

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees held via videoconference

May 19, 2020 at 7:00 p.m.

CALL TO ORDER

President Gareth Kennedy called the meeting to order at 7:03 p.m.

President Kennedy explained that the Library Board was meeting via videoconference and referenced the Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020) as it relates to the Open Meetings Act, permitting the Park Ridge Library Board to suspend their remote attendance policy.

ROLL CALL

Trustees Present: Gareth Kennedy, President; Lauren Rapisand, Vice-President; Joshua Kiem, Secretary; (via videoconference) Stevan Dobrilovic, Treasurer; Karen Burkum; Alexandria Hanba; Patrick Lamb (joined late); Michael Reardon; David Somheil

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager (via videoconference)

CONSENT AGENDA

- Approval of Minutes of the Special Meeting of April 28, 2020
- Approval of Minutes of the Special Meeting of May 12, 2020
- Ratify bills for warrant register for Period 12, April 10, 2020 and Period 12, April 24, 2020
- Cash statement for all accounts for April 2020
- Per Capita Grant Report for April 2020
- Technology Replacement Fund Summary Report for April 2020
- Fines & Fees Revenue History

Trustee Reardon made a

MOTION: to approve the consent agenda.

Trustee Somheil seconded the motion.

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

Absent: Lamb

Motion passed.

COMMENTS FROM THE PUBLIC

None.

SECRETARY'S REPORT

Secretary Kiem reported on the following items:

PRESS

- From story time to crafts to yoga, suburban libraries virtual activities Pioneer Press, April 22, 2020
- Library staff continues to adapt with more virtual programs Journal & Topics, May 13, 2020
- This week's virtual suburban events, May 14-20 Pioneer Press, May 13, 2020
- Looking for something to do? Try these north suburban virtual events Pioneer Press, May 6, 2020
- Stuck at home? Check out this week's north suburban virtual events Pioneer Press, April 29, 2020
- Suburban libraries are preparing major changes before they reopen Pioneer Press, April 17, 2020

LIBRARY WEBSITE NEWS ITEMS

- PRPL team shares their favorite podcasts
- Ancestry Library Edition free through May
- Resources for the Recently Unemployed

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- Q&A with PRPL Focus writer Matthew Hoffman
- Virtual Spring Reading Club kicks off today
- Free online resources for adults

TREASURER'S REPORT

Treasurer Dobrilovic reported on the Cash Statement. He stated that cash is up by \$1 million from previous statement of March 1, 2020. This is largely due to the fact that the Library received \$1.485 million in property tax revenues in April. The total revenue is \$2.768 million, which is 98% of expected revenues for this fiscal year. Operating Expenses are at \$3.621 million for the year; the Capital Project Budget is at \$245,000. Both of these budgets are under budget for the year with operating expenses at \$500,000 under budget, and 50% of the Capital Projects budget spent to date. The Library had \$1.1 million deficit spending as of April 30; it was \$2.32 million in March. It decreased as a result of the property tax payment.

Treasurer Dobrilovic made a

MOTION: to accept revenue and expense report for April 2020.

Vice President Rapisand seconded the motion.

Secretary Kiem asked Treasurer Dobrilovic if this where he expected the numbers to be at this time. Treasurer Dobrilovic responded affirmatively. He said that deficit spending was a bit under budget that was projected for the year due to the COVID-19 situation.

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

Absent: Lamb

Motion passed.

DIRECTOR'S REPORT

Director Smith informed the Board of a grant opportunity from the Illinois Department of Commerce and Economic Opportunity (DCEO) that the Library's sprinkler project would be a good fit for. It could delay the project a bit – bids would be available for Board's review in June. Staff will make sure the bid process meets the grant requirements. She reviewed the grant with Green Associates (architect) and they did not think it would adversely affect bids or timelines to move to July for approval. The grant would not include previously bid projects. Would not have to wait for bid award for notification.

Director Smith provided an update on the Library's Strategic Plan. Staff have continued to meet and have completed 42 interviews to date. They are still waiting to hear back from 10 individuals. She expects these interviews will be completed by the end of this month and will have staff discussions over the month of June. Regarding the timeline, it may be pushed back as much as one month, as she wants to ensure there is plenty of time for the COVID-19 service shifts staff is working on. There may not be much time for staff meetings as the Library gears up for return of services. She indicated she would like to push back the strategic planning discussion with Board from June to July.

