

**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, SEPTEMBER 19, 2017 AT 7:00 P.M.**

CALL TO ORDER

Mr. Lamb called the meeting to order at 7:10 p.m.

ROLL CALL

TRUSTEES PRESENT: Patrick Lamb, President; Karen Burkum; Gareth Kennedy, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: Joseph Egan, Vice-President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Stevan Dobrilovic

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Jodi Bemis Whitney, Angela Berger, Gretchen Kottkamp, John Priala, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal

CONSENT AGENDA

Mr. Lamb read aloud the agenda items included in the Consent Agenda.

Mr. Lamb commented that on the agenda for this evening's meeting, under #3, the date for the *Library Director Search Committee meeting* should be June 29, 2017, not July. Ms. Bemis Whitney thanked Mr. Lamb for bringing this to her attention and stated she would correct point #3 on the agenda.

Mr. Kennedy asked that the warrants from Atomatic Mechanical Services for "HVAC Equipment" which are listed on page 16 be removed from the Consent Agenda so that they may be discussed because he has a question.

Mr. Lamb made a

MOTION: to approve the Consent Agenda minus the warrants from Atomatic Mechanical Services.

Mr. Kiem 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 comment form from "anonymous" thanking Larry, Reference Services, for his assistance.
- An email from Mrs. Burkum, Park Ridge resident/Library Board Trustee, sharing "unsolicited feedback" from a friend. That friend stated that she wanted to let Mrs. Burkum know her opinion that this month's Library newsletter was particularly noteworthy, both visually and in regard to program offerings and that she and her children are excited about the "really fun, relevant programs" they will be attending in the near future.

- A comment form from Eric Ruth, Park Ridge resident, thanking the Library “very much for making available eclipse glasses for me and my grandson. I love the Library and use it often. I was in line before 9:00 a.m. and got glasses before you ran out. Thank you so much for thinking to provide the glasses!”
- A comment form from “anonymous” suggesting it would be nice to have a card reader or a computer with card slots available for patrons to use in order to view photos.
- A comment form from “anonymous” thanking Brandee, Reference Services Librarian, for her assistance.
- A comment form from Richard Brennan commending Rachel, Reader Services Librarian, for being very helpful and patient; she assisted him with locating an article and with using the copier.
- A thank you letter from Maine Township Food Pantry, to Mrs. Preston, Reference Services Librarian for the generous donation to the Food Pantry. She stated “for over 35 years, the Maine Township Food Pantry has been working to end hunger in our community... we couldn’t do it without your contributions. We are grateful you have chosen to support the township, and more importantly, the individuals and families who need it most.” *Ms. Scott explained that this donation was from a Library Staff food drive, from which there were 26 boxes of food and approximately \$100 donated to the food pantry.*

TREASURER’S REPORT

Mr. Kennedy asked if the two warrants from Atomic Mechanical Services were for routine maintenance on the HVAC equipment or was this for a major repair; adding that with the recent review of the capital study, he is asking in order to get a sense of the capital equipment. Ms. Berger stated that the Library Facility Manager, John Priala, is present this evening. Mr. Priala introduced himself and explained that one warrant from Atomic Mechanical Services was for the software controls and the other was for maintenance on the mechanicals, i.e. HVAC cooling units and boilers.

Mr. Kennedy asked about the descriptor for “Public Relations” for two warrants appearing on pages 21 and 22. Ms. Berger explained that the City controls what descriptors appear under the charts of accounts, adding that these aren’t for “Public Relations” but rather these are payments from the Per Capita Grant. The payment to *OverDrive* is to fund the Park Ridge Advantage eBook account, which are titles for Park Ridge residents only; the other payment is to Midwest Tape, which is the vendor for *Hoopla*, which is all of the Library’s other digital collections, for which the Library gets billed for actual usage. Ms. Berger explained the coding of the accounts appearing on the warrants which indicate Per Capita Grant and those indicating Public Relations account codes.

Mr. Kennedy made a

MOTION: to approve the warrants appearing under #6a and #6b of the Agenda, as omitted from this evening’s Consent Agenda.

Mr. Kiem **SECONDED** the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

The trustees discussed the *Year to Date Budget Report* as of August 31, 2017, on page 47 of the packet, and Mr. Lamb noted that per Mr. Egan’s request a number of months ago the *Year to Date Budget Report* has been separated from the Consent Agenda to allow for greater discussion by the Board.

