

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees held in the 1<sup>st</sup> Floor Meeting Room of the Park Ridge Public Library  
20 S. Prospect Ave., Park Ridge, IL – Tuesday, January 21, 2020 at 7:00 p.m.

#### CALL TO ORDER

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

#### ROLL CALL

**Trustees Present:** Gareth Kennedy, President; Lauren Rapisand, Vice-President; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Michael Reardon, David Somheil

**Trustees Absent:** Stevan Dobrilovic, Treasurer; Patrick Lamb

**Others Present:** Heidi Smith, Library Director; Barbara Larson, Anastasia Rachmaciej, Laura Scott, John Priala, Gretchen Kottkamp, Staci Greenwald, Library staff

#### CONSENT AGENDA

- Approval of minutes of regular meeting of December 17, 2019
- Ratify bills payable-warrant register for Period 8, December 6, 2019 and Period 8, December 20, 2019
- Balance sheet for all accounts for December 2019
- Ratify disbursements from Lounge and Petty Cash Accounts for \$452.70
- Approval for payment from the Gift Fund, \$0.00
- Per Capita Grant report for December 2019
- Technology Replacement Fund summary report for December 2019
- Fines & Fees Revenue history for December 2019
- Approve Phase 1 of the Children's sound project in an amount not to exceed \$9,500.
- Approve revised FY21 capital budget from \$920,000 to \$1,170,000.
- Approve Library participation in the City of Park Ridge contract for audit services for 2020 in the amount of \$8,200.
- Approve a budget amendment to the FY20 Operating Budget for increased interest income revenue in the amount of \$12,000 and increased library bank service charges in the amount of \$2,500.
- Approve a budget transfer in the amount of \$3,600 in the FY20 Operating Budget to reallocate public relations newsletter funds to general public relations.

Trustee Reardon made a

**MOTION:** to approve the consent agenda.

Trustee Somheil seconded the motion.

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

Absent: Dobrilovic, Lamb

**Motion passed unanimously.**

#### COMMENTS FROM THE PUBLIC

None.

#### SECRETARY'S REPORT

Press:

- Winter Reading Clubs at the Library (Park Ridge Herald Advocate – January 9, 2020)
- Preschool Fair (Park Ridge Herald Advocate – January 9, 2020)
- Park Ridge Public Library gets crafty with new 'maker space' (Park Ridge Herald Advocate – January 5, 2020)

*Approved February 18, 2020*

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- Shout Out: Staci Greenwald, new manager of the Park Ridge Library children's department (Park Ridge Herald Advocate – January 5, 2020)
- Top Park Ridge Stories of 2019 (Park Ridge Herald Advocate – December 26, 2019)
- Park Ridge Preschool Fair Jan. 11 (Journal & Topics – December 20, 2019)
- Collections hosted for WINGS, the Harbour (Park Ridge Herald Advocate – December 19, 2020)
- Preschool Fair (Park Ridge Herald Advocate – December 19, 2020)

#### Website News/Press Release/Media Alert:

- Winter Reading Clubs kick off January 2 web site

#### Comments:

- I have a hard time reading the captions/titles on exhibits and displays. Please consider making the type larger.
- I wish you invested in the automatic book return with the "print receipt" option. Environmentally aware patrons could pass, but the paper receipt would offer proof of return and no ambiguity especially when the book return doesn't process right – and this happens.
- I love the library! It has the best books, activities and volunteers! Thank you Park Ridge Public Library!
- I have mixed feelings about receipts showing how much money we saved using the library while I'm a big library user, I hate to discourage people from also buying books. I love the new library look and self check-out.

#### Correspondence:

- Enclosed – "Since when did the library board and the director become such grinchers?..."
- Card from patron to Laura Scott, Reader Services – "I want you to know how much we appreciate your extra kindness as we aged." Included \$100 donation.

Trustees discussed a letter received regarding holiday events, decorations, library overall décor and lack of welcoming feeling in the lobby. Director Smith replied that she would develop responses to the concerns.

It was debated if these issues should be included as an agenda item for a future meeting. Vice-President Rapisand and Trustee Burkum suggested they could co-chair the discussion under Communications and Planning and Operations Committees. Director Smith will respond to the concerns.

President Kennedy asked about return failure rate on returns with the automated system. Director Smith replied that when and if it does happen, patron services team is responsive and supportive. Anastasia Rachmaciej, Patron Services Manager, also stated that it happens less frequently than with the previous system and it could be that the patron is assuming the items didn't get checked in because the sorter did not list them as such on the return screen. Those items are checked in manually by staff.

