

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees held via videoconference

May 18, 2021 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 7:01 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: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(Via videoconference) Stevan Dobrilovic, Treasurer; Alexandra 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; Staci Greenwald, Children's Services

Consent agenda

Items on the consent agenda included:

- Approval of Minutes of the April 20, 2021 Regular Meeting and the May 5, 2021 Special Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 12, April 16, 2021 Period 12, April 30, 2021
- Cash statement for all accounts for April 2021
 - Approval for payment from the Petty Cash Fund, \$4.96
- Fines & Fees Revenue History for April 2021
- MOTION to approve \$296 annual fee, effective July 1, 2021 for Non-resident Library cards and to adopt related Board resolution
- MOTION to approve updated essential government operation resolution

Trustee Reardon recommended removing the resolution for the non-resident library card fee from the consent agenda as he stated that he believed a formal vote needed to be recorded on that item.

Vice-President Burkum made a

MOTION: to approve the consent agenda as amended

Trustee Reardon seconded the motion.

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

Motion passed.

Public Comment

None.

Trustee Reardon requested to move Building and Grounds to be the next item of business in order to accommodate Mr. Jose of Green Associates.

Building and Grounds Committee Report

COR 19 – additional fire marshal inspection test for first floor partial occupancy permit. COR 22 which is re-routing of wire mold in third floor breakroom, small bit of conduit to wire mold to accommodate elevation of new ceiling;

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COR 24 additional cores through steel beams reviewed by structural engineer to accommodate low plenum space on second floor in addition to those already done – lobby area and to get around stairway adjacent to stairway adjacent to closet near adult services workroom; COR 25 – patch existing ceilings on third floor per city's structural inspection. The total amount for Change Order 09 is \$7,955.40, which will be applied to contingency.

Treasurer Dobrilovic asked what the purpose was to patching a hole above a drop ceiling. Mr. Jose replied the building has being sprinklered which reduced necessary fire ratings on some assemblies but because there is an attic full of wood there is a gray area between older and newer codes. Discussed with city, does help protect attic in case of fire. Worked out that the holes would be plastered. Gypsum board would slow down any fire on lower floor from reaching attic.

Trustee Reardon asked if the costs were reasonable. Mr. Jose replied that they were.

Secretary Somheil made a

MOTION: Motion to approve change orders 009 in the amount of \$7,955.40.

Vice President Burkum seconded the motion.

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

Motion Passed.

Trustee Reardon asked when he would have the price on replacing lintels. Mr. Jose said he would have that later in the week. He reported excavation was taking place for the water main on Touhy. They found the existing water main was encased in concrete. They would be bringing smaller tools to chip away at concrete. He believed he would have costs for lintels and cost for water main work and a couple of other items next week. Trustee Reardon asked if a special meeting would be needed. Mr. Jose replied that was possible. Trustee Reardon recommended that if it was under the set limit, the Interim Director could approve without Board Approval. There was consensus among the Board.

Secretary's Report

Secretary Somheil reviewed recent news articles and press releases including reports on the hiring of the new Director, as well as change in hours and construction updates.

Treasurer's Report

Treasurer Dobrilovic noted that there would still be a period 13 for payment of bills from the FY21 fiscal year. Actual spending is 80% of total operating budget amount. Revenues were at 89% (\$3,866,551) of total budget amount. YTD the Library had spent \$3,443,193 (operating budget), \$552,383 (capital projects). The underspending relative to budget is largely due to the closing of the library due to COVID and that the full amount has not yet been spent on structural repairs to the building (sprinkler project).

Treasurer Dobrilovic made a

MOTION: to approve the April 2021 Treasurer's Report

Trustee Reardon seconded the motion.

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

Motion passed.

Director's Report

Interim Director Berger reported that the main focus of staff has been reopening the first floor and restoring hours to pre-COVID hours. There is also limited and socially distanced seating. The only things not yet open are the media lab, maker space and meeting rooms. She reported that the entire operation was relocated on Monday morning before opening at 2 p.m. Capacity limits were increased to 70 people in the building and so far, patron door counts

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have not come close to that number. She said reopening has gone smoothly, and patrons were very happy to be back. She commended staff on their work.

