

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL
TUESDAY, AUGUST 15, 2017 AT 7:00 P.M.**

CALL TO ORDER

Mr. Lamb called the meeting to order at 7:01 p.m.

ROLL CALL

TRUSTEES PRESENT: Patrick Lamb, President; Joseph Egan, Vice-President; Charlene Foss-Eggemann, Secretary (7:05 p.m.); Michael Reardon, Treasurer; Stevan Dobrilovic, Gareth Kennedy, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: Karen Burkum

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Jodi Bemis Whitney, Gretchen Kottkamp, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Jennifer Johnson, Pioneer Press; Igor Studenkov, Bugle Newspapers

CONSENT AGENDA

Mr. Lamb explained that beginning this evening, the Consent Agenda includes Agenda items A, B, C, D, and F. At the July 18, 2017 Board meeting, Mr. Egan had asked that "E", the *Year to Date Budget Report*, be removed from the Consent Agenda, and this was agreed upon by the consensus of the Trustees during the August 8, 2017 Budget & Finance COW. Therefore, this evening bullet point "E" is not included under the Consent Agenda. Mr. Lamb read aloud the agenda items included in the Consent Agenda. There being no comments or questions,

Mr. Egan MOVED to approve the Consent Agenda

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

Mr. Lamb solicited questions from the general public on non-agenda items. There were no comments.

SECRETARY'S REPORT

The following items were in the information folder:

- A note from Annette Roma, member of the Friends of the Park Ridge Library, "from 1960 until the present the Park Ridge Public Library has enriched my life through its books and programs, but mainly through the wonderful staff and 'friends'".
- A comment form from "Mila" stating that "this Library is a very quiet place to learn a bunch of different stuff! That's the best!"
- A comment form from Ms. Catherine Sampson, stating she loves this Library, however the parking lot is very dangerous; she has been hit two times in three weeks; people come up behind you as you are backing up.
- A comment form from Ms. Kathy Hennelly complimenting Amber Ensign, Reference Librarian, adding how she really appreciates how Ms. Ensign "went above and beyond helping us today".

- A comment form from “frequent visitor T. Jonas” complimenting the Library for “excellent services, magazine displays, and helpful librarians”.
- A comment form *from Anonymous* stating “excellent Library staff! Always so friendly and helpful.”
- A comment form from Mr. Mike Sirvinskas, stating he “loves the annual Ed Tidd Bingo Party”. (Mr. Tidd, Administration, runs the Bingo game at the Library Block Party.)
- A comment form from Ms. Ann Wittner, stating she just moved to Park Ridge and the first thing she did was get a library card; adding that as a former Chicago resident for over 30 years she always purchased a Park Ridge Public Library card. She added that she has “thoroughly enjoyed this Library for my many, many years. You are the BEST LIBRARY”
- A comment form *from Anonymous* asking if the Library has cancelled the subscription to the magazine, Vogue Knitting. The person asked that the subscription be reinstated because “it makes no sense to start a knitting group here and then discontinue the only knitting magazine you have”.
- A comment form *from Anonymous* asking Library staff put classification stickers (like “mystery” and “fantasy/sci-fi”) on the spines of new books. The person stated that she recently spent “several weeks looking for a new mystery that was” shelved in the New Book section rather than with the mysteries; adding, it would be a “real time saver” for those who only read genre fiction.
- A comment form from Ms. Cheryl Kopinski complimenting Rosanne Cirignani, Library Assistant in Circulation, for her assistance “above and beyond” when checking on why Ms. Kopinski had a late fee on a DVD; and complimenting Lori Preston, Reference Librarian, for always being extremely helpful and pleasant, and for being so knowledgeable on the computer. .

Mrs. Foss-Eggemann reported that the Trustees approved three sets of “closed meeting” minutes at the Personnel COW. Mrs. Foss-Eggemann stated she believes it is about time for her, as Board Secretary, to conduct the semi-annual review the minutes of the closed sessions, to see if the reasons they were closed still exist, and if not the Board can vote to disclose them. She asked Ms. Daskalos to add the item to the agenda for the September COW meetings.

