



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
Third Floor Meeting Room of the Park Ridge Public Library,
20 S. Prospect Avenue, Park Ridge, IL on the date and time below.

All meetings are public according to the provisions of the Illinois Open Meetings Act.
Please contact Library Administration for additional information or to request accommodations.

**LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 10, 2019 at 7:00 P.M.**

All committees are committees-of-the-whole unless noted

BUILDING & GROUNDS (Lamb – Chair)

1. Comments from the public on non-agenda items
2. Approval of July 9, 2019 minutes – Attached
3. Discussion of outstanding renovation and columns issues – Darren Schretter, StudioGC
4. Roof ice-melt project bid update
5. Other

PLANNING & OPERATIONS (Burkum – Chair)

1. Approval of August 13, 2019 Minutes – Attached
2. Approval of policy revision including makerspace additions – Attached
3. Approval of request for Michel Library Trust funds for makerspace technology – Attached
4. Other

BUDGET & FINANCE (Dobrilovic – Chair/Treasurer)

1. Approval of August 13, 2019 Minutes – Attached
2. Review proposed goals of FY21 Operating Budget – Attached
3. Discuss FY21 Levy Resolution – Attached
4. Other

NO MEETINGS:

**COMMUNICATION & DEVELOPMENT
INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE
PERSONNEL
RESOURCES**

MINUTES
PARK RIDGE PUBLIC LIBRARY BOARD OF TRUSTEES
20 S. Prospect Ave., Park Ridge, IL 60068
Regular Meeting of the Building & Grounds Committee of the Whole
Held in Library 3rd Floor Meeting Room
Tuesday, August 13, 2019 at 7:12 p.m.

ROLL CALL:

TRUSTEES PRESENT: Patrick Lamb, Chair; Karen Burkum, Stevan Dobrilovic, Alexandria Hanba, Gareth Kennedy (*via phone*), Joshua Kiem, Lauren Rapisand, Michael Reardon, David Somheil

OTHERS PRESENT: Heidi Smith, Library Director; Barbara Larson, Library Staff; Alderman Melidosian, Library Liaison; Rick McCarthy, Darren Schretter, StudioGC

Approval of Minutes

Trustee Reardon made a

MOTION: to approve the minutes of the June 11, 2019 Building and Grounds Committee meeting
Trustee Rapisand SECONDED the motion.

Voice vote:

Yay: Burkum, Dobrilovic, Lamb, Kennedy, Kiem, Rapisand, Reardon

No: None

Abstained: Hanba, Somheil

MOTION PASSED

Capital Projects Update

Mr. McCarthy introduced Mr. Schretter, the Library's new project manager from StudioGC for both the renovation and the column replacement project. Mr. Schretter updated the Board about his June 27th meeting with representatives from the Library and Construction Solutions, Inc. (CSI) regarding the renovation, including that the next day CSI completed a reported 5 out of 23 remaining punch list items. Mr. Schretter has a follow-up meeting with Library Facility Manager John Priala to confirm the work was completed to his satisfaction.

Mr. Schretter's goal is for CSI to complete remaining punch list items by July 15th with the exception of the elevator panel laminate. The Library accepted a credit and will use the services of a local vendor to cover the elevator panels with laminated vinyl rather than laminate as originally planned.

Mr. Schretter drafted a letter summarizing work still outstanding including a preliminary opinion on items Mr. Priala brought to StudioGC's attention in June. If there is a deficiency in any work completed by CSI, they will fix it with a target for completion by the end of July. Mr. Schretter will finalize the letter and punch list and will submit it to CSI and the Library.

Tile for the 3rd floor toilet room to replace the poorly installed tile is scheduled to arrive the week of July 15th. Mr. Schretter will update the Board at their July 16th meeting. The Library rejected the proposed credit for the work as it was too low, so the work will continue.

Director Smith reported that CSI will not meet 30 day deadline issued by the Board in June. The Board can consider the final change order request for approval in August.

Director Smith will propose a FY20 Capital Budget amendment in August to pay for remaining work and 10% retainage, originally budgeted for FY19.

