



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, June 8, 2021 at 7:00 p.m.

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

To submit public comment, either join the meeting using the link below, or send an email with your comments to librarydirector@prpl.org at any time before or during the meeting. All comments will be read aloud during the meeting.

Join meeting online: <https://zoom.us/j/95130716787?pwd=RjJpdit4Q3dnakQ5WmUvUUxOQzF4dz09>

Or call (312) 626-6799

Webinar ID: 951 3071 6787

Password: 905566

International numbers available: <https://zoom.us/j/95130716787?pwd=RjJpdit4Q3dnakQ5WmUvUUxOQzF4dz09>

Of note, those calling in will be identified by the phone number from which they are calling. To be assigned a different identifier, dial *67 before dialing the phone number. Callers may dial *6 to unmute for public comment.

Please contact Library Administration for additional information or to request accommodations.

**LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, June 8, 2021 at 7:00 P.M.
All committees are committees-of-the-whole unless noted**

PUBLIC COMMENT

BUILDING & GROUNDS (Reardon – Chair)

1. Approve May 11, 2021 minutes – Attached
2. Update on construction project
3. Other

BUDGET & FINANCE (Dobrilovic – Chair)

1. Approve May 11, 2021 minutes – Attached
2. Carryover of FY21 Capital Projects to SY21 – Attached
3. Other

COMMUNICATIONS & DEVELOPMENT (Rapisand/Kiem – Co-Chairs)

1. Approve March 10, 2020 minutes – Attached
2. Library Award selection
3. Other

PLANNING & OPERATIONS (Burkum/Steinfels – Co-Chairs)

1. Approve May 11, 2021 minutes – Attached
2. Review of Draft Board SY21 Task Calendar – Attached
3. Other

NO MEETINGS:

NOMINATING

PERSONNEL

RESOURCES

INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – May 11, 2021 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the Committee of the Whole meeting of the Park Ridge Public Library Board of Trustees 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 adoubek@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) Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan
Absent: Stevan Dobrilovic, Treasurer (joined later)
Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, City Council liaison; Andrew Jose, Green and Associates.

PUBLIC COMMENT

None.

CALL TO ORDER

Committee Chair Reardon called the Building and Grounds Committee meeting to order at 7:02 p.m.

APPROVAL OF MINUTES

Secretary Hanba made a

MOTION: to approve the minutes of April 13, 2021

Trustee Kiem seconded the motion.

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

Absent: Dobrilovic

Motion passed.

UPDATE ON CONSTRUCTION PROJECT

Mr. Jose of Green Associates provided an update on Library construction. He noted that the project is on track to be completed in the public and staff occupied areas by May 28. The interior plumbing work at mechanical rooms is pending completion of water main work. Saw cutting curbs and pavement will begin this Friday, May 14. Due to delays incurred by City and IDOT reviews, interior plumbing will need to continue past May 28, only in mechanical areas and this should not disrupt or keep the building from being occupied. That work is expected to be completed by June 11, at which time he expects to receive the final building occupancy permit. Mr. Jose is working with City for partial occupancy permit for May 28 for public and staff areas of the building.

He noted additional cost changes that will be incurred. Some lintels were noted on the second floor that were determined to be deficient. Structural engineer is reviewing and assessing. Will provide costs at next board meeting for this. Other outstanding major cost is excavation and hauling of demolition debris soil. He does not expect that cost to be in excess of \$1,000 which is within the remaining contingency.

Committee Chair Reardon asked if the lintels were a major concern. Mr. Jose replied that they had been there for 50 years, but that it is something that should be addressed. They are located in three doorways. They are considered inadequate. The manner in which the floor of the third floor was placed has helped distribute the loads there. He does not think it is a safety concern. If a low grade earthquake was to occur, then it would be a concern.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – May 11, 2021 at 7:00 p.m.

Trustee Kiem asked about plumbing fixtures waiting for new water supply that are in patron areas. He asked Mr. Jose to follow up with Mr. Priala. He mentioned he had been in the building and it looks terrific; that the crews and staff had done a great job.

Committee Chair Reardon closed the Building and Grounds Committee meeting at 7:09 p.m.

DRAFT

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – May 11, 2021 at 7:00 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 adoubek@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; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, City Council liaison

Treasurer Dobrilovic opened the Budget and Finance Committee meeting at 7:31 p.m.

Trustee Somheil made a

MOTION: to approve the minutes of April 13, 2021

Trustee Burkum seconded the motion.

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

Motion passed.

DISCUSSION OF WARRANT PROCESSING CHANGE

Because Library and City tax funds are co-mingled in the same bank account, the City's attorney recommended that the City Treasurer confirm, prior to the issuance of checks, that the Library has sufficient funds to pay warrants. Legal counsel requested this procedural change. Attorney also recommended that funds be physically separated. The proposed separation of funds is waiting until the new library director and new City finance director are in place. This proposed policy amendment adds Step F – City Treasurer reviews and signs the affidavit, verifying that funds are in joint account.