Mr. Kiem inquired about the “Special Counsel” line item being at 150% of budget. Mr. Lamb responded that last month Treasurer Reardon alerted them that this month this line item would be at around 150% of budget. Mr. Lamb, Ms. Scott and Ms. Berger noted that this is primarily due to legal counsel fees regarding the Library Director’s position, “Patron A”-pertinent matters, and the FOIA

(Freedom of Information Act) request. Mr. Lamb added that Mrs. Foss-Eggemann has informed him that she spoke with the Library's legal counsel, i.e. Robbins Schwartz, and they have agreed to change their billing rate for the Library to bill on time increments to the nearest one-tenth of an hour, or the nearest increment of six minutes. There was further discussion about budget report details. Mr. Kiem suggested that the IGA (Intergovernmental Agreement) will probably impact this line item. The *Year to Date Budget Report* shows that with 33% of the fiscal year completed, the Library is at 31% of the total operating budget as of August 31, 2017.

Mr. Kennedy made a

MOTION: to accept the *Year to Date Budget Report* as presented

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT

Mr. Lamb stated while he finds the statistical reports to be interesting but he has come to expect the numbers to be declining, as indicated by the reports. Mr. Kennedy asked what significant event or events occurred since FY13 and FY14, after which the number of visits began to decline; did types of programs or Library hours change? Ms. Scott stated that is when the Library began to charge non-residents and non-Park Ridge library card holders for using the computers and for attending programs.* Ms. Berger added that FY13/14 was the Library's 100th Anniversary year and there was a lot of additional programming added so that may account for the increase in Library visits as well.

Mr. Lamb, Mr. Kennedy and Mr. Kiem stated they believe the number of visits to the Library to be meaningless without context. Discussion ensued regarding how to determine if the other libraries in the State have had a corresponding decline or increase in statistics the same years as our Library. Mr. Lamb asked if someone on staff can contact the Illinois Library Association to see if their statistics on library visits correlate to the Park Ridge Public Library's statistics. Ms. Berger stated that she believes this would require there being someone who can access the system and go into their historical files, it's not a phone call, and you'd have to look only at comparable libraries. Mr. Kiem asked if the Library reports statistics to the Illinois Library Association, to which Ms. Berger explained that the Park Ridge Public Library reports its statistics to the Illinois State Library, via submission of the Illinois Public Library Annual Report (IPLAR). In response to Mrs. Rayborn's inquiry as to how current the data is that the State has and what year would the data be to look at, to which Ms. Berger responded that libraries have different fiscal years; Park Ridge has an April 30 year-end, all the district libraries have a June 30 year-end, so for this fiscal year they haven't yet submitted their annual reports, so the data might be one to two years ago.

Ms. Scott reported that the eclipse viewing was a huge success. Ms. Scott explained that when the Children's Services Manager purchased the 600 glasses in June Ms. Scott thought that was too many, but then when she attempted to purchase additional glasses they were unavailable so staff made the best of the situation. Staff distributed 450 pairs prior to the day of the eclipse, and that day there were almost 200 people of all ages out on the Library lawn. It was the epitome of what libraries are about: it was so heartening to see people sharing their glasses, talking to each other and being engaged for the entire three hours.

Ms. Scott stated that perhaps the Trustees have seen the banner over the front entrance announcing the "Super Card" library card sign up as well as the latest *Park Ridge Reads Junior*. Ms. Scott explained that bi-annually for at least the last ten years in the fall, the Library has hosted a *Park Ridge Reads* program for adults. This year the Children's and Teen Services departments wanted to host a similar program for children and their families for the book *Ghost* by Jason Reynolds, a 2016 National Book Award Finalist for Young People's Literature. She added that there are multiple excellent

programs scheduled this month which will culminate with a Skype session with the author at the end of September.

Ms. Scott announced that September is *Library Card Sign Up Month*. Ms. Daskalos' staff in the Circulation department are working hard handing out raffle tickets and patrons are very excited about the gift cards and prizes, most of which were donated to the Library.