Mr. Schretter then provided an update on the Column Replacement Project. Product manufacturer Cheyenne will not send a representative to inspect the columns; they assert that they were

manufactured and installed correctly. The contractor who completed the work K.M. Holly stands by the installation. The columns don't match StudioGC's shop drawings which do include seams, but not a lipped edge. Cheyenne said they should sand them down, but the finish could come off. They could try a grinder and end up with a wider joint, but then the surface might get wavy. Mr. Schretter will pursue options including the possibility of a sanded sealant; mortar would be too inflexible. Holly has paid the manufacturer. Mr. Schretter shared that he doesn't currently see any great options, but will report back in a week.

Green Associates

Trustee Lamb confirmed that Agreement B101 includes the Library's option to hire an independent construction manager.

Trustee Dobrilovic commented on B221 contract, requesting that the description of work more clearly explain that Green Associates will provide architectural services, not installation. He also recommended a flat fee for some of the basic services to limit some of the risk to the Library involved in having an hourly rate.

Director Smith confirmed the current budgeted amount for the total project is \$60,000. Director Smith will contact Green to discuss the above comments prior to the Board's approval.

Trustee Reardon made a

MOTION: to approve master agreement AIA Document B101 – 2017 with Green Associates for general architectural services

Trustee Hanba SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Director Smith clarified the law and policy for engaging professional services. When the Library has a "satisfactory relationship" with an architect, there is no bid requirement.

Trustee Reardon made a

MOTION: to approve contract AIA Document B221 – 2018 with Green Associates for architectural services for the roof snow melt system

Trustee Hanba SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

FY2021-2025 Capital Plans

Director Smith asked if any additional discussion was needed or if there were any questions since this was presented at the June meeting.

Trustee Reardon made a

MOTION: to approve capital plans for FY2021-FY2025 for submission to the City of Park Ridge

Trustee Lamb SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

FY2021 Capital Budget

Trustee Reardon made a

MOTION: to approve capital budget for FY2021 for \$920,000

Trustee Lamb SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Other The Nominating Committee met to create a recommended slate for officer elections.

President: Gareth Kennedy
Vice President: Lauren Rapisand
Secretary: Josh Kiem
Treasurer: Stevan Dobrilovic

At the Nominating Committee meeting, President Reardon spoke to the Committee highlighting key areas he believed the new officers would need to address during the forthcoming year and asked the Nominating Committee to consider the skills needed to address them when deliberating on nominations. The key areas were given as: Development of the Strategic Plan; the Business Policy; and the long term levy rate. Trustee Reardon then left the meeting.

The Nominating Committee then engaged in a discussion about the Trustees that expressed interest in filling Board Officer positions and reached agreement on the nominating slate that it would propose to the Board.

President Reardon had shared his perspective on a practice for advancing trustees through various offices; however, the Nominating Committee did not discuss this nor is there any recommendation to alter the bylaws or library practices.

At the July 16th meeting, nominations will be accepted from the floor prior to balloting for each position as needed.

Adjournment: 8:19 p.m.

MINUTES
PARK RIDGE PUBLIC LIBRARY BOARD OF TRUSTEES
20 S. Prospect Ave., Park Ridge, IL 60068
Regular Meeting of the Planning & Operations Committee of the Whole
Held in Library 3rd Floor Meeting Room
Tuesday, August 13, 2019 at 7 p.m.

CALL TO ORDER

Vice President Lauren Rapisand called the meeting to order at 7 p.m.

Trustees Present: Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil
Trustees Absent: Gareth Kennedy, President (did not attend remotely; called to listen)
Others Present: Heidi Smith, Library Director; Barbara Larson, Library staff; Charlie Melidosian, City Council Liaison

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Trustee Reardon made a

MOTION: to approve the minutes for the July 9, 2019 Planning & Operations Committee meeting.

Trustee Hanba seconded the motion.

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

Absent: Kennedy

Motion passed unanimously.

COMPUTER VIEW, INC. (CVI) CONTRACT

At the July 9, 2019 Planning & Operations Committee of the Whole meeting, trustees voted unanimously to select CVI for a 2 year contract. The Board approved this selection unanimously at the July 16, 2019 Board meeting.