Vice-President Burkum asked if there was a problem that caused this change. Interim Director Berger stated that she had asked Andrea Lamberg that prior to her departure and confirmed that there had not been any problems, this was just an additional control being put into place

Trustee Kiem stated that the Library has specified the back-up internally, but this policy does not indicate who the City's backup would be. He wants to make sure it is clear within the policy. Committee Chair Dobrilovic suggested modifying the policy to state that the warrant must be approved by City Treasurer or his or her designee. In the Library policy, the secretary may sign off on warrants if the Treasurer is not available.

Trustee Reardon asked about item H if that has changed. Interim Director Berger stated there was no change, just looked off because of formatting – the wording was the same. Trustee Reardon asked if the City Treasurer signed every warrant. Finance Manager Doubek replied that they receive the warrant reports and sign the affidavit. He asked to be sure it is worded properly – the policy as written states that they sign each warrant.

Treasurer Dobrilovic said the policy should state what is actually done. Interim Director Berger said they could clean up these changes for next week's Board Meeting. Treasurer Dobrilovic asked for placeholder motion and to have that motion left off of the consent agenda.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – May 11, 2021 at 7:00 p.m.

REVIEW OF CAPITAL ASSET POLICY

During last year's audit, the auditor recommended that the Library adopt a capital asset policy. Finance Manager Doubek drafted a policy and had it reviewed by the auditor, Lauterbach and Amen.

Trustee Reardon asked about depreciating values of books and materials under \$1. He asked if this would be a lot of extra work. Ms. Doubek said it was comparable to what she saw in her research in polices at other libraries. He suggested specifying what is meant by Library materials. Doubek said she could add to a clearer definition perhaps "materials offered to patrons or lent to patrons". Trustee Kiem said he thinks things like computers should be separated out, also equipment in maker space. He asked who is the customer for this report and when is it generated. Doubek responded that the customer is the Library. It was suggested by auditors to be completed by the next audit which will take place in July.

Treasurer Dobrilovic said the purpose is to provide a transparent basis for the valuation of the Library's property so that when we prepare the annual report, we have a policy we use to value all of the assets. Since we didn't have this before, it seems the policy should be explicit in how we are valuing property. It is his impression that the useful life for machinery and equipment can range from 3 years to 20 years which gives some discretion in how a computer is valued. We can choose to value it at 3, 5, 7 years, whichever is most appropriate.

Trustee Kiem clarified that depreciation is not being used in cash flow or tax related purpose as you would in a business, not sure what the value in doing it is.

Treasurer Dobrilovic made a

MOTION: to approve the Capital Asset policy with modifications as discussed

Vice-President Burkum seconded the motion.

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

Motion passed.

Treasurer Dobrilovic asked that this item not be on the consent agenda so the Board can review the changes.

Treasurer Dobrilovic recalled an issue that came up in the audit that the Library building was included as an asset of the Library which it is not. He asked if the auditors had made that change to the audit. She responded that she believed they would make the change in the following audit. Treasurer Dobrilovic said that seemed odd that they wouldn't change that for the FY20 financial reports. Finance Manager Doubek said she would follow up with the auditor.

Trustee Kiem asked if the building belongs to the City but the Library pays for improvements, how is the cost for those improvements accounted for? Treasurer Dobrilovic said that would be a good question to ask the auditors.

Treasurer Dobrilovic closed the Finance Committee meeting at 7:47 p.m.

OTHER BUSINESS

Trustee Kiem recalled that Mr. Priala had been authorized to conduct an audit of the building with Green Associates. Trustee Reardon said he believed it was to take place after the completion of the sprinkler project. Interim Director Berger said that was also her understanding. Trustee Reardon asked Interim Director Berger to follow up and get back to the Board.

President Rapisand adjourned the Committee of the Whole meeting at 7:49 p.m.



Memorandum

Memo Date: May 28, 2021
From: Alyson Doubek
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: June 8, 2021
Action Requested: For Approval
Subject: FY21 to SY21 Budget Carry Forwards

Background:

Library administration developed the following Proposed FY21 to SY21 Budget Carry Forwards for the Board's consideration.

Operating Carry Forwards:

The door lock project began in Fiscal 20 is still an open ticket item. An additional \$20,000 was added to the original budget for completion of this project in Fiscal 21 and should be carried forward to Stub Year 2021.

The State Library extended the deadline for spending the FY2020 Per Capita Grant funds from June 2021 to December 31, 2021. An application revision was made in March, 2021 to enhance the promotion of library materials with additional display fixtures for library resources. The Library budgeted an additional \$25,000 for this in Fiscal 2021, which should be carried forward to the Stub Year.

