

**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  
October 8, 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, Michael Donahue, Alexandria Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff  
Jim Gibson, Elara Engineering

**PUBLIC COMMENT ON NON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

President Thiagarajan made a

**MOTION:** to approve the minutes of the June 11, 2024 meeting

Vice President Renaldi seconded the motion

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

**Motion passed**

**PRESENTATION BY ELARA ENGINEERING RE: HVAC PROJECT**

Director Bertucci introduced Jim Gibson from Elara Engineering who will make a presentation on the work completed to date on the HVAC replacement project. She added that a copy of the slides from Mr. Gibson's presentation were sent to the Board earlier today along with a copy of the most recently completed Capital Needs Assessment.

Mr. Gibson began the presentation (pages 3 – 20 of the packet) by reviewing the existing condition of the Library's HVAC system. The scope of work to be performed and details of that work were then presented. Expected improvements to be realized from the proposed project were then discussed which include better air filtration and improved energy efficiency. Finally, Mr. Gibson reviewed budget estimates for the project as proposed, indicating that his firm uses tools for sophisticated cost estimation when developing the budget. Noted was that the budget does not include any asbestos abatement or construction phasing costs.

Director Bertucci asked Mr. Gibson to elaborate on phasing costs for the project. He stated that the current budget was developed using the assumption of minimal disruption to staff and patrons. He further noted that some phasing costs could be avoided but doing so would result in much more disruption to Library operations. After reviewing the proposed project phasing and the advisability of engaging a general contractor vs. having a mechanical contractor serve as the primary contractor, Treasurer Rusk inquired about what levers might exist to drive down expected project costs. Mr. Gibson stated that having complete access to the building for a period of time would reduce costs to which Treasurer Rusk stated his opinion that the Board needs options for phasing and Elara's advice on the pros and cons of various options.

After discussion among the Committee regarding the information and options presented, Director Bertucci summarized the discussion for the purpose of moving forward: 1) Move forward with the design, 2) Pursue option 2 (mechanical contractor rather than general contractor) for project bidding and 3) Take a hard look at phasing options for significant cost savings.

**OTHER**

None

Meeting was adjourned at 8:13 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

October 8, 2024 at 7:00 p.m.

The meeting was called to order by Co-Chair Renaldi at 8:29 p.m.

#### ROLL CALL

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

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, and Joan Wrenn, Library staff

#### APPROVAL OF MINUTES

Trustee Hanba made a

**MOTION:** to approve the minutes of September 10, 2024

Treasurer Rusk seconded the motion.

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

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed tasks on the calendar for the month of October noting that all tasks scheduled are either completed or in progress. National Friends of the Library week is observed during the week after the Friends fall sale. Letters will be sent to each member of the Friends' Board thanking them for their service to the Library. Director Bertucci will follow up with Secretary De Frank on scheduling the required semi-annual review of Closed Session minutes.

#### LAPTOP PURCHASE

Director Bertucci explained that the Library's inventory of laptops is scheduled for replacement in 2024 as they are at or beyond their useful lives. She obtained two quotes for replacement and these are detailed on page 41 of the packet. Computer View, Inc. (CVI) submitted the lowest bid at \$21,344 for hardware and an additional \$5,950 for configuration and Director Bertucci's recommendation is to accept their bid.

Trustee Hanba made a

**MOTION:** to approve CVI Quote 202828 in the total amount of \$27,294 for the purchase of fourteen (14) laptops at a cost of \$21,344 with an additional configuration/installation cost of \$5,950

Secretary De Frank seconded the motion.

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

**Motion passed**

#### STRATEGIC PLAN DISCUSSION

Trustee Somheil began the discussion on strategic planning by noting that he along with Trustees Hanba and Kiem were on the Board when the current strategic plan was developed. He recalled that the process used to develop the plan was very involved with a strong focus on community engagement; possibly more so than on patron experience. He added that it is unclear if the current plan has been used to drive resource allocation.

Discussion ensued with regard to Director Bertucci's recommendation for the formation of a sub-committee to review proposals received from consultants. Trustee Powers raised the point that there are many free resources available for strategic planning as well as a great deal of collective knowledge internally that might negate the

**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

October 8, 2024 at 7:00 p.m.

need to hire a consultant. The Committee discussed both the creation of a sub-committee and the advisability of hiring a consultant to do this work. Director Bertucci stated that since this is the first strategic plan that she will be a part of at PRPL, she believes it would be beneficial to engage a consultant and then future plans might be developed with internal resources. With regard to the creation of a sub-committee, Director Bertucci stated that the Board's By-Laws provide authority for President Thiagarajan to appoint a sub-committee for this effort that would then be approved by the full Board at its next meeting. It was the consensus of the Committee that Trustees Hanba, Renaldi and Somheil be appointed to the Strategic Planning Subcommittee.

**OTHER**

**None**

Meeting closed at 9:11pm

**ADJOURNMENT**

Trustee Powers made a

**MOTION:** to adjourn the meeting

Vice President Renaldi seconded the motion.

Voice Vote: In favor: All

Opposed: None

**Motion passed**

Meeting was adjourned at 9:12 p.m.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

October 8, 2024 at 7:00 p.m.

Committee Co-Chair De Frank opened the Personnel Committee meeting at 8:26 p.m.

**ROLL CALL**

Trustees Present: Anita De Frank, Co-Chair; Michael Donahue, Alexandra Hanba, Co-Chair; Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala and Joan Wrenn, Library staff

**APPROVAL OF MINUTES**

President Thiagarajan made a

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

Trustee Powers seconded the motion.

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

**Motion passed**

**LIBRARY DIRECTOR ANNUAL REVIEW**

Secretary De Frank reviewed the timeline on page 37 of the packet for Director Bertucci's annual review. She stated that review forms will be distributed later in the week to all trustees for their input.

**OTHER**

None

Meeting adjourned at 8:29 p.m.