



Notice is hereby given that the following Committees of the Library Board will meet in the  
**First Floor Meeting Room of the Park Ridge Public Library**  
20 S. Prospect Avenue, Park Ridge, IL  
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. For additional information, or to request accommodations, please contact Library Administration.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, November 12, 2024**  
**All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUILDING & GROUNDS – Powers, Chair**

1. Approve Minutes of October 8, 2024
2. HVAC project update
3. Other

**PLANNING & OPERATIONS – Kiem & Renaldi, Co-Chairs**

1. Approve Minutes of October 8, 2024
2. Task calendar review and update
3. Oversight policy review:
  - a. Legal
  - b. Identity protection
  - c. Freedom of Information Act
  - d. Public participation and comment at Board meetings
  - e. Meeting attendance via electronic means
4. 2025 Days Closed calendar
5. Strategic Plan Subcommittee update discussion
6. Other

**RESOURCES – Thiagarajan, Chair**

1. Approve Minutes of May 14, 2024
2. Per Capita Grant requirements discussion
3. Other

**NO MEETING: BUDGET & FINANCE, COMMUNICATIONS & DEVELOPMENT, NOMINATING, PERSONNEL**

**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, Alexandra 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.



# Memorandum

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**Memo Date:** November 5, 2024  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** November 12, 2024  
**Subject:** HVAC project updates

**Update:**

On November 5, Facility Manager John Priala and I met with Daniel Anastasia of Elara Engineering to discuss the ongoing progress of the HVAC project. Since the October Committee of the Whole meeting, Elara Engineering has continued to refine the project plans and specifications. They have collaborated with a mechanical contractor to assess the project's phasing and feasibility, ensuring that the approach aligns with both cost efficiency and logical sequencing based on external weather conditions.

The mechanical contractor expressed optimism regarding the project's logistics, particularly in terms of minimizing disruption to library access. They believe that staging—specifically bringing system components into the building—could be accomplished in 2-4 days per phase, limiting potential downtime for patrons. This shorter timeline makes the project more attractive to contractors and, combined with the planned 18-month phasing, provides a level of project security that should appeal to a broad pool of bidders.

Additionally, Elara is working closely with vendors to confirm pricing and cost estimates, further solidifying the project's budgetary foundation. Elara remains confident that their phased approach is both cost-effective and feasible, and we are hopeful this will attract competitive bids. The project remains on track for going out to bid in early 2025.

## 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, Alexandria 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.

DRAFT



**BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FYs 24 & 25**

**NOVEMBER 2024**

- City Council Budget Workshop – November 18
- Review Per Capita Grant requirements
- Approve 2025 Days Closed schedule
- Library Director annual review – closed session 11/19
- Semiannual closed session minutes review – 11/19
- Policy review

**DECEMBER 2024**

- Approve Per Capita Grant request
- Policy review
- City Council Approves Budget & Levy
- Library Director annual review

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**JANUARY 2025**

- Policy review

**FEBRUARY 2025**

- Budget carryforwards from FY24
- Statistical collection review and discussion

**MARCH 2025**

- Annual Library Certification due to State Library
- Receive FY Annual report (IPLAR)
- Policy review

**APRIL 2025**

- **National Library Week**
- Receive FY24 Annual report (Marketing)
- Cyber security presentation – April Board Mtg.

**MAY 2025**

- Statement of Economic Interest due to Cook County
- FY24 audit field work
- Approve CCS and OCLC annual fees
- Semiannual closed session minutes review
- Policy review

**JUNE 2025**

- Nominating committee appointed
- Approve Non-resident library card resolution

**JULY 2025**

- B&F check-in/levy forecast
- Welcome new and reappointed trustees
- Election of officers
- Discuss FY26 budget goals and levy forecast
- Annual trustee and staff anti-harassment training

**AUGUST 2025**

- Approve FY26 salary plan
- Review budget assumptions for City-provided services
- New Trustee orientation
- Board committee chairs assigned
- FY24 Audit presentation

**SEPTEMBER 2025**

- Review FY26 draft budget
- Approve 2025 Levy request
- Recognize former Trustees

**OCTOBER 2025**

- *National Friends of the Library week*
- Approve FY26 Operating budget
- Per Capita Grant requirements assigned

**NOVEMBER 2025**

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2026 Days Closed schedule
- Library Director annual review – closed session
- Semiannual closed session minutes review
- Policy review

**DECEMBER 2025**

- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

Updated: October 31, 2024



# Memorandum

**Memo Date:** November 5, 2024  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** November 12, 2024  
**Action Requested:** For review and approval  
**Subject:** Oversight policies

**Background:**

The Library is committed to keeping its policies relevant and up-to-date, so we review them on a cyclical basis to ensure they meet the needs of our community and support our mission. This approach allows us to address new developments, align with best practices, and maintain transparency in our services. Our next review session will take place at the November 12 Committee of the Whole meeting, where the Board will discuss the following policies under review. Planning and Operations co-chairs Kiem and Renaldi have also reviewed these policies and are in alignment with the recommendations presented for consideration.