The Library's attorney at Robbins Schwartz reviewed the contract, suggested changes that were then negotiated and agreed to by CVI. The packet included the final contract for review.

Secretary Kiem made a

MOTION: to approve service contract with Computer View, Inc. for managed information technology services September 1, 2019 through August 31, 2021 in the amount of \$280,000.00.

Trustee Hanba seconded the motion.

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

Absent: Kennedy

Motion passed unanimously.

E-RATE IT PROJECTS

The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable internet service and infrastructure components. Applicants are required to comply with the Children's Internet Protection Act, which the Library does per policy. The Library qualifies for a 50% discount. In February 2019, we applied for two category two equipment projects. The cabling required for the 25 wireless access points was completed in FY19. The two existing switches that will be replaced are aged and nearing end of life. Kudos to Library staff members Pam Nelson, Ed Tidd and Angela Berger (retired.) Director Smith confirmed that the Library followed the competitive bid process through E-rate.

Secretary Kiem made a

MOTION: to approve E-Rate subsidized network equipment for purchase, installation and configuration of 2 switches and supportive hardware in the amount of \$12,194.00.

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Trustee Somheil seconded the motion.

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

Motion passed unanimously.

Secretary Kiem made a

MOTION: to approve E-Rate subsidized network equipment for purchase, installation and configuration of 25 wireless access points in the amount of \$12,717.50.

Trustee Somheil seconded the motion.

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

Motion passed unanimously.

CCS & OCLC CONSORTIUM ANNUAL FEES

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 26 public libraries strong that joined together to provide cost effective online circulation and cataloging services to member libraries. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections.

There was a brief discussion about the possibility of other cost saving options and a desire for future research.

Secretary Kiem made a

MOTION: to approve annual CCS consortium membership fees for \$69,637.97 and OCLC membership fees not to exceed \$13,000.00 for July 2019 through June 2020.

Trustee Hanba seconded the motion.

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

Motion passed unanimously.

BOARD DEVELOPMENT

Moved Board Development topics to Budget & Finance.

OTHER

Trustees discussed the question of the appointment of a City Council Liaison to the Library. The consensus of the Board was that Secretary Kiem would draft a correspondence for the trustees to review and for President Kennedy to submit to Mayor Marty Maloney in favor of having a liaison, but not requiring their attendance at all Library Board meetings.

ADJOURNMENT

Meeting adjourned at 7:35 p.m.



Memorandum

Memo Date: September 6, 2019
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: September 10, 2019
Action Requested: For approval
Subject: The Studio policy and Michel Trust request

Background:

The Bruce A. Michel Trust was established to “keep the Park Ridge Public Library up to date with technology.” The Library received the \$250,000 Trust in 1998 and began using funds in the early 2000s. The Trust provided start-up funds for the Library’s eBook program, allowing the Park Ridge Public Library to be the first public library in Illinois to offer its patrons downloadable eBooks. Besides eBooks and other digital media, the Trust has provided funds for digital resources for both adults and children as well as software and equipment for the Media Lab, continuing to fulfill the purpose of the Trust established by Mr. Michel. After speaking with Michelle D’Amico, the trust administrator, about The Studio and the technology we identified for the new service, she encouraged me to submit a request for consideration (attached.)

In addition, the staff committee drafted a policy for The Studio, and they did a tremendous job. Attached is our recommended draft for your consideration. In addition, we will consider this policy for possible consolidation or expansion with other “Use of Library Facilities” as part of a larger discussion.

We anticipate having furniture and some equipment available to open The Studio by the end of October. The additional equipment purchases will be dependent on the response from the Michel Trust.

Budget Implications:

Action requires expenditure of Funds: No

Recommended Motions:

1. To approve request to Bruce A. Michel Trust for \$27,056 for the purchase of a high-performance laser cutter as well as STEM resources and design and craft equipment
2. To approve draft policy for The Studio

Attachments:

1. Draft request to Bruce A. Michel Trust
2. Draft policy for The Studio



September 18, 2019

Michelle D'Amico
The Northern Trust Company
50 South LaSalle Street
Chicago, IL 60603

Dear Ms. D'Amico:

I am writing to request funds from the Bruce A. Michel Trust for the procurement of cutting-edge equipment in order to provide the residents of Park Ridge with access to exciting advances in creative technologies.

