

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Regular Meeting of the Board of Trustees held via videoconference
April 20, 2021 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 7:32 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to librarydirector@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: (Via videoconference)	Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary; Stevan Dobrilovic, Treasurer; Alexandrea Hanba; Josh Kiem; Joseph Steinfels; Deepika Thiagarajan
Abstain:	Michael Reardon
Others Present:	Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Andrew Jose, Green Associates; John Priala, Facility Manager; Charlie Melidosian, City Council liaison

Consent agenda

Items on the consent agenda included:

- Approval of Minutes of the March 16, 2021 Regular Meeting and the March 9, 2021 Special Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 11, March 16, 2021 Period 11, March 31, 2021
- Cash statement for all accounts for March 2021
 - Approval for payment from the Petty Cash Fund, \$17.99
- Fines & Fees Revenue History for March 2021
- MOTION to renew "Illness at the Workplace (COVID-19) for Library Staff" policy as amended, for the period April 1 - September 30, 2021
- MOTION to approve FY21 Operating Budget transfer for \$5,400 from Administration Salaries to Administration Consulting and an Operating Budget transfer from Administration Office Supplies Other to Patron Service Library Supplies in the amount of \$1,500.
- MOTION to approve updated essential government operation resolution

Vice-President Burkum made a

MOTION: to approve the consent agenda

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Reardon, Somheil, Steinfels, Thiagarajan

Abstain: Reardon

Motion passed.

Public Comment

None.

Secretary's Report

Secretary Somheil reviewed recent news articles and press releases including information about a new offering on the database sections on LinkedIn Learning, as well as a reminder of other database that are available to patrons at no cost. He also noted patron feedback received, commending the Library as a pillar of the community.

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Vice-President Burkum made a

MOTION: to MOTION for the Board to adjourn to Closed Session at the conclusion of the regular meeting, pursuant to 5 ILCS 120/2(c)(8), for the purpose of discussion of a patron matter.

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Treasurer's Report

Treasurer Dobrilovic noted that 92% of the fiscal year is completed. To date we have \$3,866,460 in revenue; operating and capital improvements budget expenditures are at \$3,375,712. We are deficit spending \$490,748 this year. The Library has spent 61% of total budget expenditures and 74% of total operating expenditures. This indicates the Library will be significantly underspent on budget based on these amounts, related to COVID shutdowns of this year. All building-related capital expenditures will get carried over into next year, operating expenses will leave the Library with some surplus which will need to be spent down in coming years.

Treasurer Dobrilovic made a

MOTION: to approve the February 2021 Treasurer's Report

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Trustee Kiem thanked Treasurer Dobrilovic and Finance Manager Doubek for the work on the budget and financials.

Director's Report

Interim Director Berger reported that as of April 15, the quarantine period for returned materials has been eliminated, in accordance with recommendations from RAILS and CCS. Billing notices have been updated to reflect this. Returns will now be processed as they are returned and when the first floor is reopened, the sorter will again be operational.

COMMITTEE REPORTS

BUILDING AND GROUNDS

Committee Chair Reardon invited Mr. Jose to review the memo regarding change order #007 related to sprinkler work.

- Change order request 14: Relocate starter and disconnect for air handler in Mechanical room 112 due to location of the new booster pump. \$755.70
- Change order request 16: Demo ceilings at boys 119, girls 118 and Janitors 104 (Janitors to remain exposed). Install new ACT ceiling, new light fixtures, remount fire alarm devices. \$4,081
- Change order request 17 – installation of new water main
 - Credit for work of running new water service to Summit Ave. Credit Work \$ (35,000.00)
 - Cost of work performed to summit – patching, modifications to the route to Touhy. Total water main credit – (\$11,100)
- Change order request 18: Demolish ceiling and reroute conduit to accommodate plenum clearances \$2,591.60

The total for change order #007 is a credit in the amount of \$3,671.70.

Treasurer Dobrilovic asked Mr. Jose to review the cost of excavation. Mr. Jose stated that the total excavation is now expected to be 150 linear feet; it was 250 linear feet to Summit Ave. Since there is less excavation, there is less

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potential haul of materials to the non CCDD landfill. He anticipates half if not less than half of the additional cost of non CCDD haul. The adjustment is from \$16,000 to \$8,000 based on the excavation. Also, the majority of the route to Touhy Ave. is a grassy area. If the material is compactible, it can be backfilled with material taken out, so they don't have to backfill with gravel. He said there is potential that the amount will be less.

