

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
Tuesday, May 12, 2020 at 7:00 p.m.

CALL TO ORDER

President Kennedy called the Committee of the Whole meeting to order at 7:01 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.

PUBLIC COMMENT

President Kennedy noted that he received a comment from Alderman Moran suggesting that the Library Board agenda contain hyperlinks to the documents in the packet.

BUDGET AND FINANCE COMMITTEE OF THE WHOLE MEETING – CALL TO ORDER

Committee Chair Dobrilovic called the Budget and Finance Committee meeting to order at 7:03 p.m.

APPROVAL OF MINUTES

Trustee Burkum made a

MOTION: to approve the minutes of March 10, 2020

Trustee Reardon seconded the motion.

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

Motion passed.

FISCAL 21 BUDGET STRATEGY

Director Smith reviewed proposed deferrals for the FY21 capital and operating budgets. The items listed were proposed to defer until after August 1, or the end first quarter of FY21. These included:

- New positions on hold
- Vacant positions on hold for at least 30 days
- Raises – with exception of required minimum wage adjustment, proposed putting the market benchmarking adjustments on hold with the option of considering after the first quarter of FY21 as possible retroactive to May 1.

At the June meeting, Director Smith will provide additional information about staffing. She is looking to June for the possibility of contactless pickup and returns, and an evaluation of staffing needs for the longer term period in alignment with Governor Pritzker's Restore Illinois plan.

Staffing is the Library's biggest cost. Director Smith also proposed deferring selected projects totaling \$222,000. She is not proposing to amend budget and cancel the projects, but to defer for at least first quarter. This includes the sound mitigation project in Children's Services. Some deferrals are general and do not yet have a specific costs associated with them.

Director Smith is proposing moving forward in the 1st Quarter with capital projects that were planned. These include the sprinkler project, and 3 IT projects – new phone system, IT system backup and the camera project.

She explained that the Library's current phone system is very old. We have guarantee of support for next year, but it is not looking promising that support will be available after that. The PA system is integrated into phone system, and could be considered safety issue so she recommends including that as well at this time.

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
Tuesday, May 12, 2020 at 7:00 p.m.

The IT backup system is slated for an update. The Library is currently on a very old tape backup that needs to be manually changed. Director Smith pointed out that these projects have been delayed several years, and her recommendation is to move forward with them at this time.

Trustee Burkum inquired about the Public Relations signage deferral. Director Smith replied that signage was not included in the renovation budget. Some funds were allocated in FY20 for signs and sign holders (end panels). This included directional and wayfinding signage and was broken out over 3 fiscal years, and adjusted to do more in house. She is recommending to wait until after first quarter to place any orders.

Trustee Burkum asked about deferral of gift reserves and grant funds. Director Smith replied that the operating funds and gift funds are not use it or lose it, and could stay in reserves. The Per Capita grant is a state grant that every public library in Illinois receives, based on population. For the FY18 and 19 grants, the Library requested mid-year to use the funds for something other than what they applied for and received approval. The funds may be used for operating costs such as materials collection purchase. It is possible that the Board could determine for the FY19 funds (slated for camera project) and FY20 funds could use for collections instead, which would mean that less library funds would be needed to purchase same amount of books and could increase library fund balance by the end of year.

For the FY19 Per Capita grant the Library requested to use the funds for the collection, later revised to use it for the camera project. The camera bid came in lower than expected, now the Board needs to determine how to use the remaining funds. The Board could decide to defer these projects, leaving more money in reserves.

Chair Dobrilovic asked if the Per Capita grant had restrictions on the use of funds. Director Smith replied that the program follow standards established by the Illinois State Library, which set standards for libraries for things like lighting, technology, and collections. They Libraries request funds, they should be in support of meeting or improving one of the standards.

Chair Dobrilovic asked if allowable that the Per Capita grant be used to pay for salaries. Director Smith she didn't recall that it couldn't be used for salaries. She is proposing that it be used for collections purchases, which is a long standing process that Park Ride has used.

Secretary Kiem asked if the funds were to be used for adult computer lab seating, to replace the furniture the Library has received complaints on. Director Smith responded that it was. Trustee Kiem suggested that the Library cannot reopen with furniture configuration we have. He believes it is shortsighted to set this aside this and the project of designing new way for patrons to use computers. Face to face, close proximity is not going to work in the post-COVID reality. He is reluctant to say we shouldn't start planning for that day.

Vice President Rapisand asked about the reference to salaries and the strategic plan. She asked if Director Smith was proposing postponing strategic plan. Director Smith clarified that funds had been included within salaries/contingencies for hiring or changes that would increase salary costs as a result of recommendations of the strategic plan. This is just to clarify that hiring new positions is not on the radar at least for the first quarter.

Trustee Reardon asked if it was possible to track savings through time, so we know how much we have saved to date once the Board reached the point where they needed to start making decisions.

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
Tuesday, May 12, 2020 at 7:00 p.m.

Director Smith said that can absolutely be tracked – they can track salaries for on hold positions, training, projects, conference funds and more. She stated that many of the current training options for Library staff, especially related to COVID, are free, so that will also be reflected.

Chair Dobrilovic summarized stating that the Board was largely in concurrence with Director Smith's recommendations, stating that some items may need to be further discussed at an upcoming meeting.

FY20 OPERATING BUDGET TRANSFER/FY20 to FY21 OPERATING BUDGET CARRY OVER

The FY20 to FY21 Budget carry over is for the camera project. The project cost for the cameras includes installation, configuration, and server work. In reviewing the figures, Director Smith explained that she took into account a project she was proposing be postponed – purchase of a lift (\$15,000). The Machinery and Equipment line item needs a total of \$30,000 to complete the camera project. The line item already has \$15,000, the amount needed to carry over from FY20 is \$15,000.

The FY20 Budget transfer involves a previously approved transfer from newsletter funds to public relations funds. At the time, staff did not anticipate the postcard mailing that was recently sent out. The actual year-end for the Public Relations line did not need the full \$3,600 that was previously transferred. Director Smith is recommending amending the amount transferred from Public Relations Newsletter to Public Relations from \$3,600 to \$1,700 to cover the cost of the postcard mailing.

President Kennedy made a

MOTION: to approve revision of FY20 Public Relations transfer from \$3,600 to \$1,700 for increased signage and decreased direct mail and approve FY20 carryover of \$15,000 Machinery & Equipment funds into FY21 for the camera project.

Trustee Reardon seconded the motion.

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

Motion passed.

Chair Dobrilovic adjourned the meeting at 7:38 p.m.