As a result of the Library's recent renovation, the community will now have access to a dedicated makerspace: The Studio. A makerspace is a collaborative place that encourages creative exploration, design, and building, using a variety of technology and equipment. Exposure to equipment utilized in science, technology, engineering and math (STEM) as well as design and other creative applications is essential to the education of our community, not to mention stimulating and rewarding to creators of all ages.

Following a community survey and extensive staff research including visits to other local library makerspaces, the following resources were identified as ideal to serve the community's creative ambitions. We plan to open The Studio in fall 2019, and hope you will partner with us to support this important initiative.

Our request for \$27,056 includes the purchase of a high-performance laser cutter as well as STEM resources and design and craft equipment as described below.

Epilog Mini Laser Cutter

<https://www.epiloglaser.com/laser-machines/mini-helix-engraver-cutter/>

The laser cutter is a computer controlled cutting device. It uses a finely focused beam of light to cut wood, paper, plastic, fabric, foam, and more with high precision and speed. Epilog's laser systems are designed to be as easy to use as a paper printer: you can create a design in a graphic software program of your choice and print it directly to the laser cutting machine. The laser's interlocked metal enclosure carries with it a class 2 safety rating, which allows for safe use in any workshop, home, or office.

Mini 2412 60 watt with a bed size of 24 x 12 X 8	\$18,495
Extended warranty	\$ 1,080

Purex Fume Extractor Alpha 400

<https://www.purexinc.com/products/analogue/alpha-400/>

This filter is necessary for use of the laser cutter as our space is not ventilated. Purex Fume Extractors provide a stable process by providing a controlled airflow to remove harmful fumes.

With 15% educational discount	\$ 1,981
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We request an additional \$3,000 for the purchase of STEM resources including coding, robotics and electronics prototyping kits for various skills and age groups as well as supportive technology including a large-scale monitor.

Also popular in other library makerspaces are various textile, printing and laminating devices. The Library is fortunate to own a 3D printer, and we hope to provide other design and craft equipment for an additional \$2,500 as part of this request.

In recognition of your incredibly meaningful support, the Library would include the following recognition in all promotional and information materials about The Studio as well as being prominently displayed in the space itself:

Creative technology generously provided by the Bruce A. Michel Library Trust.

Please contact me should you have any questions about this very exciting new service. Thank you for your consideration.

Sincerely,

Heidi Smith
Library Director

C. USE OF LIBRARY FACILITIES

THE STUDIO

POLICY:

The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

RULES:

1. The Studio is open to Park Ridge Public Library card holders 14 years of age or older. Younger users must be accompanied and monitored by an adult that will remain with them during the entire appointment.
2. A valid ID or library card is required and will be held at the Reference Desk during the appointment.
3. First time users must read The Studio Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to the space, furniture or equipment beyond normal wear. Users younger than 18 must have a parent or legal guardian sign this form.
5. Library staff will direct users to instructions and information on using the equipment, tools and software in the Lab but may not be available to provide individual assistance.
6. Select equipment and tools will require staff assistance to operate.
7. Materials for use in Library equipment are subject to staff approval. Some materials will be available for purchase to use with specific equipment in order to maintain the integrity of the equipment.
8. Card holders may use The Studio for up to 2 hours per day (with extended time permitted if no one else is waiting). Outside of scheduled drop-in times, appointments may be made in person or by calling the Reference Department (847) 720-3232 and are subject to staff availability. Appointments will be held for ten minutes.
7. A maximum of 10 people are allowed in the Studio at one time.
8. The Library is not liable for any loss, damage, expense, or injury sustained in the use of the equipment in The Studio. The Library is not responsible for equipment, projects or files (digital or print) left behind.
9. Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.
10. No food or drinks of any kind are permitted in The Studio.
11. Use of and behavior in The Studio must comply with all Library policies include "Conduct in the Library", Policy IFI. Failure to comply may result in suspended use of The Studio.
12. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation materials that are:
 - Prohibited by local, state or federal law
 - Used as weapons
 - Unsafe, harmful, dangerous or pose a threat to the well-being of others
 - Obscene or otherwise inappropriate
 - In violation of another's intellectual property rights



