

**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  
April 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, Alexandria Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library Staff

**APPROVAL OF MINUTES**

Trustee Renaldi made a

**MOTION:** to approve the minutes of the February 13, 2024 meeting

President Thiagarajan seconded the motion

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

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the memo on page 3 of the packet that details the status of the Comcast fiber project. As a result of Comcast's issues with running fiber into the Library, it is very likely that we will terminate our contract with them. There are no fees associated with contract termination. Ms. Wrenn is contacting our current provider to determine costs to extend service with them until the next eRate cycle begins in February 2025.

**ICE MELT SYSTEM PROJECT - TOLLING AGREEMENT**

In regard to the Ice Melt System project, the Library's legal counsel has advised that given that the statute of limitations will expire in May, 2024 for this project, that the Library enter into tolling agreements with each of the parties to the project, Green Associates, 20/10 Engineering and Engineered Services Inc. d/b/a Powerlink Electric. A tolling agreement would preserve the Library's ability to take action if the project cannot be completed to the Library's satisfaction. The agreement with Powerlink will be separate from that with Green and 20/10 Engineering and both agreements are subject to attorney approval and approval by the Board at the April 16, 2024 Board meeting.

**APPROVAL OF TOLLING AGREEMENTS**

Trustee Powers made a

**MOTION:** to approve two tolling agreements, subject to attorney approval. One with Green Associates and 20/10 Engineering and the other with Powerlink.

Vice-President Hanba seconded the motion

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

**Motion passed**

Vice-President Hanba requested that this matter be placed on the Board meeting agenda for the April 16, 2024 meeting as "New Business" rather than on the Consent Agenda. Director Bertucci will update the Board agenda accordingly.

**ARCHITECT/ENGINEER SELECTION UPDATE**

Director Bertucci reviewed the memo on page 10 of the packet that outlines the process undertaken for selecting a firm for the HVAC project, noting that after all the interviews were conducted and each of the firms were scored, there was consistent scoring among the team. Director Bertucci is currently in

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negotiations with the firm and expects to receive a proposal from them in approximately two weeks. Meanwhile, she is doing due diligence as a frame of reference for what other libraries' experience has been. The firm's proposal for services will be reviewed at the May 14, 2024 Building and Grounds committee meeting.

**OTHER**

None

Meeting was adjourned at 7:09 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  
April 9, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:35p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, 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 Joan Wrenn, Library staff

Vice President Hanba made a

**MOTION:** to approve the minutes of February 13, 2024

Trustee Rapisand seconded the motion.

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

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed the status of tasks for April, noting that tasks are being completed on schedule. National Library Week was celebrated with a variety of activities throughout the week and the Park Ridge Police gave a nice shout out to the Library during that time. New lawn signs were made available to patrons and social media posts communicated the events happening at the Library during NLW. Director Bertucci further noted that policy review will begin again in May and the annual cybersecurity presentation will be made by CVI at the April Board meeting.

**FOLLOW UP TO ANNUAL STATISTICAL REVIEW**

Director Bertucci reviewed the memo on page 20 of the packet which provides additional information regarding the statistical review that she provided to the Board in February. The Library's cataloging consortium, CCS, has begun making data offerings more robust for members and created a report that provides a mapping of cardholders by household. This report indicates that 67% of Park Ridge households have at least one library cardholder in their residence. Director Bertucci stated that as more libraries obtain household level cardholder data, she will include that comparable data in future year reports on statistics.

As the memo on page 20 also indicates, in regard to the decrease in number of cardholders beginning in 2021, Director Bertucci learned from CCS that in March 2021, the criteria for purging cardholder accounts from the database was changed. This resulted in a sizeable increase in the number of patrons eligible to be purged from the cardholder database.

**OTHER**

**None**

The meeting was adjourned at 7:46 p.m.

**MINUTES**  
**PARK RIDGE PUBLIC LIBRARY**  
20 S. Prospect Avenue, Park Ridge, IL 60068  
Communications and Development Committee of the Whole Meeting of the Board of Trustees  
April 9, 2024 at 7:00 p.m.

**ROLL CALL**

**Trustees Present:** Anita DeFrank, Alexandria Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
**Others Present:** Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library Staff;

Trustee Rapisand called the meeting to order at 7:10 p.m.

**MINUTES**

President Thiagarajan made a

**MOTION:** to approve the minutes of May 9, 2023

Trustee Rapisand seconded the motion.

Voice Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan  
Abstain: DeFrank

**Motion passed**

**2023 ANNUAL REPORT**

Director Bertucci directed the Committee's attention to the draft of the 2023 Annual Report included in the packet noting that the goal was to make the data more approachable. The report contains a great deal of financial and statistical data and representing that information graphically helps make the data more understandable. Discussion ensued among the trustees with regard to how the data is best presented to tell the story of the Library's impact and position in the community. A number of suggestions for changes to the report were developed and these will be incorporated into an updated draft that will be included for approval at the April 16, 2024 Board meeting.

**OTHER**

None

The meeting was adjourned at 7:35 p.m.