TREASURER’S REPORT

Mr. Reardon referred those in attendance to the *Year to Date Budget Report* through July 31, 2017 on page 47 of the packet. He stated that with 25% of the fiscal year completed, in general the Library is slightly under budget as of this point in time. Mr. Reardon stated that in his opinion there are no items of concern other than the line item for Special Counsel (legal counsel), which at 25% of the fiscal year completed is going to be at 150% of the yearly budget by the end of August; considering the special items the Board has been, or will be, working on such as the IGA (Intergovernmental Agreement), the search for a Director, and the warrants he approved this evening.

Mr. Reardon recommends/asked that someone speak with Robbins Schwartz and negotiate their billing to be per a tenth of an hour (i.e., increments of 6 minutes) instead of the current billing which is based on a quarter hour. Mr. Lamb stated that in the past other trustees had suggested this and he agrees, noting that it is a plausible request and that his law firm bills on a tenth-of-an-hour basis. Mr. Lamb asked that the retainer agreement signed by Mrs. Van De Carr be reviewed to learn the parameters and that the matter be discussed at the September COW.

Mrs. Rayborn noted that the Salaries line item seems low and asked if the reason the salaries appear under budget is because of timing; Mr. Reardon replied no, he believes part of it may be because the Library is understaffed in certain areas, to which Ms. Daskalos agreed.

Mr. Kennedy asked if this year to date budget report can be updated with a “forecast” column. Mr. Reardon replied that in April or May the Board discussed requesting this, but with the change in leadership it wasn’t done. Mr. Reardon suggested maybe a latest estimate column and he will see if

Ms. Berger has time to put that in this report. Mrs. Rayborn asked if there can also be a “year to date plan” and “year to date actual” such as “how much is that extra 3% in salaries”.

Mr. Egan noted that the “Library Supplies (3)” Line item is at 44% YTD, of which \$41,435.00 was for RFID tagging supplies, and asked if that is complete amount that will be spent on RFID tagging. Ms. Daskalos replied that she believes that was to get the project started and a large supply of tags were purchased and of course staff will continue to purchase tags because the entire collection is being tagged. Mr. Egan asked if RFID supplies was in the \$100,000 budgeted for the Library Supplies was in the budget; he doesn’t recall what it was last year. Ms. Daskalos replied that she will review this and she believes Mrs. Van De Carr budgeted for the cost of RFID tags in the Operating Budget. Mr. Egan stated this would be another line item to be projected where it will be at year end.

Mr. Kennedy asked what items constitute “Library Resources” because that line item has a budget of almost \$600,000 and it is at 29%. Mr. Egan replied that is books and materials for circulation and is the second largest expenditure category every year. Mr. Kiem stated that last year’s budget for Library Supplies was \$51,500 and this year it is \$100,500 so apparently funds were budgeted for RFID tagging supplies.

LIBRARY DIRECTOR’S REPORT

Ms. Daskalos solicited questions on the written report, noting July circulation statistics are on page 49. Mr. Egan stated he noticed that circulation and visits for July were the lowest in the last ten to twelve years. Ms. Daskalos replied that it’s just the trend going on in libraries at this time, but as Mr. McCarthy of Studio G.C. stated during his presentation, circulation at the Park Ridge Public Library is above the national average.

Mr. Kiem stated after a new Library Director is in place he would like to poll the libraries in six to eight local communities regarding their circulation and visitor statistics to see current trends in neighboring communities to better understand the trends here in Park Ridge. Discussion ensued. Mr. Reardon stated Mr. McCarthy of Studio G.C. has this information – even though it is a year old – but the Park Ridge Public Library Board can use his data; that is one of the reasons why Studio GC was chosen for the Library Renovation Project. Mr. Lamb asked if Mr. Kiem or Ms. Daskalos should contact Mr. McCarthy of Studio G.C. Mr. Egan stated this is only one benchmark.

