

**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

September 19, 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, Lauren Rapisand, Secretary; Gregg Rusk, Treasurer; David Somheil, Deepika Thiagarajan, President

Trustees Absent: Danielle Powers

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Jen Healy, Laura Scott, Library staff; Trustee Renaldi (via telephone)  
Louis Kaufman

**APPROVAL OF REMOTE ATTENDANCE**

As Trustee Renaldi is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Thiagarajan asked the reason for remote attendance and Trustee Renaldi stated that she is calling into the meeting due to personal illness. There being no objection,

Vice-President Hanba made a

**MOTION:** to approve the remote attendance of Trustee Renaldi  
Secretary Rapisand seconded the motion.

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

**Motion passed**

**BOARD RECOGNITION OF FORMER TRUSTEE STEINFELS**

President Thiagarajan stated that the Board will be recognizing the service of former trustee Joseph Steinfels and read the following Board resolution:

**RESOLUTION OF THE BOARD OF TRUSTEES PARK RIDGE PUBLIC LIBRARY**

WHEREAS, Joseph Steinfels has faithfully served on the Board of Trustees of the Park Ridge Public Library from August 3, 2020 to May 1, 2023; and WHEREAS, during those years of service he was an active and fiscally responsible member of every Board Committee, providing thoughtful leadership, and served with inquisitiveness and dedication; and WHEREAS, he held two terms as Chairperson of the Building and Grounds Committee from 2021-2023; and WHEREAS, he served one term as Chairperson of the Planning and Operations Committee from 2020-2021; and WHEREAS, he has consistently demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library; and

NOW, THEREFORE BE IT RESOLVED THAT ON THIS DATE, September 19, 2023, the Board of Trustees of the Park Ridge Public Library expresses special thanks to Joseph Steinfels for all that he has done, its appreciation for his efforts on behalf of the entire community of Park Ridge, and its very best wishes for success and happiness in all his future endeavors. BE IT FURTHER RESOLVED that a copy of this Resolution be presented to him and included in the contents of the Minutes.

Mr. Steinfels thanked the Board for this recognition and stated that he had enjoyed working with this group of professionals and learned a great deal from them. The meeting was then recessed briefly for photos and refreshments. The meeting resumed at 7:20 pm.

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#### PUBLIC COMMENT

No comments were made.

#### 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.

The following items are included on the Consent Agenda:

- Approval of Minutes of the August 15, 2023 Regular Meetings of the Library Board
- Ratify Bills Payable Warrant Register for Period 8, FY23 August 16, 2023 in the amount of \$212,252.71, and August 31, 2023 in the amount of \$125,119.16.
- Approve Cash Statement for all accounts for August, 2023
- Ratify disbursements from the Petty Cash Fund, \$28.98
- Ratify disbursements from the Gift Fund, \$1,115.00
- Approve \$2,625 to Williams Architects for additional architectural services for 2023 Interior Remodeling Project

Vice-President Hanba made a

**MOTION:** To approve the Consent Agenda

Secretary Rapisand seconded the motion

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

**Motion passed**

#### TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures report through August, 2023 which represents completion of 67% of the fiscal year, noting that total revenues are 57% of budget. On the expense side, operating revenues are at 60% of budget, capital expenditures at 8% of budget which results in total expenditures at 53% of budget. He noted that the 2<sup>nd</sup> 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 August, 2023

Secretary Rapisand seconded the motion

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

**Motion passed**

#### PRESIDENT'S REPORT

President Thiagarajan stated that she did not have a report for this month.

#### SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 12 noting Library website News items and press articles. She further noted that there are five press articles included on the bomb

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threats being received by area libraries. Trustee Kiem stated that he had seen an article in the Dominican University alumni magazine regarding materials challenges received by area library director alums.

#### DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 15 of the packet were noted. Director Bertucci directed the Board's attention to the summary of Summer Reading Club statistics, noting that there was an increase in active participation this year. She stated that 2024 marks the 100<sup>th</sup> anniversary of Summer Reading Club and the Friends of the Library are excited to support next year's program. Secretary Rapisand expressed her interest in the Library having a live body mascot for next year's SRC events.

Director Bertucci provided an update to the Board on the interviewing process for filling the Finance/HR Manager vacancy noting that her intention is to make a candidate offer during the week of September 25<sup>th</sup>. Updates on building projects included that the suspected asbestos found in the area of the Children's washroom remodel had been determined not to be asbestos and thus no abatement will be required. Director Bertucci and Facility Manager John Priala will meet with Williams Architects on September 20<sup>th</sup> to set the schedule for the project to continue. With regard to the exterior project, it was noted that work on the columns is underway and a structural engineer has determined that the epoxy injections planned for the column bases will be sufficient in remedying the situation.

Director Bertucci noted recent activity by the Marketing and PR staff around outreach to new residents and telling the stories of patrons who have returned to library usage. In response to a question about a FOIA request received regarding bid results, Director Bertucci noted that this is not uncommon and that the information provided is the same as that provided to the Board.

#### FRIENDS OF THE LIBRARY

No report was received from the Friends this month. They are busy preparing for their fall book sale which will be held October 20-22 this year.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Three items of New Business appear on the Agenda.

1. Approve the FY24 Library Budget in the amount of \$5,524,820
2. Approve the 2023 Levy Resolution for the Park Ridge Public Library in the amount of \$4,088,160
3. Authorize the Library Director to expend no more than \$20,000 for asbestos remediation for the 2023 Interior Remodeling Project.

As noted in the Director's Report, no asbestos was found in the construction area and thus #3 above no longer is applicable or required.

President Thiagarajan asked if there were any questions or concerns with regard to the FY24 Budget or the 2023 Levy Resolution, both of which were discussed at the September Committee of the Whole meetings. Treasurer Rusk asked if all the amounts are unchanged from the documents previously discussed to which Director Bertucci replied that they are.

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Secretary Rapisand made a

**MOTION:** To approve the FY24 Library Budget in the amount of \$5,524,820

Treasurer Rusk seconded the motion

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

**Motion passed**

President Thiagarajan made a

**MOTION:** To approve the 2023 Levy Resolution in the amount of \$4,088,160

Secretary Rapisand seconded the motion

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

**Motion passed**

President Thiagarajan stated she would entertain a motion for the Board to go into Closed Session under 5ILCS 120/2 (c) 21 for discussion of minutes of meetings lawfully closed under the Illinois Open Meetings Act.

Vice-President Hanba made a

**MOTION:** For the Board to adjourn to Closed Session

Trustee De Frank seconded the motion

Voice Vote: All in favor

**Motion passed**

The Board adjourned into Closed Session at 7:40 p.m.

Vice-President Hanba made a

**MOTION:** For the Board to return to Open Session at 7:50 p.m.

President Thiagarajan seconded the motion

Voice Vote: All in favor

**Motion passed**

The Board returned to Open Session for the purpose of adjourning the regular meeting.

## ADJOURNMENT

Trustee Kiem made a

**MOTION:** To adjourn the meeting

Trustee Somheil seconded the motion

Voice Vote: All in favor

**Motion passed**

President Thiagarajan adjourned the meeting at 7:51 p.m.