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR

MAY

- Approve rate for non-resident library cards
- Annual review of policy and procedure manual
- Secretary review of closed minutes

JUNE

- Nominating committee appointed
- Receive annual report
- Annual assessment of facility
- Consider future capital projects
- Recognize outgoing trustees

JULY

- Welcome new and reappointed trustees
- Election of new officers
- Discuss and approve capital budget

AUGUST

- Board development
- Board committee chairs assigned

SEPTEMBER

- REVIEW GOALS OF OPERATING BUDGET

OCTOBER

- Review draft budget summary
- Approve levy resolution
- Mid-year director performance feedback

NOVEMBER

- Review per capita grant application
- City reviews levy resolution
- Secretary review of closed minutes

DECEMBER

- Approve per capita grant application
- City approves levy resolution

JANUARY

- First discussion of operating budget
- CCS and OCLC annual fees

FEBRUARY

- Discussion salary plan
- Discuss IT service contract (2021)
- Approve annual operating budget
- Receive director self-evaluation and goals

MARCH

- Select annual library award winner
- Finalize evaluation of library director
- Finalize director goals
- Approve salary plan

APRIL

- Present Library Award
- Evaluate director and review goals



Memorandum

Memo Date: September 6, 2019
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: September 10, 2019
Action Requested: For discussion
Subject: Pending Initiatives

Strategic Plan – Karen Burkum & Lauren Rapisand

- RFP for consultant – **In process**
 - Required additional time for further research
 - Additional delays attributed to financial reporting projects
 - Anticipate October/November analysis/award and January-June schedule

Budget & Finance

- Update financial reporting to Board – **In process** (November)
- Review 5-year forecast for levy discussion (September/October)

Building & Grounds

- Renovation & Columns final reports (November, est.)
- Roof snow/ice prevention system project – **In process** (November, est.)
- Cameras project (TBD; outlining project plan; researching use of Per Capita grant funds)
- Project authorization for architectural services for FY21 Capital projects (TBD)
- Update Capital Reserve Study (after sprinkler project FY21)

Communications & Development Committee

- Surveys for strategic plan (after check-out stations fully implemented)
- Donor recognition – **In process**
- Review Library Award process for 2020 (January)
- Sponsorship and fundraising opportunities (TBD; coordinate with strategic planning)

IGA

- Draft chart of facets, responsibility and recommendations for review with City Manager – **In process**
- Consider MOU for financial and HR services as the first part – **In process**

Personnel

- RFP for salary survey – **In process**
 - Required additional time for job description manager training and updates
 - Additional delays also attributed to financial reporting projects
 - Anticipate October/November analysis/award and January-February schedule
- Minimum wage and staffing 5 year budget forecast – **In process**

Planning & Operations

- Policy Manual review (beginning May)
 - Tutors / Business Use Policy (postpone to October)
- Consider along with strategic planning?
 - Demographics study including users v. non-users
 - Benchmarking of services offered by other libraries
 - Metrics we are gathering
 - User/visitor benchmarking statistics with normalization for national or state trends

Resources

- Research Ingram v. Baker & Taylor (TBD)
- Kiosk Implementation (TBD)

Questions:

- Is Resources the best committee for IT initiatives?
- Also fine art?
- Continue to review monthly? P&O?

MINUTES
PARK RIDGE PUBLIC LIBRARY BOARD OF TRUSTEES

20 S. Prospect Ave., Park Ridge, IL 60068
Regular Meeting of the Budget & Finance Committee of the Whole
Held in Library 3rd Floor Meeting Room
Tuesday, August 13, 2019 at 7:35 p.m.

CALL TO ORDER

Treasurer Stevan Dobrilovic called the meeting to order at 7:35 p.m.

Trustees Present: Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil
Trustees Absent: Gareth Kennedy, President (did not attend remotely; called to listen)
Others Present: Heidi Smith, Library Director; Barbara Larson, Library staff; Charlie Melidosian, City Council Liaison

APPROVAL OF MINUTES

Trustee Reardon made a

MOTION: to approve the minutes for the March 12, 2019 Budget & Finance meeting.
Vice President Rapisand seconded the motion.