Mr. Kiem questioned the accuracy of benchmarking the Library’s statistics against previous years. Mr. Egan stated they are not the only benchmarks. Mr. Egan asked for the Google Analytics report to have a bar chart to reflect visits. Mr. Reardon asked Ms. Daskalos if she is compiling a list for the new Director, adding that these items fall under “new tasks”.

Ms. Daskalos stated that if the PRPL does get to the point where it is comparing itself to other local libraries, it is important/it has to be noted that other libraries have a reciprocal agreement with Chicago but the Park Ridge Public Library doesn’t and that factor could potentially be 15%-20% of some library’s circulation statistics.

Mr. Kennedy inquired about his request at the July Board meeting for usage statistics on the apps that people use to access the Library’s online databases and whether or not such usage statistics are possible, adding he is just following up on this. Mr. Reardon reminded Mr. Kennedy and the Board that the Trustees are not to ask the Interim Co-Directors to undertake new tasks or reports. Mr. Kennedy asked Ms. Daskalos to just add his request to the list.

Mr. Kennedy added that he wonders if one of the reasons for the decline in visitor statistics is a result of changing usage patterns among children or adult patrons. He asked if it would be worth it to have a people-counter at the entrance to the children’s department to track the number of people in and out of that department versus the number of people in and out of the adult areas in the building. He asked if the Committee can discuss this at the September COW and if someone can research if the cost is low enough to have a counter in these areas. Mr. Reardon added he also wonders if it is possible to do this and possibly go backwards in time with these numbers in regard to circulation;

adding that since only the teens are allowed in the teen area that maybe this area can also have a counter, especially since the Library would like to attract more of this demographic. Mrs. Rayborn stated her doubts that having a counter would be accurate since teens and children go in and out of their areas, and the Library, multiple times per visit. Mr. Reardon and Mr. Lamb suggested one of the Trustees speak with the architects about this. Mr. Egan stated he will talk to Studio GC about this.

Ms. Daskalos reviewed the written report. She stated that the Library Block Party was on Sunday, July 23; there were a lot of activities and staff estimates there were approximately 283 people an hour, and a total of over 750 people in attendance.

Ms. Daskalos reported that the WGN Block Party on Friday, July 14 was excellent and very well attended. She explained that she and Ms. Scott arrived at the Library at 3:00 a.m. that morning to open up the building for WGN staff. She added that everything went smoothly, Park Ridge got to be showcased to millions of viewers, and it was a fun event for the community. Mr. Reardon added that per the report in the packet, the day of the WGN Block Party (July 14) was the second-highest day of visits-per-hour for July.

Mr. Egan asked how the situation turned out with the parking during the BBQ event. Ms. Scott replied that she was told that the parking looked like what was proposed, there weren't extra spaces created. Mr. Reardon asked if there were any complaints – Ms. Daskalos stated there were some complaints. Mr. Kiem added that it was fortunate that it was a seemingly slow Library day because there were open parking spaces at various points in the day. Alderman Melidosian stated it appears that the organizer would like to make this an annual event because it was very well received and successful.

Mr. Kiem stated that he had one complaint that the Library's Wi-Fi didn't reach across the parking lot. He stated he has asked Ms. Daskalos to look into the possibility of extending the Library's Wi-Fi into the lot – so that people can have access when more of these events are held in the Central Parking Lot. Alderman Melidosian stated he was the one who complained and he suggested that the Wi-Fi landing page illustrate the Library's services. Mr. Reardon surmised that if the Library can get a digital sign installed outside then the Wi-Fi portal might be placed on top. Further discussion ensued about attendance at the BBQ event and Alderman Melidosian stated he anticipates there will be greater attendance next year, adding it was run by the *Vine Street BBQ Community Outreach*.