Trustee Reardon asked about new ceilings in Children's Services toilet area. He questioned if these were included in abatement project. Mr. Jose said there is the potential to change them in the future, that they did not want to disturb those ceilings. He said they were not included at that time. Trustee Reardon said it would be helpful to have full cost of the decisions rather than piecemeal. The Board should be advised of the full cost of projects up front. Mr. Jose said it was not known at the time how much would be disturbed. Trustee Reardon stated that for future projects, the Board should pay attention to these things.

President Rapisand made a

MOTION: to approve change order #007 in the amount of (\$3,671.70) for the 2020 Library Improvement Project

Trustee Thiagarajan seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan
Motion passed.

Mr. Jose shared additional information on projects. The IDOT permit for water main work was received; work will start Wednesday or Thursday at the latest. The partial occupancy permit from the City for first floor will be issued by the end of the week. With regard to the electrical shutdown, they received additional information from the electrician and reviewed full building generator power. He said that providing whole building power would be quite a feat – they would have to bring in a temporary panel and connect directly to all multiple feeds. Typically, in a project like this you would have zone shutoffs, but those don't currently exist (that is part of this project). The electrical comes in directly from the transformer, there is no shutoff between the transformer and the feeds to each panel in the building. The electrician would not recommend trying to connect the entire building to a generator, it would take approximately 8 hours to connect, and there could be a risk in doing so. His recommendation is to provide power to essential services, not the entire building. The building will be down 3 days as discussed, they will see if that can be reduced to 2 days. He understands that is not what the board wished, but it is the recommendation at this time.

President Rapisand asked if one floor could have power so the building could be open for pickups. Mr. Jose said he could look into that; a partial generator would be needed for servers, fire alarm and sump pumps. He can see if there is a section of the building that can be maintained reasonably. He said that ComEd is often difficult to schedule but they have committed to May 3, so that will be the date the project will start.

Trustee Thiagarajan asked what would be considered essential services. Mr. Jose replied servers, fire alarm and sump pumps. Trustee Thiagarajan inquired if staff could be working in the building. Mr. Jose replied no, that would likely not be possible.

Vice President Burkum asked if the phone system would also be included as an essential service that perhaps the phone could be forwarded to employees working from home. Mr. Jose said he would check. If it is a voice over IP system, they are typically located in the server room, so if that was the case, then yes, it could be included in the generator. Interim Director Berger said the phone system was discussed at the management meeting. She said the phone system will work through Google Voice.

Trustee Reardon summarized that the Board would like as much of the building to be open as possible, essential services be maintained including phones. He asked Mr. Jose to work with the Interim Director to provide as much

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service as possible for those days, and to make the time period as short as possible. The Board will not be meeting again before that, Trustee Reardon asked that Interim Director Berger be empowered to make these decisions. The Board concurred.

Trustee Kiem requested that staff ensure this information is communicated to patrons. Interim Director Berger confirmed that marketing staff was ready with materials, they are just waiting for definitive dates.

PLANNING & OPERATIONS

Firewall – E-rate Subsidy and contact with CVI

Trustee Steinfels stated that this item was removed from the consent agenda to account for a revised memo which explained the bidding process and the fact that the library had only received one bid. Trustee Reardon stated that the bid program was open for 28 days, the fact that they only received one bid was not for lack of trying.

Additionally, the bid is from the Library's current IT provider, someone we trust. Finance Manager Doubek clarified where the requested information was located in the memo and read that section aloud:

In February 2021, we applied to e-rate for a category two equipment project which entails replacement of the firewall in July 2021. CVI was the sole bidder during the government mandated twenty-eight day window for submitting proposals. Library Policy states at least three competitive proposals should be obtained for purchase of like items of equipment or service expected to be over \$5,000.00 but less than \$20,000.00. The widest net possible was cast for proposals through The Schools and Libraries Program of the Universal Service Fund structured application process.

Trustee Steinfels made a

MOTION: to approve CVI contract for \$12,819.00 for purchase, installation and configuration of firewall and to move forward with ERate subsidy application

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

FRIENDS OF THE LIBRARY

Interim Director Berger explained that there was no formal report from the Friends, but they had let her know that without being able to conduct past and possibly future book sales due to COVID, they would not be able to fund the Library wish list. Their membership drive information is included in the current Library newsletter.

NEW BUSINESS

None.

Trustee Reardon made a

MOTION: to adjourn to closed session

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Board reconvened in Open Session at 8:29 pm. No additional business occurred after Open Session resumed.

President Rapisand adjourned the meeting at 8:30 pm.