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

Motion Passed.

FY2020 CAPITAL PROJECT

Treasurer Dobrilovic and Director Smith summarized the memo regarding the roof ice-melt project budget. The Library budgeted \$60,000 for the base scope (two sides: Prospect and parking lot elevations) based on a preliminary quote from roof ice-melt system provider Delta Therm and an assumption that existing electrical service that supported a previous roof system would be sufficient. Project architect Green Associates' provided a statement of probable cost for the base scope of work at \$104,806. A probable cost estimate is being prepared by Green Associates for two alternates – one for the installation of the system above the employee entrance and a second alternate for installation of the system above the Touhy Ave entrance. Director Smith explained the reasons for the higher than expected cost of the base project provided by Green Associates architect Andrew Jose as the following:

1. Cost of mobilization for a lift, as well as the way the system will need to be attached to the slate roof, was estimated at \$15,000 which was not included in the project budget.
2. Per electrical code, a dedicated circuit is required. The existing circuit from the old system currently has 20 of its 100 amps dedicated to lighting. This cost is estimated at an additional \$10,000.
3. Green Associates provided very conservative estimates for contractor "general conditions," "overhead," and "profit" which make up the remaining difference over the original budget estimate.

The estimate of probable cost is conservative so that the library does not have any other unwelcome surprises. The library will know the actual cost of the project only after contractor bids are received in September, but Green Associates expects the bids to be within the statement of probable cost, and possibly lower, once bids come in.

Based on Library Facility Manager John Priala's recommendations and Mr. Jose's summary, Director Smith recommended the Board approve an increase in the budget for FY20 roof ice-melt project, from \$60,000.00 to \$130,000.00. This amount includes extra funds for the Board to be able to consider installation of the ice melt system for additional parts of the roof to be bid as "alternates," which are described above.

Further discussion of the alternates to the base scope and questions about the system and its need ensued.

Trustee Reardon made a

MOTION: to approve a budget increase for FY20 roof ice-melt project, from \$60,000.00 to \$130,000.00
Secretary Kiem seconded the motion.

MINUTES

PARK RIDGE PUBLIC LIBRARY BOARD OF TRUSTEES

20 S. Prospect Ave., Park Ridge, IL 60068
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Tuesday, August 13, 2019 at 7:35 p.m.

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

Motion passed unanimously.

FY20 CAPITAL BUDGET AMENDMENT

As the FY19 renovation and columns projects will be completed in FY2020, the FY20 capital plan and budget must be revised to include final costs. This is not an approval of an increased project budget, but an approval to budget for the remaining contract costs of \$200,000 in FY20 since the two projects were not closed out in FY19. This is in addition to the increase in the budget for the FY20 roof ice-melt project budget by \$70,000.

The proposed changes require an amendment to the FY20 Library Capital Budget by the Library Board and the City Council's approval of the increase to the roof ice-melt system project. It also requires submitting an updated FY20 capital plan to City Council.

Treasurer Dobrilovic made a

MOTION: to approve FY20 Capital Budget Amendment for \$270,000.00, an increase from \$100,000.00 to \$370,000.00.

Vice President Rapisand seconded the motion.

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

Motion passed unanimously.

BOARD DEVELOPMENT

Regarding the roles of library director and governing board, Director Smith shared excerpts from Illinois Library Association and American Library Association publications regarding the distinct roles prior to the meeting and asked for comments or questions. In summary, trustees discussed that achieving a balance between trustee curiosity about operational aspects of the library and the information required for library governance will require open communication from all parties. In addition, it was emphasized that trustee expertise is available to the director upon request and reiterated that the Board should serve an accountability and governance function, and not a management function. Specific examples were discussed.

Regarding governance of Illinois municipal libraries, Director Smith shared a brief overview of the observed responsibilities of the library and its corporate authority, the City of Park Ridge. Director Smith offered no legal opinion, but shared some of the practices she has observed about how home rule has been applied to municipal libraries in Illinois. In addition, Director Smith shared some examples from her rough draft of an operations summary of the relationship between the Library and the City. The trustees gained consensus in support of Director Smith's recommended next steps to review and complete the list with feedback from City Manager Joe Gilmore with the goal of gaining stability.