*FY2021 Per Capita Grant Funds will need to be spent by June, 2022.

| Account Description (expense unless noted) | Original/Revised | Adjustment | Modified | Note |
|--|------------------|------------|----------|------|
| Building Maintenance – Door Lock Project | \$67,333 | \$20,000 | \$87,333 | 1 |
| Furnishings – Per Capita Display Fixtures | \$38,650 | \$25,000 | \$63,650 | 2 |

Capital Carry Forwards:

The Fire Suppression Contract sum to date is \$769,600.00. Efraim Carlson provided the most recent pay application, no. 5, on May 14, 2021. This application listed the remaining balance to finish, plus retainage as \$248,273.63. The Park Ridge Public Library has paid Efraim \$521,326.37 to date; \$20,282.78 has been paid to Green Associates; \$3,800 paid to ECS Midwest for soil sampling. To date, Park Ridge Public Library has paid \$545,409.15 for the Fire Suppression Project.

An amount of \$16,150 was paid for Asbestos Abatement outside of the Fire Suppression Contract budget.

The Ice Melt Project remains an open ticket item due to testing the system. The last snow demonstrated that the heat tracing needed further adjustments. We are currently waiting for a fresh snowfall to test the adjustments made. \$12,877 was carried forward from FY20 to FY21 and should be carried forward to SY21 for the anticipated project completion.

CVI was working to update the Library phone system prior to the change in Library Director. The budget for the phone system is \$35,000. The PA system is a sister project to updating the phones with a budget of \$16,900. Both of these projects will be addressed in the Stub year.

The Library server has a tape drive backup-system that should be updated and refreshed. No time frame for this project is set.



Memorandum

| Account Description (expense unless noted) | Original/Revised | Adjustment | Modified | Note |
|---|------------------|------------------|-----------|------|
| Building improvements - Fire Suppression | \$0 | \$275,000 | \$275,000 | 3 |
| Building Improvements – Ice Melt System | \$0 | \$12,877 | \$287,877 | 4 |
| Building Improvements – Phone System | \$0 | \$35,000 | \$322,877 | 5 |
| Building Improvements – Replacement PA System | \$0 | \$16,900 | \$339,777 | 5 |
| Rounded TOTAL | | \$340,000 | | |
| Computer Equipment – Back-up System | \$0 | \$18,100 | \$18,100 | 6 |
| Rounded TOTAL | | \$19,000 | | |

Notes:

1. Carry forward necessary funds from FY21 to complete Door Lock Project in SY21.
2. Carry forward necessary funds from FY 21 to complete Per Capita Display Fixture Project in SY21.
3. Carry forward necessary funds from FY21 to complete Fire Suppression Project in SY21. *\$621,317 is available in FY21, Period 13 budget.*
4. Carry forward necessary funds from FY21 to complete Roof Ice Melt project in SY21.
5. Carry forward necessary funds from FY21 to complete Phone and PA System in SY 21.
6. Carry forward necessary funds from FY21 to complete Back-Up System in SY21.

Recommendation:

It is recommended the Board adopt the FY21 to SY21 Operating and Capital Budget carry forwards as proposed.

Suggested motions:

1. Approve FY21 to SY21 operating carry forward of \$20,000 Building Maintenance Funds for Door Lock Project.
2. Approve FY21 to SY21 operating carry forward of \$25,000 Supplies Furnishing Funds for Per Capita Display Fixtures.
3. Approve FY21 to SY21 capital carry forward of \$340,000 Building Improvement Funds for the remainder of the Fire Suppression Project, Ice Melt System, update phone and replace PA system.
4. Approve FY21 to SY 21 capital carry forward to server Back-Up System.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees held in
3rd Floor Meeting Room – March 10, 2020 at 7:59 p.m.

CALL TO ORDER

Vice-President Rapisand called the meeting to order at 7:59 p.m.

ROLL CALL

Trustees Present: Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary;
Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil

By Phone: Gareth Kennedy, President;

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library staff; Alderman Charlie Melidosian,
City Council Liaison

MINUTES

Trustee Somheil made a

MOTION: to approve the minutes of July 9, 2019

Trustee Lamb seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

LIBRARY AWARD POLICY

Director Smith is proposing a change to the previous schedule for the Annual Library Award. In reviewing with the marketing team and Vice-President Rapisand, the idea is to solicit nominations during Library week. It was thought that there may be an opportunity to garner greater community interest by shifting the schedule. The proposal calls for the award to be presented at the June Board meeting.

Trustee Burkum made a

MOTION: to approve the revisions to the Library Award policy

Trustee Hanba seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

OTHER BUSINESS

Secretary Kiem requested an update on the community interviews for the Library's strategic plan. Director Smith reported that the interviews are going well. As anticipated, trends are emerging in the feedback. Focus on momentum, keeping staff energy high – many are volunteering to conduct interviews. More information will be provided in Director's monthly report.

