy ID2A, Loans of Books and Other Materials wasn't approved in Committee, but these changes cover the Exploration Library materials and equipment, specifically the verbiage changed in Policy ID2A reflects the same language changed in Policy ID2, for consistency sake. These changes bring the Park Ridge Public Library renewal parameters in line with those of other libraries in the consortium so that Park Ridge patrons aren't penalized with different parameters simply because they borrowed materials in Park Ridge as opposed to if they borrowed their materials at another consortium Library, such as Niles.

Alderman Melidosian stated he is impressed by the list of materials in the policy, namely the Exploration Library materials. Ms. Scott explained that the Library has all of those materials currently on hand other than the Wi-Fi hotspots. There being no further discussion or questions,

Mr. Dobrilovic made a

**MOTION:** to approve Policy ID2A, Loans of Books and Other Materials, as revised

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

The Committee reviewed and discussed Ms. Kottkamp's memo regarding digitizing the Library's collection of historical Park Ridge Herald Advocate newspapers. Mr. Kiem noted that the Committee asked about digitization of the historic Journal & Topics newspapers. Ms. Kottkamp, Reference Services Manager,

explained that the Park Ridge Public Library doesn't have the back issues of the Journal & Topics newspapers, only back issues of the Herald Advocate. Mr. Kiem thanked Ms. Kottkamp for the update. There being no further discussion or questions,

On behalf of the Committee, Mr. Dobrilovic made a

**MOTION:** to approve payment of \$4,300 to Advantage Preservation, to digitize the Park Ridge Herald Advocate for the years 2000 through 2016

Roll call vote.

MOTION PASSED UNANIMOUSLY

**Building & Grounds:**

Mr. Egan reported that the Committee discussed the Library Renovation Project, which is projected to begin May 7, and will consist of three phases, the first phase will be the third floor and current Reader Services portion of the second floor, followed by the remainder of the second floor, followed by the first floor. Estimated completion is late October.

Mr. Egan reported that the other item discussed was the Intergovernmental Agreement, on which Alderman Melidosian gave an update, and Mr. Egan noted that the Board received the City's revised draft of the agreement, which was then routed to the Library Trustees to review and comment upon. He explained that the next step is to schedule a meeting between the City, Library Board and a few Library Staff, especially to discuss the shared services which in this draft the City is seeking to charge the Library for shared services that have never been charged to the Library in the past. He doesn't understand why they are in the IGA, and there is a similar thought process put forward regarding the City's Central Parking Lot that is adjacent to the Library, that the City would maintain it but then charge the Library for doing so, which has never been done before. Mr. Egan added he may be misreading these items and considering the money is all from the taxpayers and the Library is a City department, to create new ways to track it, to reallocate it, is labor intensive and he isn't sure why they are in the IGA.

In same regard to capital projects the Library's intent was to define what the Library should maintain, and what is owned by and should be maintained by the City. The draft version that just came back from the City was a reinsertion of the definition of "capital project" with dollar thresholds between "small" and "large" projects which seem convoluted compared to the Library's method which was to say 'the Library will maintain these items and the City will maintain these items, as opposed to basing that on money thresholds. Mr. Egan reiterated that a sit down meeting needs to take place. Mr. Egan added that this draft might have come from an attorney unfamiliar with how the Library has been working forever. Mr. Egan added that the matter of a "Target Fund Balance" is also an important point – what the City has inserted in the IGA is different than what is set down in the current Library policy.

Mr. Lamb asked if there is any date in the works. Mr. Egan replied that none is set down as yet and there was discussion as to which Trustees should be present at the meeting. There was further discussion about pertinent issues, opinions from Alderman Melidosian as well as that of other Trustees. Alderman Melidosian suggested a smaller meeting rather than larger, but he is fine with an open meeting and one at the Library. In response to Mrs. Rayborn, Alderman Melidosian stated that the City's attorney decided to ink their own document again and there have been a number of back and forth emails between the Aldermen and City staff. Alderman Melidosian added he believes it should remain a short (4 page) document. Mr. Lamb added that he believes it should be driven by common sense and like a "landlord/tenant" framework since the City owns the building and the Library has maintained it, but the work should be paid for by the City.

Mr. Egan stated the dates he is unavailable for a meeting. Mr. Egan suggested that if more than two Trustees wish to attend then the Library needs two days to post the notice of the meeting. Mr. Kennedy added that if it's a special Board meeting a quorum is needed and he asked if this affects the attendance requirement statistics.

**Budget & Finance:**

Mr. Egan offered to review the Budget & Finance Committee meeting, in consideration of Mr. Reardon's absence. He added that Mr. Reardon suggested one small edit in regard to the motion on the agenda, with which Mr. Egan agrees. Mr. Egan stated that the motion is "to approve up to \$65,500 in merit payments to staff, to be effective May 1, 2018". Both he and Mr. Reardon believe that instead of "merit payments" they should be called "merit raises". Ms. Berger explained that the reason she used the more generic word "payment" is because for some employees the merit payment is a one-time payment; for those at the top of their salary range it won't be a salary raise but rather a one-time bonus.

