

## 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

November 12, 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: Michael Donahue, Alexandra Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, David Somheil, Deepika Thiagarajan

Trustees Absent: Anita De Frank, Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff  
Louis Kaufman

#### APPROVAL OF MINUTES

President Thiagarajan made a

**MOTION:** to approve the minutes of October 8, 2024

Trustee Hanba seconded the motion.

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

Absent: De Frank, Rusk

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed tasks on the calendar for the month of November noting that all tasks scheduled are either completed or in progress. The City Council Workshop will be attended by Director Bertucci along with Trustee Somheil. Trustee Somheil noted that Treasurer Rusk has worked diligently to prepare schedules and data in preparation for the workshop. Also noted were the upcoming meetings and interviews scheduled for the Strategic Planning Subcommittee.

#### OVERSIGHT POLICY REVIEW

Director Bertucci noted that only the Public Participation and Comment at Board Meetings Policy was changed significantly, while the other policies being reviewed were primarily changes and clarification of policy language. Director Bertucci reviewed the proposed changes to the Public Participation Policy noting that the timeframe for individual comment was reduced from five minutes to three. Discussion among the Committee ensued with trustees suggesting changes to policy language and Director Bertucci stated that she would make the changes to the policy and bring it to the November 19, 2024 Board Meeting for approval under the New Business section of the agenda.

Vice President Renaldi made a

**MOTION:** to approve proposed changes to all policies presented except the Public Participation at Board Meetings Policy

President Thiagarajan seconded the motion.

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

Absent: De Frank, Rusk

**Motion passed**

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**2025 DAYS CLOSED CALENDAR**

Director Bertucci reviewed the proposed days closed, noting a planned staff training day on Friday, January 24, 2025 along with closures for the standard holidays observed by the Library.

Trustee Hanba made a

**MOTION:** to approve the 2025 Days Closed Calendar, as presented

Vice President Renaldi seconded the motion.

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

Absent: De Frank, Rusk

**Motion passed**

**STRATEGIC PLANNING SUBCOMMITTEE UPDATE DISCUSSION**

Director Bertucci noted that the subcommittee will be meeting next week and will have a recommendation for the December 10, 2024 COW meeting. The subcommittee will be conducting interviews with the three firms selected as finalists prior to making a recommendation.

**OTHER**

None

Meeting closed at 7:28pm

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Resources Committee of the Whole Meeting of the Board of Trustees  
Held in the First Floor Meeting Room of the Library  
November 12, 2024 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:29 p.m.

#### ROLL CALL

Trustees Present: Deepika Thiagarajan, Chair; Michael Donahue, Alexandra Hanba, Josh Kiem, Danielle Powers; Theresa Renaldi, David Somheil  
Trustees Absent: Anita De Frank, Gregg Rusk  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff  
Louis Kaufman

#### APPRO

#### APPROVAL OF MINUTES

Trustee Hanba made a

**MOTION:** to approve the minutes of May 14, 2024

Vice President Renaldi seconded the motion.

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

Absent: De Frank, Rusk

**Motion passed**

#### PER CAPITA GRANT REQUIREMENTS DISCUSSION

In preparation for applying for the 2025 Illinois Per Capita Grant, the application requires that the Library Director and Board review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. President Thiagarajan assigned chapters for review to each trustee. Once reviewed, each trustee brought their findings for discussion to tonight's meeting.

Chapter 1: Core Standards – No questions or concerns regarding the Library's compliance with this standard

Chapter 2: Governance and Administration – This chapter was reviewed noting that all items on the chapter's checklist are either in place or are on the Board's future task list.

Chapter 3: Personnel – Secretary De Frank reviewed this chapter and the related check list, noting that all check list items are in place. President Thiagarajan read Secretary De Frank's comments in her absence.

Chapter 4: Access – Trustee Donahue reviewed this chapter, noting that although the PRPL's space is considered mathematically inadequate for a community the size of Park Ridge, it still provides adequate access to the community.

Chapter 5: Building Infrastructure and Maintenance – Review of this chapter noted the ongoing and upcoming projects and that the building overall is in good condition.

Chapter 6: Safety – President Thiagarajan reviewed this chapter, noting planning for unexpected building closures. She concluded that the building meets all safety requirements.

Chapter 7: Collection Management – Review of this chapter, noted that the Library has a current and updated Collection Management policy to guide collection development. Also noted is that all required aspects of collection acquisition and management are in place at the Library.

Chapter 8: System Member Responsibilities and Resource Sharing – Review of this chapter indicated compliance with checklist items.

Chapter 9: Public Services: Reference and Readers' Advisory Services – Review of this chapter noted that infrastructure is in place to provide these services. No deficiencies were noted.

Chapter 10: Programming – Review of this chapter noting that programming presented meets the diverse needs of the community, incorporating new philosophies and best practices. She further noted additional strides in this area with the addition of Low Sensory programming hours.

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Chapter 11: Youth/Young Adult Services – Compliance with standards was noted. Also noted was the re-establishment of the Teen Advisory Board which continues to provide guidance and direction to teen programs and spaces.

Chapter 12: Technology – Review of this chapter noting that the Library meets standards in this area. Also noted were recently completed projects to improve technology and plans to replace patron and staff computers in 2025. Also noted was implementation of the Library's new website which addresses ADA compliance lacking in the prior website.

Chapter 13: Marketing, Promotion and Collaboration – Review of this chapter noting that all checklist items are in place.

Director Bertucci noted that the next step in this process will be presentation of the Per Capita Grant Application for approval at the December Board meeting.

#### OTHER

None

Meeting closed at 7:44 pm

Trustee Powers made a

**MOTION:** to adjourn the meeting

Vice President Renaldi seconded the motion

Voice Vote: All in favor

**Motion passed**

Meeting adjourned at 7:45 p.m.