

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held at the Park Ridge Public Library

20 S. Prospect Avenue, Park Ridge, IL

January 16, 2024 at 7:00 p.m.

CALL TO ORDER

President Thiagarajan called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Vice-President; Josh Kiem, Danielle Powers, Lauren Rapisand, Secretary; Theresa Renaldi, Gregg Rusk, Treasurer; David Somheil, Deepika Thiagarajan, President

Others Present: Joanna Bertucci, Library Director; Angela Berger, Anastasia Rachmaciej, Laura Scott, Joan Wrenn, Library Staff

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

President Thiagarajan directed the Board's attention to the list of items on the Consent Agenda and stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved.

The following items are included on the Consent Agenda:

- Approval of Minutes of the December 19, 2023 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 12, FY23 December 16, 2023 in the amount of \$244,807.19, and December 31, 2023 in the amount of \$197,502.53.
- Approve Cash Statement for all accounts for December, 2023
- Ratify disbursements from the Petty Cash Fund, \$66.91 and the Gift Fund, \$0.00
- Approve revisions to Policies A1. Levy and Budget; A2. Library Fund; A3. Purchasing; A4. Payments for Goods and Services; A6. Expense Reimbursement; A7. Credit Card Use and A8. Capital Assets
- Approve revisions to Policy C21. Display Case/Exhibits

Vice President Hanba made a

MOTION: To approve the Consent Agenda, as presented

Trustee Powers seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures report through December, 2023 which represents completion of 100% of the fiscal year, noting that total revenues are 71% of budget with \$1.3 million in additional tax revenue expected to be recorded during Period 13. On the expense side, operating expenses are at 90% of budget, capital expenditures are at 38% of budget which results in total expenditures at 83% of budget. Additional FY23 expenses will be recorded in Period 13 and Treasurer Rusk stated that he expects a large carryover of Capital Projects funds into 2024 as building project schedule for 2023 will be finished and paid for in 2024.

Treasurer Rusk made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for December, 2023

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Trustee Renaldi seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 31 noting Library website News items and press articles.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 32 of the packet were noted. For FY23, total Circulation increased by 9% over 2022 with circulation of digital materials driving that growth. Other notable statistics include a 20% increase in door counts over 2022, increased usage of the Studio and of meeting and study rooms, and a 59% increase in youth programming attendance.

Director Bertucci noted that for the February, 2024 packet, she will complete an analysis of data from comparable libraries. She explained that data for this analysis comes from IPLAR data so when that data is updated, the analysis can be completed.

The Library's new website is now being reviewed by the managers and will then go to Library staff for review. The website runs on a WordPress platform which results in improved functionality and ease of updating. Trustee Renaldi asked when the new website will be launched and Director Bertucci replied that it would launch by the end of February.

The Friends will be rescheduling their Cozy Pop-up Sale that was scheduled for January 13, 2024 but had to be postponed due to extreme cold weather.

FRIENDS OF THE LIBRARY

The Friends held their 2023 Annual meeting in December and approved the Library's 2024 Wish List for \$24,000 plus an additional \$500 for library employee appreciation.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

President Thiagarajan made a

MOTION: To adjourn the meeting

Secretary Rapisand seconded the motion

Voice Vote: All in favor

Motion passed

The meeting adjourned at 7:10 p.m.