ADJOURNMENT

Hearing no objections, the meeting was adjourned at 8:04 p.m.

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
held via videoconference – May 11, 2021 at 7:00 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 adoubek@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; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan
Absent: Stevan Dobrilovic, Treasurer (joined later)
Others Present: Angela Berger, Interim Director; Alyson Doubek, Library Finance Manager; Anastasia Rachmaciej, Patron Services Manager; Charlie Melidosian, City Council liaison

Committee Chair Burkum opened the Planning and Operations Committee Meeting at 7:09 p.m.

Trustee Reardon made a

MOTION: to approve the minutes of April 13, 2021

Vice-President Burkum seconded the motion.

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

Absent: Dobrilovic

Motion passed.

NON-RESIDENT LIBRARY CARDS

The Library sells library cards to non-residents that live in areas not taxed for public library service according to the laws of the State of Illinois. Cards sold to non-residents provide all of the privileges of a resident library card and may be used at other libraries within the RAILS library system. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support. Based on the Library's anticipated tax receipts for Fiscal Year 2021, the recommended Non-Resident Library Card Fee is \$296, effective July 1, 2021 and that the Committee approve the attached resolution so it can go to the Board for approval on May 18, 2021.

Committee Chair Burkum asked how many non-resident cards are sold each year. Patron Services Manager Rachmaciej replied only a few. Interim Director Berger stated that previously, cards were sold to City of Chicago residents but state law provides only for non-resident cards to be sold to those living in areas not taxed for library service. That made a significant difference in the number of cards sold.

Trustee Reardon made a

MOTION: to approve a Non-Resident Library Card Fee of \$296 effective July 1, 2021.

Trustee Steinfels seconded the motion.

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

Motion passed.

Trustee Reardon made a

MOTION: to approve the 2021 Annual Resolution Authorizing Public Library Non-Resident Cards

Committee Chair Burkum seconded the motion.

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

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
held via videoconference – May 11, 2021 at 7:00 p.m.

Motion passed.

ANNUAL FEES CCS AND OCLC

Interim Director Berger explained these are the fees the library pays to be a member of the CCS (cataloging and computer consortium) and to access OCLC (source for cataloging records). 75% of the fee is split evening among members; remainder is split based on income. OCLC portion is estimated at this point - \$13,769; CCS is \$65,447 which is billed quarterly. The Board is asked to approve the actual amount for CCS and a not-to-exceed amount for OCLC.

Trustee Kiem made a

MOTION: To approve annual CCS consortium membership fees for \$65,447.60 and OCLC membership fees not to exceed \$14,500.00 for July 2021 through June 2022

Trustee Reardon seconded the motion.

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

Motion passed.

OTHER BUSINESS

Trustee Kiem asked about review of the Board annual task calendar. Committee Burkum said she thought that the board had decided to review quarterly. Committee Chair Burkum said it would be include in the June COW agenda. President Rapisand said it would be a good time, as the new Executive Director will be in place for the June meetings. Trustee Kiem said the Board needs to look at the impact of the stub year on the budgeting cycle.

Committee Chair Burkum closed the meeting at 7:22 p.m.



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR SY21

MAY

- Approve resolution for non-resident library cards
- Approve CCS and OCLC annual fees

JUNE

- *Nominating committee appointed*
- Discuss capital projects carryforward from FY21
- Library Award selection
- Review Board calendar and initiatives

JULY

- Receive annual report (IPLAR)
- *Welcome new and reappointed trustees*
- *Election of new officers*
- Approve IT service contract extension (exp. 8/21)
- Presentation of Library Award
- Secretary review of closed minutes
- Review budget assumptions for City-provided services
- *Recognize outgoing trustees*

AUGUST

- Board development
- Board committee chairs assigned
- Receive annual report (Marketing)
- Discuss capital needs assessment
- Discuss draft summary FY22 budget and goals
- Discuss 5-year levy and reserves strategy
- Approve SY21 salary plan
- Review COVID Sick Leave Policy (if needed)

SEPTEMBER

- Finalize draft 5-year levy forecast
- Review Policy & Procedure manual
- Review FY22 salary plan
- Review draft summary budget and goals
- Review Board calendar and initiatives

OCTOBER

- Approve FY22 Salary plan
- Approve FY22 Operating budget
- Evaluation of block model/fine free trial
- Approve levy resolution
- Approve audit report

NOVEMBER

- Review per capita grant requirements
- Submit following year calendar for Board information – FY22

DECEMBER

- Approve per capita grant request
- City approves levy
- Discussion of Parkway Bank CD investment strategy
- Mid-year director performance feedback
- Board development