

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

January 9, 2024 at 7:00 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Library Staff

Trustee Powers opened the meeting at 7:46 p.m.

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of the December 12, 2023 meeting

Trustee Renaldi seconded the motion

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

Abstain: Somheil

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 19 of the packet. Both the exterior and interior improvements projects are complete with only punch list items remaining. The snow melt system on the roof is still not working properly and Andrew Jose from Green Associates continues to work on rectifying the design and operation of the system.

HVAC PROJECT PLANNING

Director Bertucci noted that timing for the plan for architect selection for the project that she presented in December has been pushed back one month in order to accommodate schedules and provide additional time for the process. Discuss ensued with regard to how best to conduct the evaluation of proposals received for the project. Treasurer Rusk suggested that Director Bertucci along with Mr. Priala and Trustees Kiem and Powers review the proposals from the firms and make a recommendation to the Committee after conducting the interviews and completing the evaluation rubrics. The Committee agreed with this approach and so the special meeting proposed for April 2 will no longer be necessary. Director Bertucci will proceed with developing the RFQ and soliciting responses.

OTHER

None

Meeting was adjourned at 8:06 p.m.

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 in the first floor meeting room at the Library

January 9, 2024 at 7:00 p.m.

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

ROLL CALL

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

Others Present: Joanna Bertucci, Library Director; Angela Berger and John Priala, Library Staff

PUBLIC COMMENT ON NON-AGENDA ITEMS

No comments were made

Treasurer Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

Vice-President Hanba made a

MOTION: to approve the minutes of November 14, 2023

President Thiagarajan seconded the motion.

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

Motion passed

FINANCIAL POLICY REVIEW

Treasurer Rusk noted that there are seven policies being reviewed this month with the drafts beginning on page 4 of the packet. Proposed changes are as follows:

Levy and Budget – no substantive changes

Library Fund – Clarified the purpose of the fund and the need to maintain a six month fund balance throughout the year rather than simply at fiscal year end

Purchasing – Increased Library Director’s spending authority to \$10,000.

Payment for Good and Services – Updated to reflect current practice for approval of expenditures.

Expense Reimbursement – Provision added to reference policy on Payment for Goods and Services.

Credit Card Usage – The proposed change was to limit single purchases to no more than \$1,500. Discussion ensued among the trustees as to the rationale and advisability for this change as well as the impact of such a change on library operations and the existing internal controls in place for credit card transactions. It was determined that the policy would not be changed and the transaction limit would remain at \$5,000.

Capital Assets – No changes recommended

Treasurer Rusk made a

MOTION: to 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 Usage and A8- Capital Assets, as amended

Trustee Somheil seconded the motion.

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

Motion passed

OTHER

None

Treasurer Rusk adjourned the meeting at 7:45 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 in the First Floor Meeting Room at the Library

January 9, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 8:06p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Library staff

Trustee Powers made a

MOTION: to approve the minutes of December 12, 2023

President Thiagarajan seconded the motion.

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

Abstain: Somheil

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for January, noting that tasks are being completed on schedule. She added that a new document will be included in the February COW packet that details initiatives and their value-add to the Library. This document will be reviewed with President Thiagarajan and Treasurer Rusk prior to inclusion in the February packet.

DISPLAY CASE AND EXHIBITS POLICY REVIEW

Director Bertucci directed the Committee's attention to the proposed updates to this policy that are included in the packet on page 25, noting that edits are primarily to simplify the policy's language. She noted that the Library does not fundraise for community groups but instead promotes and supports their activities through use of the Library's display case.

Trustee Renaldi made a

MOTION: to approve revisions to the Display Case/Exhibits Policy

Secretary Rapisand seconded the motion.

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

Motion passed

OTHER

None

ADJOURNMENT

Secretary Rapisand made a

MOTION: to adjourn the meeting

Trustee Powers seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 8:10 p.m.