Director Smith reported that she had participated in a call with the Illinois Library Association and learned that there was no legislation in Springfield restricting the per capita grant or universal delayed property tax collection. That will be happening at a local level – Cook County is waiving late charges on property tax collection for 30 days. In terms of local property taxes, the Library could potentially expect lower amounts would be collected if people are unable to pay at this time. There was no percentage or estimation at this time, and there had been no discussion regarding local property tax freezes.

Director Smith reported on outstanding capital projects:

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- Library Renovation Project – Through Studio GC, the Library issued a letter on behalf of the Library to CSI ending the contract, deducting work that had not been completed. She expects to close the book on the renovation project this month. The final payment to Studio GC for professional services will post in period 13, closing the books on that project in FY20.
- Ice Melt Project – she expects to receive a pay application from Powerlink. She has been discussing with architect the assessment that was made with infrared lighting to test the system since it can't be tested with snow at this time. They have discussed potentially holding back an amount from their contract, paying for work that has been done, that has been verified and completed. May request that the board carry over an amount into the FY21 budget for payment later this summer if architects find the infrared assessment is sufficient, or waiting until the first snow to make sure the system is functioning properly. Received the final invoice from Green Associates which will also be paid in Period 13.

The Board had approved the budget amendment to pay for professional services that were completed ahead of schedule that were completed in FY20. That bill will also be part of Period 13. She wanted the Board to have the expectation of seeing those bills in Period 13, which would result in the capital budget being more closely spent to budget than it is now.

Trustee Hanba asked why virtual visits had dropped significantly from March to April. Director Smith will look into this.

Trustee Burkum stated that all statistics are askew right now. She asked how we can make sense of the statistics. Between the renovation impacts last year and effects of COVID this year, how can we balance these numbers. What can we compare to? She suggested possibly looking into other community's metrics.

Trustee Kiem stated that it is important for the Library to continue to collect the data. In future years, as things normalize we will need to have a baseline of data.

Trustee Rapisand asked how social media could be figuring into it? She suggested patrons may be clicking to direct links through social media. She would like to see social media statistics.

REVISED 2019 PER CAPITA GRANT REQUEST

Vice President Rapisand made a

MOTION: to approve the revised 2019 Per Capita grant request.

Trustee Hanba seconded the motion.

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

Absent: Lamb

Motion passed.

FRIENDS OF LIBRARY REPORT

Secretary Kiem presented the report from the Friends of the Library. In April, the Friends:

- Attended United for Libraries Webinar on what Friends foundations can do to help libraries.
- Arranged to sell Franklin School PTA 500 children's books once the library reopens.
- Received offer from book collector to buy the stock from the spring sale. Will determine the number of books available and negotiate price once the library reopens.
- Provided interview for PRPL Focus on what Friends of the Library are doing during COVID crisis.

REVISED RESOLUTION AUTHORIZING DETERMINATION OF ESSENTIAL GOVERNMENTAL FUNCTIONS

President Kennedy revisited the discussion that took place at the previous meeting, as to whether the Library could do contact-free curbside pickups. Staff is now planning to implement curbside pickups, working towards being ready

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for potential June 1 roll-out. There was concern among board members that linking that function to Phase 3 may be problematic if moving to that step is delayed.

He stated that he had discussed the subject with Director Smith prior to the meeting. He had inquired if any other libraries in the area doing pickups at this time. Director Smith reported that there were several downstate and a few in the area, including Naperville, Wheaton, Elgin, Glencoe, Fox River Grove and Cary.

President Kennedy explained that based on what the Board passed last week, staff would need 2 weeks to prepare. If the Governor does not move to Phase 3 the Library could be ready, and could switch to implement.

Staff is now in the building, getting everything in order, preparing facilities and work areas of the staff. She stated that she is confident the Library would be able to perform contact-free pickup starting June 1. After further research, and discussion, Director Smith and the Library's attorney reached the conclusion that to do this work earlier than Phase 3 would require it to be defined as essential work by the Board. She said this gets to the heart of the role of the Board in determining policy, strategy, budget to determine what is essential to the community.

President Kennedy outlined the options for moving forward, which include:

- Link contact-free pickup to Phase 3
- Allow contact-free pickup when the Director is ready
- Leave the resolution as is; convene special meeting to make contact-free available June 1 if needed

Secretary Kiem stated he would prefer to have special meeting if needed. He recommends the Board exercising oversight through the tours and meeting, as the Director and staff gear up to provide services.