Secretary Kiem made a

**MOTION:** to allow closed session minutes to be removed from the Library by Trustees for review.

Trustee Burkum seconded the motion.

The motion was approved unanimously by voice vote.

Absent: Dobrilovic, Lamb

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#### TREASURER'S REPORT

Trustee Reardon reviewed the Year-to-Date Budget report for December 2019. Trustee Reardon asked about the second installment of 2018 taxes, stating that the amount seemed low, and wondered if it would rebound in March. Every levy year straddles two fiscal years; the 2<sup>nd</sup> installment of a levy year is the 1<sup>st</sup> installment in the fiscal year. That installment is the remainder of the levy after the 1<sup>st</sup> installment which is calculated by 55% of the previous year, which was a higher levy amount. Thus, spring tax revenue will be higher than last fall. Director Smith explained that at a recent City Council meeting the possibility of moving to a calendar fiscal year in order to align with the levy schedule was discussed. She said it has not been decided or put into effect yet, and if they did decide to implement it, it would take considerable time and effort to shift schedules, but it would be worth it in that it would simplify the budget process.

Trustee Reardon made a

**MOTION:** to approve the Year-to-Date Budget report for December 2019.

Trustee Hanba seconded the motion.

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

Absent: Dobrilovic, Lamb

**Motion passed unanimously.**

#### LIBRARY DIRECTOR'S REPORT

Director Smith provided an update on fine revenue history. Overall, fine revenue has increased this year over last year; will continue to monitor. She asked trustees to keep this in mind with the overall pending discussion about several area libraries going fine-free. She reported that 12 area libraries have some type of fine-free, and an additional 10 are discussing or has been approved and will go into effect in the next few months. Staff is monitoring the situation, and the Board can expect to hear more about this topic in March.

Vice-President Rapisand said she was surprised that the number had gone up considering the automatic renewal process was in place. Director Smith stated that it was put into place at the start of the last fiscal year. The first year it was in place there was a significant dip, but it has been rebounding slightly. Secretary Kiem asked if it included replacements. Director Smith responded that it did include replacements and they were not broken out. Director Smith attributed this increase to circulation and door count increase post-renovation. She mentioned some patrons may have gotten used to the automatic renewal and not returned books in a timely manner or not realized that certain materials couldn't be renewed.

Secretary Kiem expressed concern about program attendance. Director Smith responded that one of the previous events was the block party that caused spikes in previous years. It was not held last year and not planned to hold this year. She said the Children's Department had experienced a programming boom pre-renovation but had scaled back slightly post-renovation. At this time, the library is not ready to make big changes until we receive more guidance from the community. Trustee Burkum stated that ROI is more important – staffing and costs of doing certain program and what we bring in. She said it's not just a straight look at numbers, there is more to the story. Secretary Kiem explained that programs help increase library visits and increase support in the community. Director Smith replied that she would be happy to provide additional information in the next report.

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Director Smith reported that wireless access points are all currently active. CVI is renting a lift to finish affixing those to the ceilings as well as installing cameras for the camera project. The Library should have WiFi session statistics for January.

Director Smith reminded trustees that the Library will be closed on January 31<sup>st</sup> for strategic planning. She will confirm and take appropriate actions as needed for a public meeting.

Director Smith was asked to get more information about audit costs. Has heard back from 4 comparable libraries. The range is for individual audit – between \$6,995 -\$8,700. Library will pay \$8,200 in for the 2020 audit. Other factors could affect price other than overall operating budget.

Little Free Libraries installation was postponed until the spring. We want to allow sufficient time for the custom paint jobs.

#### FRIENDS OF THE LIBRARY REPORT

- Named new Board member: Bob Ferschl
- Elected new co-President: Judy Donovan
- Approved FY 2020 and FY 2021 Library Wish Lists
- Trained 2 new volunteers for Book Nook
- Submitted application to city for display of banners for Spring and Fall 2020 Book Sales

Vice President Rapisand asked if the Friends of the Library had any milestones or anniversaries coming up; the City is always looking for ideas for vehicle stickers.

#### UNFINISHED BUSINESS

Trustee Reardon asked about meeting with the City regarding discussion of developing an agreement. Director Smith responded that there had not been progress on scheduling the meeting.

Vice President Rapisand asked if there was anything the Trustees could do to help publicize the fact that the Library would be closed on January 31<sup>st</sup> for staff meeting. Director Smith replied that staff was promoting.

#### NEW BUSINESS

None.

#### ADJOURNMENT

Hearing no objections, President Kennedy adjourned the meeting at 7:48 p.m.