Mr. Lamb suggested adding the wording "...merit payments *and/or raises* to staff..." Mr. Kennedy agreed. Mr. Egan added that he wishes to make it clear that these raises are merit based and therefore not everyone is getting the exact same percentage – it is not an across-the-board cost of living increase – some people may get 2%, others 1% or zero, it is based strictly on merit, which he believes everyone was in agreement with at the meeting. *At the meeting it was the consensus of the Committee that the pool for merit increases will total up to \$65,500.*

Mr. Lamb made a

**MOTION:** to amend the motion to state "approve up to \$65,500 in merit payments *and/or raises* to staff, to be effective May 1, 2018"

Mr. Kennedy SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Egan made a

**MOTION:** to approve the amended motion: to approve up to \$65,500 in merit payments and/or raises to staff, to be effective May 1, 2018

Mr. Kennedy SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Lamb suggested skipping over the Personnel Committee briefly, to go to the Friends of the Park Ridge Library Report, Unfinished and New Business, and then back to the Personnel Committee report. It was the consensus to do so.

**FRIENDS OF THE LIBRARY**

Ms. Scott announced that the Friends are having their *Spring Book Sale* the first weekend in May, right before the construction is to begin. The book sale will take place from 4:00 to 7:00 p.m. on Friday, May 4 for *Friends of the Park Ridge Library* members only; from 9:00 a.m. to 3:00 p.m. on Saturday, May 5 for all who wish to attend, and Sunday, May 6 from Noon to 2:00 p.m. all items are half-price.

Mr. Lamb stated that at the March 15 community forum for Mrs. Smith, there was discussion about the fact that the Waukegan Library has a foundation to facilitate additional funds to the Library, so maybe this Board can discuss this idea at the April COW meetings.

**UNFINISHED BUSINESS**

Mr. Lamb asked about the motion on tonight's agenda under "unfinished business" to disband the Attorney Selection Sub-Committee and the Patron Appeal Sub-Committee. Ms. Berger explained that this motion

came from Mrs. Foss-Eggemann's discussion with Ms. Collman, the Library's attorney, regarding who needed to vote to approve the minutes of the closed meeting of December 19, 2017. Ms. Collman advised Mrs. Foss-Eggemann that the Board should move to disband these sub-Committees if they are no longer needed. Ms. Berger added that this is a placeholder motion placed on the agenda in case the Board wishes to disband one or both of those sub-committees.

Mrs. Foss-Eggemann made a

**MOTION:** to disband both the Attorney Selection Sub-Committee and the Patron Appeal Sub-Committee

Mrs. Rayborn SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Egan informed the Board that staff are working on a donor brochure that will be helpful for anyone who wishes to donate funds to the renovation. The donor brochure identifies naming and sponsorship opportunities. Mrs. Burkum has offered to assist staff with redesigning the brochure.

#### **NEW BUSINESS**

None.

#### **Personnel:**

Mr. Lamb stated that at this time the Board discusses going into Closed Session to discuss a Personnel matter. After a brief discussion summarizing an overview of the search for candidates for the position of Library Director, the special meetings, and observations of the reaction to the candidate at the community forum. Mr. Kennedy suggested that the Library Board create a "succession document" for use by future Library Boards. Ms. Daskalos and Ms. Rigney stated the staff appreciates the Board involving them in the interview process.

Mr. Lamb made a

**MOTION:** for the Board to Adjourn to CLOSED SESSION under the provisions of the Illinois Open Meetings Act 5 ILCS 120/2a to discuss a Personnel matter.

Mrs. Burkum SECONDED the motion.

Voice vote: 6 Yay: Burkum, Dobrilovic, Kiem, Kennedy, Lamb, Rayborn  
2 Nay: Egan, Foss-Eggemann  
1 Absent: Reardon

MOTION PASSED

At this time the Board will go into Closed Session to discuss a Personnel matter. The video camera and recorder will be switched off. The assembly will leave the room and the Board will send someone to alert them to return to continue the open session of the meeting.

#### **CLOSED SESSION**

Regular meeting ADJOURNED to go into CLOSED SESSION AT 8:09 p.m.

Closed Session CALLED TO ORDER at 8:14 p.m.

**ADJOURNMENT – CLOSED SESSION**

Mrs. Burkum MOVED to adjourn the Closed Session.

Mr. Kennedy SECONDED the motion. Voice vote.

Closed Session adjourned at 8:49 p.m.

The Board meeting reconvened and the Open Session was CALLED TO ORDER at 8:52 p.m.

Mrs. Rayborn made a

**MOTION:** to extend an offer to Heidi Smith for the position of Library Director for a salary of \$110,000 annually

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Lamb stated he looks forward to hearing from Mrs. Rayborn after she has a discussion with Mrs. Smith.

**ADJOURNMENT**

Mr. Egan MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:56 p.m.

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Charlene Foss-Eggemann, Secretary