Regarding Roberts Rules of Order in general, Director Smith shared a sample meeting script and reviewed a few recommended changes to current parliamentary practices of the Board.

OTHER

Trustee Lamb shared a brief update regarding completion of remaining punch list items by Construction Solutions, Inc. Darren Schretter of StudioGC will attend the August 20th Board meeting.

ADJOURNMENT

Meeting adjourned at 9:23 p.m.



Memorandum

Memo Date: September 3, 2019
From: Heidi Smith, Library Director
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: September 10, 2019
Action Requested: For discussion
Subject: FY21 Operating Budget Goals

FY21 Operating Budget Goals:

1. Anticipate strategic plan application(s) (TBD)
 - a. Example: Build community engagement platform to build relationships with non-users.
 - b. Example: Build development platform to sustain and increase gift funds.
2. Enact salary changes based on FY20 staff audit including market pay study, changes to minimum wage and relief of minimum wage compression. This would be exclusive of annual merit increases.
3. Address needs identified in post-renovation assessment including furniture, furnishings, equipment, signage and storage. The assignment of some Gift Funds would also be appropriate.



Memorandum

Memo Date: September 3, 2019
From: Heidi Smith, Library Director
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: September 10, 2018
Action Requested: For discussion
Subject: FY21 Levy Resolution

Background:

Financial Requirements for FY2021 (As stated in the FY19 Annual Report)

At the November 26, 2018 Park Ridge City Council Finance and Budget Committee of the Whole meeting, Board President Michael Reardon and Library Director Heidi Smith presented a draft levy forecast for the Library that included deficit spending in fiscal years 2020 and 2021. The goal is to spend down the Library's fund balance to a target of six months annual operating costs in reserve. In applying this strategy, maintaining current operations and planning for life safety and infrastructure updates to the Library building, the 2019 Library levy resolution is estimated at \$4,008,000. This is a 9% increase from 2018 following a 35% decrease from 2017 to 2018.

Notes to accompany levy resolution:

- 9% increase from 2018 (\$3,661,000) to 2019 (\$4,008,000) is \$347,000.
- Library Fund policy should be updated to reflect goal of six months of operating funds as maximum in unrestricted reserve at the end of each fiscal year so that three months minimum remain at the low point of the fiscal year, the end of Period 3, July 31. The policy should also include remediation should the balance exceed the six-month policy reserve in future.
- Proposed capital project budget for the sprinkler system is \$675,000.
 - 2019 Library Board felt strongly that this should be levied for in the future rather than using funds levied between 2014 and 2017 as result of the 2014 referendum.
- Proposed deficit spending is an estimated \$800,000 of Library Fund balance (may change based on FY21 draft summary budget.)
- Proposed Board restrictions for capital emergencies is \$250,000
- Unrestricted Library Fund balance estimated to have 7 months of operating funds by April 30, 2021 per 2018 forecast (number of months will likely increase based on review and update of 5-year forecast.)
- Revise 5-year levy projections to deficit spend remaining Library Fund balance over new policy maximum.
- Library levy is itemized separately in individual tax bills and as its own separate levy from City levies.
 - Discuss potential impact of City needs vs. Library

Next Steps:

- Treasurer Dobrilovic, President Kennedy and Director Smith discuss best way to update the City Council about these considerations prior to Library Board action.
 - Consult with Library attorney
 - Seek counsel of City Manager and City Council Liaison
 - Could delay levy resolution to November
 - Other?
- Director to review and update 5-year levy forecast with Treasurer Dobrilovic and Zabinski Consulting Services, Inc.
- Director to outline the Library Fund policy revision and draft summary budget with Zabinski Consulting Services, Inc., then review with Treasurer Dobrilovic
- October COW/Board meetings
 - Approve updated Library Fund policy
 - Review draft summary budget
 - Approve FY21 levy resolution with updated notes as stated above
- Submit levy resolution with notes to City following Board approval