Director Smith said that if the Governor moves to Phase 3, government services both essential and non-essential would be permitted, as long as they follow the social distancing guidelines.

Trustee Lamb stated that Board members may not have any better expertise in this matter than Director Smith and her staff. He does not think it is necessary to put in place another meeting or walk through that may not be technically sufficient.

Trustee Reardon expressed concerns. He doesn't see how the first proposed change to the proclamation would be any different than leaving things as is. The change that has been proposed defines that if the Governor moves to Phase 3, Director Smith can do what has already been defined as non-essential. The library could be ready to implement June 1, which lines up with the Governor's plan. If the governor opens up great; if not, it can wait until the next meeting or call a special meeting.

Staff is being spread all over the building. Director Smith everyone is nervous about changes – changes in routine, changes of who they are around. Staff will be around people in the building, even with distancing and face covering. She attended a webinar earlier that day that explained the perception of safety can be just as powerful as actual safety. They are working on the setup so it is contact free and staff would not engage 1-on-1 with the public.

Treasurer Dobrilovic commented on the proposal that he submitted. He said that based on information in the summary of the Restore Illinois Plan, Phase 3 would allow both essential and non-essential government functions. If Phase 3 does not have restrictions on government functions then it is not necessary for the Board to define what services are essential. He recommends leaving resolution as it is. Hopefully, the state will move to Phase 3 on June 1 and Director Smith can progress with these activities.

Vice President Rapisand stated that it was interesting to hear everyone's thoughts and perspectives. She discussed the subject with neighbors – some were desperate for materials, others did not want to jeopardize their safety or

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the safety of Library staff. She prefers waiting for the Governor's go ahead. She said the state is trying to keep numbers low in Illinois, the Library should follow suit. She recommends leaving the resolution as it is, letting Director Smith make decisions moving forward under the guidance of the Governor.

President Kennedy clarified that the Governor has not determined if libraries are essential or non-essential; it is up to the Board to determine what library functions are essential.

Trustee Somheil stated that in discussing whether library is essential service, it has become clear the power the library has in the community and the relief that books can provide. He believes the Library is an essential service – it can be an opportunity for escape or learning new skillsets, and that is at the heart of the discussion. How the opening happens safely is well within the Director's purview. Is library essential service – yes. If you can get pickup from restaurant, then why not pickup of books.

Trustee Hanba has also been listening to the viewpoints. She is on the fence about moving forward. She has concerns about people with underlying health condition concerns. Patrons do have access to materials online. She is worried about staff. She supports leaving resolution as it is and waiting for Phase 3. She believes the Governor has done good job of trying to protect people, the Library should follow those phases.

Trustee Burkum said she would err on the side of caution. On one hand she does feel that libraries are an essential service but not in the same way that groceries or health care are. She has books she would like to return. She would like the Library to be creative. Can people start returning books? She wants to allow this and would love to get more books in circulation, but is cautious. She supports the Director making the decision.

Secretary Kiem stated that it is necessary to adapt and be creative. If Director Smith wants to expand services, she should be encouraged to do so with approval from the Board. He said if any staff had concerns or was uncomfortable, they should have the option to contact the Chair of the Personnel Committee. The Board's role is to stand behind Director Smith and ensure she has done everything she needs to do. Right now, the Board has authorized the getting ready service as essential.

President Kennedy stated that the Illinois Department of Public Health web site has a page of metrics by region. All metrics are in the green for Phase 3 for the northeast region. If things continue, Phase 3 criteria would be met. Trustee Reardon asked that if the Governor announces on May 29th or earlier that the state is not moving to Phase 3, the Board could call a special meeting on June 2 to discuss the reasoning and determine how to proceed.

President Kennedy referenced the memo stating that the first point is moot. The other proposed language may be moot too based on what the Governor decides. The Board may not need to take action should the Governor move to Phase 3, on June 1 Director Smith can move ahead with the services she feels comfortable with. President Kennedy recommended leaving the resolution as is and wait and see what happens. There was consensus from the Board to proceed in this manner.

NEW BUSINESS

None

Trustee Lamb announced that he would not be returning to the Board for another term. The Board members thanked him for this service and expressed their gratitude for his work on the Board.

ADJOURNMENT

President Kennedy adjourned the meeting at 8:12 p.m.