COMMITTEE REPORTS

BUDGET AND FINANCE

Policy I A 1a – Payments for Goods and Services, as revised

A request came from the City Finance Director to get approval of city treasurer prior to the issuance of checks. Previously the Finance Director was reviewing this after the fact. Interim Director Berger noted that language was modified per the Board's request – changed to "city treasurer or city finance designee will review and sign the affidavit containing the total dollar amount of warrants before printing checks".

Secretary Somheil made a

MOTION: to approve Policy I A 1a – Payments for Goods and Services, as revised

President Rapisand seconded the motion.

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

Motion passed.

Policy A 22 Capital Asset Policy

Treasurer Dobrilovic explained this was left off the consent agenda to clarify definition for books and library materials, which had been updated to read "all items purchased and loaned to patrons."

Vice-President Burkum made a

MOTION: to approve Policy A 22 Capital Asset Policy

Secretary Somheil seconded the motion.

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

Motion passed.

PLANNING & OPERATIONS

Non-Resident Library Card Fee

Vice President Burkum made a

MOTION: to approve \$296 annual fee, effective July 1, 2021 for Non-resident Library cards and to adopt related Board resolution

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 had not received a formal report from the Friends, however she reported that once Children's relocated back to the first floor, the Friends quickly moved back into the Book Nook area. They also came in and weeded donations to a reasonable amount. If the Restore Illinois plan continues to progress, the Friends should be on track to hold their fall book sale.

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President Rapisand made a

MOTION: to approve updated essential government operation resolution

Vice-President Burkum seconded the motion.

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

Motion passed.

NEW BUSINESS

Mayoral Executive order regarding face coverings

Interim Director Berger noted the CDC updated guidance for masking for vaccinated individuals. The governor and mayor have also rescinded masking orders in place. There is currently no policy in place at the library that would require masks. There are a lot of questions from staff and patrons about this. Area libraries are taking different approaches to the changing guidance. An email shared from City Administrative Services indicated in city and city buildings they are following CDC guidance that fully vaccinated people do not need to be masked (employees – public facing and not). She asked how the Board wanted to proceed; she believed it required Board policy.

Trustee Kiem stated that since children could not be vaccinated that the mask mandate should remain in place for the children's area.

Trustee Burkum asked what the staff consensus was. Interim Director Berger said that it was discussed in the Manager's meeting, and there were conflicting thoughts. Trustee Thiagarajan suggested recommending but not requiring masks based on their vaccination status/health situation. Trustee Reardon agreed with Trustee Thiagarajan. He expressed concern that a policy that conflicted with CDC, Governor and Mayor's guidance, would not have rationale for backing off mask policy in the future. Trustee Steinfels suggested maintaining other precautions like plexiglass barriers and 30 minute patron window. Treasurer Dobrilovic said that the Library has been following the CDC and Governor up to now – we should continue to follow what we have been doing for the entire pandemic. President Rapisand raised the point that K-12 schools are required to be masked. Children's services department is something to consider due to the fact that children are not able to vaccinated. She suggested still requiring in Children's Department. President Rapisand said that it was difficult because there was no guidance on public buildings accessible to both children and adults. Trustee Kiem said a clear line is easier that leaving it to parents discretion. Thiagarajan said that we should be clear that staff can continue wearing masks and there should be no stigma attached. Interim Director Berger suggested adding this item to the conduct in the library policy. President Rapisand said that signage would be key, based on what the Board determined. Trustee Reardon said there was a hybrid approach that follows the practices that the Governor has put out there that would allow staff to enforce as well as take enforcement measures if patrons were not complying. In adult areas, masks optional not required; required in children's areas. Trustee Thiagarajan asked about children 12 and over – teen loft. President Rapisand replied that the guidance for schools was that grades K-12 were requiring masks. Secretary Somheil questioned whether it required Board policy; he said the first bullet was interfering with use of library or its resources by library patrons is interpretation enough that says it needs to be followed. With appropriate signage that may be sufficient. Trustee Hanba suggested consulting the Library attorney to determine what the best course of action is. Treasurer Dobrilovic stated that the Library already had a policy in the essential services resolution. He suggested adding a clause that the Library will follow Gov. Pritzker's guidance on face coverings for all adult patrons and will insist until further notice that anyone entering children's area wear a face covering. Trustee Kiem noted that it was in the city code that it is unlawful to disobey library rules and regulations provided that rules are clearly posted.

