

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees
Held in the First Floor Meeting Room at the Library
20 S. Prospect Avenue, Park Ridge, IL
October 15, 2024 at 7:00 p.m.

CALL TO ORDER

Secretary De Frank called the meeting to order at 7:02 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Secretary; Michael Donahue, Josh Kiem, Danielle Powers, Gregg Rusk, Treasurer; David Somheil; Deepika Thiagarajan (7:15p.m.)
Trustees Absent: Alexandra Hanba, Theresa Renaldi, Vice President
Others Present: Joanna Bertucci, Library Director, Angela Berger, Lauren Bochat, Jennifer Healy, Laura Scott, Joan Wrenn, Library Staff
Louis Kaufman, the Rapisand Family

RECOGNITION OF FORMER TRUSTEE LAUREN RAPISAND

Director Bertucci stated that former trustee Lauren Rapisand, along with her family, is in attendance at tonight's meeting and added that the Board has written a resolution to recognize Ms. Rapisand's service to the Library and to the Park Ridge community. Secretary De Frank then read the following resolution aloud:

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

WHEREAS, Lauren Rapisand faithfully served on the Board of Trustees of the Park Ridge Public Library (the "Board") from July 1, 2018 to August 5, 2024; and

WHEREAS, during those years of service, she was an active and fiscally responsible member of every Board Committee, providing thoughtful leadership and keen insight, and served with inquisitiveness and dedication; and

WHEREAS, she served as President of the Board for two terms (2020 - 2022); as Vice President of the Board for one term (2019 - 2020); and as Secretary of the Board for one term (2023 - 2024); and

WHEREAS, she held one term as Chairperson (2023 - 2024) and four terms as Co-Chairperson (2018 - 2021 and 2022 - 2023) of the Communications & Development Committee; and

WHEREAS, she held one term as Chairperson of the Personnel Committee (2022 - 2023); and

WHEREAS; she held one term as Co-Chairperson of the Planning & Operations Committee (2021 - 2022); and

WHEREAS, she has consistently demonstrated deep commitment, enthusiasm, and dedication to the mission and vision of the Park Ridge Public Library, contributing to many impactful and important initiatives, and the Board wishes to recognize and extend its appreciation for her service; and

NOW, THEREFORE BE IT

RESOLVED THAT ON THIS DATE, October 15, 2024, the Board expresses special thanks and profound appreciation and esteem to Lauren Rapisand for her dedicated service on behalf of the Park Ridge community and extends its very best wishes for success and happiness in all her future endeavors; and

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BE IT FURTHER RESOLVED that a copy of this Resolution be presented to Lauren Rapisand and included in the contents of the Minutes.

Signed by: Deepika Thiagarajan, Board of Trustees President and Anita De Frank, Board of Trustees Secretary

Ms. Rapisand was then presented with a framed copy of the signed resolution along with an engraved crystal book commemorating her service on the Library Board. The meeting was then paused until 7:17 for refreshments.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

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 September 17, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 9, September 16, 2024 in the amount of \$129,673.51 and Period 9, September 30, 2024 in the amount of \$169,885.75.
- Approve Cash Statement for all accounts for September, 2024
- Ratify disbursements from the Petty Cash Fund, \$176.96 and the Gift Fund, \$750.00
- Approve the Park Ride Public Library FY25 Budget in the amount of \$5,428,700
- Approve Computer View, Inc. Quote 202828 in the total amount of \$27,294 for the purchase of 14 laptops at a cost of \$21,344 with and additional configuration/installation cost of \$5950.

Trustee Powers made a

MOTION: To approve the Consent Agenda, as presented

President Thiagarajan seconded the motion

Roll Call Vote: Yes: DeFrank, Donahue, Kiem, Powers, Rusk, Somheil, Thiagarajan

Absent: Hanba, Renaldi

Motion passed

TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures Report for FY24 Period 9 noting that with 75% of the year completed, Revenue is at 71% of budget with an additional \$1 million to be posted in October, Operating Expenses are on track for the year while Capital Expense are only 13% YTD. Also noted was that a capital carryforward of approximately \$600,000 will be carried forward to the next fiscal year for project budgeted in 2024 that will be undertaken in 2025.

President Thiagarajan made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for September, 2024

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Treasurer Rusk seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Thiagarajan stated that as required for the Per Capita Grant application, trustees must review the Standards for Library Service each year. As a result, she assigned each chapter of the Standards to individual trustees for their review. Discussion of the standards and the trustees' findings will be discussed at the November, 2024 Committee of the Whole meeting on November 12, 2024.

SECRETARY'S REPORT

Secretary De Frank reviewed each of the PRPL website, social media and press articles included in the Secretary's report included in the packet on page 25.

DIRECTOR'S REPORT

Director Bertucci provided highlights from the Director's Report beginning on page 27 of the packet noting that our catalog and related systems had been down for a few days as CCS worked to bring the Mt. Prospect and Waukegan libraries into the consortium. The consortium will also be voting to add the Vernon Area Library into CCS in 2025. The addition of more libraries to the consortium results in lower costs of membership as costs are allocated among more libraries. These additions also provide each member library and its patrons with access to additional resources.

Director Bertucci noted two new funding requests that were made this month: the first was to the Park Ridge Garden Club for funds in the range of \$1,250 - \$1,750 for gardening related programming and to replenish the Seed Library in spring, 2025. The second request was to the 20th Century Club for continuation of their support for the Library's Wits Workout programming. The Club committed to additional funding of \$500 with the consideration for further funding after completion of their spring, 2025 fundraiser.

Director Bertucci updated the Board on work being done with regard to the HVAC project in that an HVAC contractor joined Mr. Priala and Mr. Gibson on a walk-through of the building to consider the most efficient and economical way to bring HVAC equipment into the building.

Finally, Director Bertucci reviewed results of this year's Library Card Sign-up campaign noting a 10% increase over 2023 results. She attributed this increase in part to beginning the campaign in August rather than September, to better align with the start of the school year.

FRIENDS OF THE LIBRARY REPORT

No report this month. The Friends are busy sorting materials in preparation for the fall book sale later in October.

UNFINISHED BUSINESS

None

NEW BUSINESS

Director Bertucci directed the Board's attention to the memo in regard to Strategic Planning on page 32 of the packet. This is an updated memo from that presented at the Planning & Operations COW meeting and contains a summary of the discussion on this topic that occurred at the October 8, 2024 COW meeting.

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Director Bertucci reviewed the Board's By-Laws noting that Board President Thiagarajan can convene a sub-committee of the Board at her discretion and with the approval of a majority of the full Board.

President Thiagarajan made a

MOTION: To convene a Board sub-committee for the purpose of reviewing vendor proposals received for the Board's Strategic Planning initiative AND to appoint trustees Hanba, Renaldi and Somheil to serve on the sub-committee

Trustee Rusk seconded the motion

Roll Call Vote: Yes: De Frank, Donahue, Kiem, Powers, Rusk, Somheil, Thiagarajan

Absent: Hanba, Renaldi

Motion passed

Director Bertucci will send a Doodle pool to use in selecting a date for the sub-committee's first meeting. As there will be three trustees serving on the sub-committee, these meetings are subject to the Illinois Open Meetings Act (IOMA) and will be posted as open Board meetings.

ADJOURNMENT

Trustee Powers made a

MOTION: To adjourn the meeting

President Thiagarajan seconded the motion

Voice Vote: Yes: All in favor

Motion passed

The meeting adjourned at 7:38 p.m.