Ms. Scott reported that staff have been very busy placing RFID tags on the collections. Mr. Lamb asked when it is anticipated that staff will have all of the tagging completed. Ms. Daskalos surmised the project may be completed by November. Mr. Lamb stated he is surprised it is not completed yet when it was first discussed in May it was stated it should take about four months. Ms. Scott responded that the actual implementation started in August – all of the tags, tagging stations, etc. had to be ordered and received, and the actual tagging began in August. Mr. Kiem asked if the staff have ordered the equipment that will read the tags – like the sorters. Ms. Scott and Ms. Berger noted that the Board has not yet approved the purchase of the self-checkouts or sorters, which are a different phase of the project. Ms. Berger added that the only items approved thus far by the Board are the tags, the tagging supplies, and the lease of the tagging stations and staff stations. Mr. Lamb clarified that this is because the self-checkouts and sorters are reliant upon the renovation and plans, which is the next phase to be discussed by the Board.

Ms. Scott stated there is information in her written report about the summer reading programs, as well as about the junior volunteers. Brief discussion ensued regarding the kiosk and who might undertake the coding (setup/preparation) of the kiosk.

COMMITTEE REPORTS

Planning & Operations:

Mr. Kiem reported that the Committee reviewed proposed changes to *Policy 1F1: Conduct in the Library* and discussed various wording changes to the policy.

On behalf of the Committee, Mr. Kiem made a

MOTION: to approve the revisions to *Policy 1F1: Conduct in the Library*, as specified.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Communications & Development

Mrs. Burcum reported that the Committee discussed next steps for the community kiosk. There was discussion among the trustees in regard to the kiosk's design, who might be able to utilize their coding capabilities to initiate its use and content, etc. It was suggested that the matter of the kiosk and its startup be tabled until the matter of the Library Renovation Project is resolved. Mr. Lamb explained that Mr. Parisi, recent former Library Board Trustee, works for American Eagle and he has offered to come to the Library to look at the kiosk and make suggestions to get it up and operational if for no other reason than to be able to display updates on the renovation.

Building & Grounds:

Mr. Lamb announced that Mr. Priala, Library Facility Manager, is present this evening in order to field questions and provide information regarding necessary Capital Projects.

At the Committee meeting the Capital Budget Plan was reviewed and discussed. Mr. Kiem asked where the narrative is that the Committee requested. Ms. Scott replied that she sent it to the Trustees via email.

The Board discussed various matters related to the Capital Plan. Mr. Priala, Library Facility Manager, fielded questions regarding – repairing pipes that are behind brick walls, issues with possible asbestos, sprinklers, etc.

In response to Mr. Lamb, Ms. Berger stated that the City requested the Library's Capital Budget Plan in August but she believes the City is scheduled to present it to the Council in October or November.

Discussion ensued regarding individual line items, especially the air handlers and life safety items.

Mr. Kennedy suggested moving the line item for the two air handlers line item to FY19/20 from FY18/19, replace that FY18/19 line item with \$500,000 life safety improvements to include but not limited to sprinklers with asterisk, and add \$110,000 for sanitation drain and water distribution with asterisk/footnote that "potential savings possible by doing these projects simultaneously".

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve the proposed Capital Plan for FY19-FY21 as amended

Roll call vote: 5 Yay: Burkum, Lamb, Kennedy, Kiem, Rayborn
4 Absent: Dobrilovic, Egan, Foss-Eggemann, Reardon

MOTION PASSED UNANIMOUSLY

Mrs. Rayborn asked for an explanation of the document referred to in the August 8, 2017 Committee minutes which outlined the proposed renovations and their impact on building safety. Discussion ensued regarding building code specifications. Mr. Kiem interjected that that he believes the report from the City's third party is stating that what the Library's architects have submitted isn't up to code, there are other pieces missing so they aren't going to render a final opinion yet. Mr. Kiem stated he would like to table discussion until the meeting with the City on the matter. Mr. Lamb added that Studio GC has notified the Library that the contractor who was awarded the bid has notified Studio GC that they can't hold their bid price indefinitely.

Alderman Melidosian, Park Ridge – explained that the City council briefly discussed this matter at the September 18, 2017 City Council meeting. He noted that the City Manager has expressed a willingness to review the Library's IGA (Intergovernmental Agreement) latest redlined version back to him and so he reiterated his encouragement that the Library Board 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.

Alderman Melidosian added that in regard to the Library Improvement Project, and that just because one department of the City government wants to do something, doesn't mean that City will approve its funding. Alderman Melidosian stated he sees this as a standoff between the Library, conducting the improvements it would like to undertake, versus the realistic finances/budgetary/code restraints.

Alderman Melidosian expressed his willingness to sit in on the meetings with the Library, Studio GC, and the City.