COMMITTEE REPORTS

Planning & Operations:

Mr. Lamb reported that although he wasn't in attendance at the COW, the Committee reviewed a one year contract extension with CVI (Computer View, Inc.) to continue to provide Managed IT Services to the Library, and discussion centered on the percentage increase in the contract price. Mr. Lamb asked for verification that the dollar amount in the motion reflects the correct contract price with the 2% increase as negotiated with Ms. Poluchowicz of CVI, to which Ms. Daskalos stated it is the correct amount.

Mr. Kiem made a

MOTION: to approve the contract extension with Computer View Inc., 2035 S. Arlington Heights Road, Suite 121, Arlington Heights, IL for Managed IT Services for a twelve month term at a cost of \$134,640.⁰⁰

Mr. Reardon SECONDED the motion.

Mr. Kiem stated that per Library Policy the Board can approve a one year extension of a service contract. The contract with CVI is concluding its second year – the maximum length of contract that the Library may engage. It was noted that CVI originally asked for a 5% increase in the contract, and

after some discussion and negotiation CVI came back with a 2% increase in the contract price. Although the Committee didn't vote on the motion the Committee asked that a motion be placed on the agenda for tonight's meeting. Per policy all contracts and extensions must be approved by the Board and service contracts may be extended for one year if there are extenuating factors – which in this case is because the Library is without a Director. Next year it will be up to the new Library Director to manage obtaining a two-year contract for IT Services.

Mr. Kennedy explained that because the percentage increase in the contract is not a 1.3% increase, which aligns with the CPI (Consumer Price Index) for the Midwest, he will be voting “no”.

Mr. Lamb asked for a vote on the motion.

Roll call vote: 7 Yay: Dobrilovic, Egan, Foss-Eggemann, Kiem, Lamb, Rayborn, Reardon
1 Nay: Kennedy
1 Absent: Burkum

MOTION PASSED

Mr. Lamb reported that the next item discussed by the Committee was *Policy IC15, Business Organizations in the Library*. A teacher contacted Trustee Burkum to state that she tutors students gratis and didn't appreciate that she was asked to move to the Business area in the Reference Services department when she was tutoring. She felt she was unfairly treated, especially since she wasn't collecting a fee for tutoring. The Committee sought to make the verbiage in the policy more clear to reflect that while the Library won't impose the Business Use Fee to volunteer tutors, per the procedure that staff follows everyone conducting business or tutoring must sit in the Business area of the Reference Services department on the second floor. Further discussion ensued about verbiage and various parameters.

On behalf of the Committee, Mr. Lamb 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.

Communications & Development

In Mrs. Burkum's absence, Mrs. Foss-Eggemann reviewed what transpired in Committee, stating that the meeting was somewhat brief.

The Committee discussed next steps for the community kiosk, which recently arrived at the Library. Mrs. Foss-Eggemann explained that because this project was being overseen by the former Director, and this isn't a project that the Interim Library Co-Directors should take on at this time, the Committee feels that rather than the kiosk sitting in the box unused, it should be set up with a basic interface in the Library so that patrons can familiarize themselves with it. After a new Library Director comes on board then the kiosk can “travel” around the community to various high-profile areas for citizens who might not venture through the doors of the Library, or who aren't familiar with the Library's website, can learn more about the Library's services and perhaps avail themselves of some eBooks or other library materials. In Committee there was discussion among the trustees in regard to the kiosk platform, capabilities, design, and possible content that will be available. Mrs. Foss-Eggemann suggested that the Library have a contest to create a wrap for the kiosk, for coders to create a fun main screen and/or interface, so that the kiosk can be an “ambassador” for the Library. At some point in the future the discussion of the kiosk will take place in the Planning & Operations Committee.

