

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
November 19, 2024 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, Secretary; Michael Donahue, Alexandra Hanba; Josh Kiem, Danielle Powers, Theresa Renaldi, Vice President; David Somheil (7:01 pm); Deepika Thiagarajan
Trustees Absent: Gregg Rusk, Treasurer
Others Present: Joanna Bertucci, Library Director, Angela Berger, Lauren Bochat, Laura Scott, Joan Wrenn, Library Staff
Louis Kaufman
Present via Phone: Gregg Rusk (as guest)

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. There were no requests for changes to the Consent Agenda.

The following items are included on the Consent Agenda:

- Approval of Minutes of the October 15, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 10, October 16, 2024 in the amount of \$183,640.30 and Period 10, October 31, 2024 in the amount of \$154,908.55.
- Approve Cash Statement for all accounts for October, 2024
- Ratify disbursements from the Petty Cash Fund, \$142.82 and the Gift Fund, \$250.00
- Approve revisions to the Legal, Identity Protection, Freedom of Information Act, and Meeting Attendance via Electronic Means policies.
- Approve the 2025 Days Closed calendar

Trustee Hanba made a

MOTION: To approve the Consent Agenda, as presented

Trustee Powers seconded the motion

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

Absent: Rusk

Motion passed

TREASURER'S REPORT

In Treasurer Rusk's absence, Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures Report for FY24 Period 10 noting that with 83% of the year completed, revenue is at 94% of budget, Operating Expenses are at 74% of the YTD budget and are within expected ranges, while Capital Expenses are only 18% YTD. Also noted was that a capital carryforward will be carried forward to the next fiscal year for projects budgeted in 2024 that will be undertaken in 2025. Director Bertucci also clarified a response to a question

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posed earlier by Treasurer Rusk regarding the graph on p.18 of the packet by stating that the line graph on that page incorrectly states revenue for the months of August and October.

Trustee Somheil made a

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

President Thiagarajan seconded the motion

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

Absent: Rusk

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary De Frank reviewed each of the PRPL website articles included in the Secretary's report on page 19 of the packet.

DIRECTOR'S REPORT

Director Bertucci provided highlights from the Director's Report beginning on page 21 of the packet and noted as an additional update that she and Youth Services Manager Staci Greenwald will be making a presentation in February, 2025 at the Illinois Youth Services Council. The topic is *Designing for Neurodiversity in Libraries* and they will present PRPL's journey beginning with the creation of our Low Sensory Hour and including the creation of the Library's Calming Space.

Director Bertucci noted the Library's recent program "Stop the Bleed" was presented in partnership with the Park Ridge Health Commission. She added that this program included personnel from area hospitals as well as members of the Health Commission and provides another example of the Library's ongoing partnerships with City of Park Ridge commissions.

Finally, Director Bertucci noted that the Library's Facility Manager, John Priala, has worked to obtain incentives from Com Ed for installation of LED lighting in the Reference and Quiet Reading Room areas of the building. With this installation, the entire building will have LED lighting and this results in a savings of \$1,000/year in electric costs.

FRIENDS OF THE LIBRARY REPORT

The Friends reported the results of their fall book sale which realized \$6,000 in sales. Director Bertucci noted that the Friends have donated over \$21,000 to the Library this year. She also noted that the Friends have asked the Library to prepare a \$20,000 funding request for 2025 which will be presented at the Friends annual meeting in December.

UNFINISHED BUSINESS

None

NEW BUSINESS

Policy Approval: Director Bertucci directed the Board's attention to the drafts of the Public Participation and Comment at Board Meetings policy that was reviewed at the November COW meeting and has been revised,

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as presented. Discussion ensued among the trustees with regard to changes in policy language and it was agreed that the policy would be further revised to indicate in #5 that materials forwarded via email will go to the Board President, and then, at their discretion, to the entire Board.

President Thiagarajan made a

MOTION: To approve the Public Participation and Comment at Board Meetings Policy, as amended
Vice President Renaldi seconded the motion

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

Motion passed

Approval of Budget transfers: Director Bertucci stated that at this time each year, the staff looks at unspent budget lines. The proposed budget transfer seeks to transfers funds from the Adult non-fiction and DVD budget lines to the Adult eBooks budget line. She explained that it is possible to purchase content credit this year that can be later used to grow the funding for eBooks.

Trustee Hanba made a

MOTION: To approve an FY24 Operating Budget transfer from Adult Nonfiction and DVDs, \$10,000 and \$7,500, respectively, to Adult eBooks

President Thiagarajan seconded the motion

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

Motion passed

Director Bertucci then provided an update on the FY25 Budget Workshop that she and Trustee Somheil attended on November 18, 2024 noting that talking points and a graph were presented to the City Council. Treasurer Rusk had asked her to share the graph with the other trustees and she distributed that at tonight's meeting. She explained that the graph shows that recent operating budgets are remaining consistent and that the Library's levy request is in line with operating expenses. Further noted was that costs transferred from the City to the Library and Capital expenses have been covered by deficit spending from the Library Fund Balance. Trustee Kiem asked that a copy of the graph be attached to the Board minutes. Director Bertucci noted that the City Council did not ask questions about the Library's Levy request and that one of the alderpersons asked if eBook usage created efficiencies in Library operations.

CLOSED SESSION

Trustee Hanba made a

MOTION: To adjourn to Closed Session pursuant to 5 ILCS 120/2(c)(21) for review of Closed Session minutes of the Park Ridge Public Library Board of Trustees and also pursuant to 5 ILCS 120/2(c)(1) for discussion of a personnel matter.

President Thiagarajan seconded the motion

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

Motion passed

Board adjourned into Closed Session at 7:36 pm

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Board returned to Open Session at 8:13 pm

ADJOURNMENT

President Thiagarajan made a

MOTION: To adjourn the meeting

Vice President Renaldi seconded the motion

Voice Vote: Yes: All in favor

Motion passed

The meeting adjourned at 8:14 p.m.