Mr. Lamb stated he would like to have a meeting occur in the next two weeks between representatives of the Library Board, the City, and Studio GC so that by the time the October COW (Committee of the Whole) meetings take place the Library can plan movement forward. Discussion continued regarding the process of bringing this issue before the City Council.

Budget & Finance

The subject of how the Library attorney will bill was discussed earlier in tonight's meeting during the Treasurer's report – not at this point of the meeting.

Personnel:

Mrs. Rayborn reported that at the COW Ms. Scott announced that the City is currently undertaking a salary review/survey and is not including the Library (a City department) in this review/survey. Mrs. Rayborn stated that at the behest of the Committee, she contacted the City's HR Director, Mike Suppan, regarding the salary study and he made it clear that it doesn't include the Library positions and he would inquire how much it would cost for the Library to be included in the study.

Mrs. Rayborn reviewed Mr. Suppan's response regarding the Library's compensation of its staff after the salary survey is completed. Mr. Suppan's response was that Library positions will be slotted into the new City ranges in parity with the current classifications, once the new classifications are developed. He further indicated that Library employees, as City employees, should then be paid within the new ranges developed from the City's salary survey.

Mrs. Rayborn asked Ms. Scott if the City indicated when it was going to conduct the survey, to which Ms. Scott replied she believes the responses are due by September 30. Mrs. Rayborn stated she is still awaiting a response from Mr. Suppan regarding the cost to the Library for inclusion in the salary survey.

In regard to the search for a new Library Director, Mrs. Rayborn stated that, considering the deadline for priority status applications is (those received by) September 29, 2017, she anticipates the Board will hear from him in the beginning of October to learn who has applied for the position. She reiterated that Mr. Keister informed her that thus far three local-area library directors have expressed interest in the Director position.

Mrs. Rayborn stated there are two motions on tonight's agenda. As a result of the resignation of the Technical Services Manager Mrs. Rayborn conducted a conference call with Ms. Daskalos, Ms. Scott and Ms. Berger to discuss options. It was determined that the best way to proceed is to have Ms. Daskalos take on the position of Manager of Technical Services while continuing as manager of the Circulation department, and for Ms. Berger to formally take on the responsibilities of an Interim Library Co-Director in addition to her duties as Business Manager. Mrs. Rayborn added that per the approval of the Committee, the press release announcing Ms. Berger's recommendation went to the newspapers on September 13.

Mrs. Rayborn solicited questions and discussion.

Ms. Berger explained that the motion did not come out of Committee; Mr. Dobrilovic provided the motion for inclusion on tonight's agenda.

Mrs. Rayborn made a

MOTION: to appoint Angela Berger as Interim Co-Director as replacement for Anastasia Daskalos, who will occupy the recently vacated position of Technical Services Manager on an interim basis, in addition to her full time position as Circulation Services Manager.

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

Mrs. Rayborn announced that in regard to the second motion appearing on the agenda, there has been a request for additional information and some additional conversation. Mr. Lamb stated that based on an inquiry from Mr. Egan related to the second motion, it was requested that the motion be tabled so that it can be discussed at the October COW.

Mr. Lamb made a motion to approve Anastasia Daskalos receive compensation for her position of Interim Library Co-Director through today, September 19, 2017. Mrs. Rayborn stated she believes that is covered in the original motion in June.

Mr. Lamb stated that the Board might consider going into closed session this evening, but it was explained that the Board cannot go into closed session to discuss a personnel matter because it isn't on tonight's agenda. Mr. Kiem asked if this is even a decision for the Board. Mr. Lamb replied that since there is no Library Director and he doesn't feel it is fair to put a compensation matter before the Interim Library Co-Directors and so it falls to the Board to discuss at the COW.

Mr. Kiem commented that whatever is decided in the COW, he expects the compensation will be retroactive, to which Mrs. Rayborn stated, "absolutely" and Mr. Lamb voiced his agreement. Mr. Lamb stated for the record and thanked Ms. Daskalos for the effort and time she has put in as Interim Library Co-Director – "She has done an intelligent and effective job as Interim Library Co-Director and that it is invaluable." The assembly applauded Ms. Daskalos.

FRIENDS OF THE LIBRARY

No report.

UNFINISHED BUSINESS

No discussion.

NEW BUSINESS

No discussion.

ADJOURNMENT

Mr. Lamb MOVED to adjourn the Board meeting.

Mr. Kennedy SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 9:01 p.m.

Karen Burkum, Secretary Pro-tem