Building & Grounds:

Mr. Egan explained that the Committee discussed the lack of a construction permit so that the Library Improvement Project can proceed. He stated that the discussion concentrated on the back and forth meetings between Studio GC, the City of Park Ridge, the Library Board (Mr. Egan and Mr. Reardon) and the Interim Library Co-Directors. Mr. Egan explained that two possible paths came out of the meetings – the first being for Studio GC to identify those improvements that are in the contractor’s scope of work that don’t impact life safety or only positively impact life safety in the building and provide them to the City Inspector. Mr. Reardon stated he believes Mr. McCarthy provided the list to the City on Wednesday, August 9; the list of items that Studio GC seeks to accomplish with the renovation appears on pages 89-91 of the Board packet.

Mr. Egan explained that the second path that’s being undertaken is a longer term study of the building by the City, which owns the building. The building and addition were built in accordance with the fire codes that were in existence at that time; if the building and addition were to be erected now the building wouldn’t pass inspection and would be out of code. The City has adopted a different, more stringent fire code since then and a longer-term study of the Library building is required to address the issues with which the City and Studio GC are at odds. Most notably the Library building is not sprinklered – which is the same situation the City faces with City Hall (and potentially other City buildings) and the City has started a process to review them.

That being said, Mr. Egan added that installing a sprinkler system in the Library building was never and isn’t currently in the budget, it wasn’t covered in the scope of the project, it wasn’t covered by the referendum, there’s no money set aside for it, and therefore it’s not something the Library Board can address at this time – it’s something the City will have to address. Mr. Dobrilovic asked if this matter is one that an Intergovernmental Agreement (IGA) would cover – to which Mr. Egan replied that it is. Mr. Dobrilovic asked if the City owns the building is the Library undertaking the installation of a sprinkler system. Mr. Egan replied that as of right now the Library won’t be installing a sprinkler system in the building and it wasn’t covered in the renovation plans because the Library was unaware of the issue until the permit was being held up. At this time the Library is awaiting a determination by the City Inspector as to what parts of the renovation they will allow and he believes the City finally understands that this was never a part of the plans due to the Library not being made aware of its necessity and why it wasn’t addressed by a referendum.

Further discussion ensued regarding this interaction between the Library and City in regard to the renovation project and IGA (Intergovernmental Agreement). Mr. Reardon stated he believes the general agreement in the meetings is that the Library building will never be fully code compliant.

In response to Mr. Dobrilovic, Mr. Egan stated that the City Inspector will approve the list (provided by Studio GC) or modify the list and then give the Library a permit to do all that can be done right now. Mr. Dobrilovic asked then, that being said, at what point is the Board going to meet and decide if and when and to what extent to proceed with the renovations, to which Mr. Egan replied as soon as the City Inspector approves “a list” and provides the Library with the permit and a list of “approved” renovations. In response to Mr. Lamb, Ms. Daskalos stated that the City said it would take 2-3 weeks to review and, in fact on August 10, the City Inspector, Mr. Steffens, emailed the group to say he’d received the documents from Studio GC and had transmitted them to Fire Safety Consultants, and “as of this writing the two track solution is underway”.

Mr. Egan reported that in regard to the IGA (Intergovernmental Agreement), he submitted the most recent version to the attorney via email about a month ago requesting input and comments. When he didn’t hear back from them he emailed them again today but it is possible the attorney has been on vacation. Mrs. Foss-Eggemann explained that the draft of the IGA is the one drafted by the Library’s former attorneys, Ancel Glink. Mr. Dobrilovic stated he would be interested in reviewing the IGA in its current permutation.

Mr. Lamb asked Alderman Melidosian who are the people at the City on the other side of the discussion of the IGA and is it possible to have a face to face meeting with them to discuss some of the parameters and challenges involved. Alderman Melidosian suggested the Trustees review the

current draft of the IGA, make revisions to the document, and send it back to City Manager Gilmore for a COW (Committee of the Whole) of the Council to review. Mr. Egan stated that the people who were part of the review process were City Manager Gilmore, Alderman Knight (the previous Library Liaison), Trustees Trizna and Egan, Library Director Van De Carr, and the City's attorneys. Mr. Egan stated that the Board will review the comments received back from the City, forward any revisions back to the City, and then schedule a meeting. Mr. Lamb suggested that Mr. Dobrilovic stand in as the second Library Trustee in place of former Trustee Trizna.