Treasurer Dobrilovic suggested amending the Essential Government Functions Resolution by requiring face covering and social distancing for patrons. Trustee Reardon suggested however it is modified for patrons should be modified for employees and contractors as well. Trustees Hanba and Steinfels expressed concern with how fast the situation

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was moving and Trustee Reardon suggested saying something along the lines that the Library will follow guidelines of CDC, state, mayor, local school district and staff will monitor and adapt as needed.

Trustee Steinfels recommended allowing flexibility for Director to adjust as necessary.

Trustee Kiem proposed the following language:

The Library follows federal, state and local guidance with respect to staff, contractors and patrons. The Library Director is authorized to adjust mask and social distancing guidelines as expressed by those authorities. Trustee Reardon suggested that this replace number 4 rather than add to it. Trustee Hanba suggested changing mask and social distancing guidelines to COVID guidelines so it covers all items. President Rapisand requested that language be included that children's area should match guidelines set by State Board of Education and Illinois Department of Public Health.

Treasurer Dobrilovic was concerned that the language was too broad to enforce specific guidelines. Hanba recommended "guidelines including masking and social distancing."

Trustee Kiem suggested just saying federal, state and local guidance that would cover the educational requirements. Trustee Hanba agreed with this. Trustee Reardon suggested language – in accordance with federal state and local guidance.

Interim Director Berger expressed concern with the language that it did not provide room for the Library to require masking in children's department.

The Library follows the guidance of federal, state and local authorities with respect to staff, contractors and patrons. The Library Director is authorized to adjust library guidelines (example: mask and social distancing guidelines) as it is altered by those authorities. Trustee Reardon suggested that this replace number 4 rather than add to it. Trustee Hanba suggested changing mask and social distancing guidelines to COVID guidelines so it covers all items. President Rapisand requested that language be included that children's area should match guidelines set by state board of education and department of public health.

Secretary Somheil proposed "in accordance with federal state and local guidance..."

In accordance with federal state and local authorities, the Library Director is authorized to adjust library guidelines (example: mask and social distancing guidelines) with respect to staff, contractors and patrons.

Further discussion led to further modification: The Library follows the guidance of federal, state and local authorities. In accordance with these authorities, the Library Director is authorized to adjust library guidelines (eg: mask and social distancing guidelines) with respect to staff, contractors and patrons.

Interim Director Berger expressed concern that the policy was not specific enough regarding the children's area. Trustee Steinfels said there was also conflicting guidance among the authorities. The beauty of the policy is that it is at the discretion of the Library Director to develop rules based on the most appropriate guidance from among authorities.

Trustee Reardon made a

MOTION: to amend the essential services policy to replace #4 with the following:

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The Library follows the guidance of federal, state and local authorities. In accordance with these authorities, the Library Director is authorized to adjust library guidelines (eg: mask and social distancing guidelines) with respect to staff, contractors and patrons.

Trustee Kiem seconded the motion.

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

Motion passed.

President Rapisand received an email from Alderman Melidosian, the Library's liaison stating:

"At last week's City Council meeting it was determined to suspend practice of having alderman attend board and commission meetings in a liaison role. It is recommended that staff attend in lieu of liaison. Because the library does not have city staff, it is recommended that City Manager Gilmore provide the City Council updates with information he learns from meetings with library director."

President Rapisand received a follow-up email from Mayor Maloney – stating that this situation is only temporary – the matter is still in discussion. Library liaison may be named at first meeting in June.

Trustee Reardon expressed concern with Interim Director Berger's contract ending date, and the transition period for the new Director. President Rapisand explained that had been adjusted and Interim Director Berger's end date was planned to be June 11. Trustee Reardon stated that the Board would have to update the contract with a vote.

Treasurer Dobrilovic thanked Interim Director Berger for assisting during the transition period.

President Rapisand adjourned the meeting at 8:30 p.m.