

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in Council Chambers at City Hall – 505 Butler Place, Park Ridge, IL

August 15, 2023 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, Lauren Bochat, Alyson Doubek
Laura Scott, and Anastasia Rachmaciej, Library staff

PUBLIC COMMENT

No comments were made.

AUDIT REPORT

President Thiagarajan invited Hannah Clarkson from the Library's audit firm, Lauterbach and Amen, to the podium to present the audit report for FY22. She began by thanking Library staff for their efforts in expediting the audit process. She then called attention to page 10 of the report where the unqualified audit opinion appears also noting that the Library is a discretely presented component unit of the City of Park Ridge for financial reporting purposes. She highlighted significant pages within the report including pages 167-169, the consolidated financial statements. Finally, she reviewed comments from the management letter noting the impacts of related GASB pronouncements. President Thiagarajan summarized by saying that if there were no concerns that the Board needed to address, she will thank Ms. Clarkson and move to the Consent Agenda.

CONSENT AGENDA

President Thiagarajan read 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. Discussion ensued regarding the question of the need to abstain from the approval of minutes if a trustee was not in attendance at a meeting. Director Bertucci explained that after researching this issue, she found that the Illinois Open Meetings Act (IOMA) is silent on this question, however, Roberts Rules of Order, the parliamentary authority adopted in the Board's By-Laws, indicates that abstention from approval of minutes at a meeting not attended is not required. Based on this finding, President Thiagarajan proceeded to read the items currently included on the Consent Agenda.

The following items are included on the Consent Agenda:

- Approval of Minutes of the June 20, 2023 and July 18, 2023 Regular Meetings of the Library Board
- Ratify Bills Payable Warrant Register for Period 7, FY23 July 16, 2023 in the amount of \$156,965.13, and July 31, 2023 in the amount of \$130,326.58.
- Approve Cash Statement for all accounts for July, 2023
- Ratify disbursements from the Petty Cash Fund, \$94.94
- Ratify disbursements from the Gift Fund, \$200.00
- Approve FY24 Salary Plan which includes \$98,720 in increases in the following areas: \$77,680 for 4% average merit pool increases, \$14,600 for one time merit bonuses, and \$5,990 for merit adjustments based on updated pay grade/scale and minimum wage adjustments.
- Approve revisions to the Teacher Card Policy

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- Approve awarding the 2023 Interior Renovation Project to Stuckey Construction of Waukegan, IL for the base bid amount of \$183,000 plus Alternate #2 in the amount of \$3,400 for a total contract award of \$186,400

Vice-President Hanba made a

MOTION: To approve the Consent Agenda

Secretary Rapisand 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 July, 2023 which represents completion of 58% of the fiscal year, noting that total revenues are 52% of budget. Revenues include both the Malinowski bequest and funds received from the Michel Trust. On the expense side, operating revenues are at 51% of budget, capital expenditures at 8% of budget which results in total expenditures at 45% of budget. He noted that the 2nd installment of taxes will be due in December but the expectation is that some receipts may trickle into 2024.

Treasurer Rusk made a

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

Trustee Renaldi seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Thiagarajan read a patron comment that was sent to the Board which praised Library staff and noted that there are few places where one can get such enthusiastic and informed service as that received at the Library.

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 25, noting Library website News items and press articles.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 29 of the packet were noted. Director Bertucci stated that as was discussed at the August COW meetings, metrics have been added to some of the Strategic Plan initiatives beginning in 2024. As was also discussed at the COW, Director Bertucci added select pages from the most recent HR Source salary survey. After again reviewing the list of participating libraries, Director Bertucci stated that she feels confident that the demographics of the survey are a good representation of our Library's demographics.

Director Bertucci provided an update on the meeting held with Mayor Maloney and City Manager Gilmore regarding assumptions for City provided services. It was noted that no changes are planned for 2024 however with some HR tasks being transitioned to the Library, an HR specialist is being hired and it was further noted that this position is budgeted. Also discussed at the meeting is the extent of the City's responsibility for

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maintenance of the City Commons area. Director Bertucci reported that City Manager Gilmore had expressed his belief that this issue can be resolved at the staff level between the Library and City. To summarize, Director Bertucci stated that with these budget assumptions in place for FY24, the draft budget presented at the August COW meeting is unchanged.

Treasurer Rusk asked if there had been responsive documents to the FOIA request noted in the Director's Report. Director Bertucci replied that there were no responsive documents as the Library has not received any formal challenges to materials.

FRIENDS OF THE LIBRARY

The Friends had a very successful pop-up book sale during the Taste of Park Ridge. In partnership with the Boy Scouts, the Friends will be receiving books from the Boy Scouts' March, 2024 book drive.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Powers made a

MOTION: To adjourn the meeting

Trustee Renaldi seconded the motion

Voice Vote: All in favor

Motion passed

President Thiagarajan adjourned the meeting at 7:28 p.m.