Mr. Egan reported that the second matter reviewed by the Committee was the proposed City revisions of parking ordinances, of which Mr. Kennedy volunteered to mediate. Mr. Kennedy stated he was unable to attend the Council meeting, but he has been informed that the Library's comments were reviewed by the City Council. Alderman Melidosian stated that the Council felt that there was a large enough number of commuters to keep the 11:00 am cutoff and the proposal to allow public parking was not passed by the Council. Alderman Melidosian stated that there was also discussion on the number of parking spots, and that failed and that the majority of the Council voted that 20 parking spots in the Central Parking Lot be changed to commuter parking spaces until 11:00 a.m. during the work week.

Alderman Melidosian stated that a letter from then-Library Director Van De Carr was read into the record that the City look at allowing City Employee parking in the underground Uptown Parking Lot, which is a possibility as well.

Budget & Finance

Mr. Reardon stated he has one matter left over from the COW (Committee of the Whole) meeting, which is that due to lack of attendance the Committee was unable to approve the minutes from the July meeting, so those will have to be voted on again at the September meeting.

It was at this meeting that there was a consensus of the Committee that beginning with the August 15, 2017 Board meeting the Year-to-Date Budget Report be removed from the "*Consent Agenda*" at the monthly Board meetings.

Personnel:

Mrs. Rayborn reported at the July Board meeting the Board approved of her moving forward with contracting with a search firm to conduct the search for a Library Director at a cost not to exceed \$19,990.⁰⁰

Mrs. Rayborn stated that she and Mrs. Burkum interviewed three executive search firms and were very impressed with John Keister & Associates LLC. Mr. John Keister and his daughter Sarah Keister attended the COW and met the Trustees. She added that his approach seems to be very collaborative, and will involve both the staff and Board. After some discussion,

On behalf of the Committee, Mrs. Rayborn 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

Roll call vote

MOTION PASSED UNANIMOUSLY

Mrs. Rayborn stated that after polling the Trustees, a special Board meeting has been scheduled with John Keister and Associates at 7:00 p.m. on Thursday, August 24, 2017 in the Library's first floor meeting room. Mr. Keister will also meet with staff on the afternoon of August 24.

FRIENDS OF THE LIBRARY

No report.

UNFINISHED BUSINESS

No discussion.

NEW BUSINESS

Mr. Lamb announced that today is Mr. Egan's birthday, to which the assembly applauded, wishing him a Happy Birthday.

Mr. Lamb thought that the eclipse glasses would be on tonight's agenda. He stated that every TV news report and every newspaper article about the unbelievable demand for glasses to view the lunar eclipse – occurring Monday, August 21 – and that virtually every store, Library, and venue is out of them. One patron who was unhappy with the fact that in one hour on August 14 the Library ran out of the 300 glasses they were handing for free, contacted a number of Trustees to voice his dismay. Mr. Reardon stated that when he referred the patron to the article on the front page of the Chicago Tribune where it said that the Chicago Public Library ran out of eyeglasses to view the eclipse and people couldn't find any to purchase anywhere. Mr. Reardon added that the patron was happy with that explanation and he seemed satisfied that it wasn't just the Library who ran out of eyeglasses. Ms. Daskalos stated that Library staff were unable to find anyplace to purchase more than the 300 specialty eyeglasses originally purchased.

ADJOURNMENT

Mr. Reardon MOVED to adjourn the Board meeting.

Mrs. Rayborn SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:33 p.m.

Charlene Foss-Eggemann, Secretary