Section	Policy	Recommendation
A.Oversight	Legal	Minor edits and a clarification of procedure on rule #4.
A.Oversight	Identity Protection	No substantive changes as this policy is driven by statute.
A.Oversight	Freedom of Information Act	No substantive changes as this policy is driven by statute.
A.Oversight	Public Participation at Board Meetings	Reduced speaker's time to 3 minutes in line with City of Park Ridge policy.
A.Oversight	Meeting Attendance via Electronic Means	No substantive changes as this policy is driven by statute.

**Recommended Motion:**

Based on discussion and possible updates at the November 12, 2024 meeting, I respectfully recommend that the Board approve revisions to the following policies at the November 19, 2024 Regular Board Meeting:

- a. Legal
- b. Identity Protection
- c. Freedom of Information Act
- d. Public Participation at Board Meetings
- e. Meeting Attendance via Electronic Means

## 9. LEGAL (OVERSIGHT)

### POLICY:

The Park Ridge Public Library maintains relationships with attorneys to advise the Library on matters including, but not limited to, liability, patron(s) rights, personnel, contract review, property tax appeals, and disputes.

### RULES:

1. The Library Director recommends a budget amount for legal counsel as part of the annual budget review and approval process. The Library Director is the point of contact with the Library's legal counsel.
2. In the event of a Library Director vacancy, the Board President, or designee, is authorized to solicit legal counsel on behalf of the Library Board during the interim period.
3. A request for the Library Director to seek legal counsel from an individual Trustee must be agreed upon by a majority of Trustees at a regularly scheduled Board meeting.
4. A request from an individual Trustee to directly seek ~~direct~~-legal counsel must be approved by majority vote at a regularly scheduled Board meeting.
  - a. Any request made outside of a regularly scheduled Board meeting must be ~~approved-authorized~~ by the Library Board President and Vice President.
    - i. The President or Vice President ~~may, at their discretion, defer~~may defer the decision to the next regularly scheduled Board meeting.
    - a.ii. ~~If the President or Vice President are subjects of the legal matter, approval must be given by either the President or Vice President and a second Board Officer~~either the President or Vice President and a second Board Officer must give approval.
  - b. ~~If a request for legal counsel is initiated by the Library Board President, approval must be given by the Vice President and a second Board Officer~~the Library Board President initiates a request for legal counsel, the Vice President and a second Board Officer must give approval.



## 10. IDENTITY PROTECTION

### POLICY:

This Policy ~~with Regard to the Collection, Use, Disclosure and Protection of Individuals' Social Security Numbers~~ is intended to comply with Public Act 96-0874 of the State of Illinois, cited as the Identity Protection Act ("Act") ~~with regard to the collection, use, disclosure and protection of individuals' social security numbers.~~

### RULES:

#### 1. Prohibited Activities:

##### A. No trustee or employee of the Library shall do any of the following:

- (1) Intentionally communicate or otherwise intentionally make available to the general public, in any manner, an individual's social security number.
- (2) Print an individual's social security number on any card required for the individual to access products or services provided by the Library.
- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this subsection to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this subsection may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

##### B. Except as otherwise provided in this Policy, no trustee or employee of the Library shall do any of the following:

- (1) Collect, use or disclose a social security number from an individual, unless:
  - (i) required to do so under State or federal law, rules or regulations, or the collection, use or disclosure of the social security number is otherwise necessary for the performance of that trustee's or employee's duties and responsibilities;
  - (ii) the need and purpose for the social security number is documented before collection of the social security number; and
  - (iii) the social security number collected is relevant to the documented need and purpose.
- (2) Require an individual to use his or her social security number to access an Internet website.
- (3) Use the social security number of an individual for any purpose other than the purpose for which it was collected.

##### C. The prohibitions in subsection B above do not apply in the following circumstances:

- (1) The disclosure of social security numbers to agents, employees, contractors or subcontractors of the Library, or disclosure to another governmental entity or its agents, employees, contractors or subcontractors, if disclosure is necessary in order for the Library to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the trustee or employee of the Library must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy on the Library, to protect an individual's social security number, will be achieved.
- (2) The disclosure of social security numbers pursuant to a court order, warrant or subpoena.
- (3) The collection, use or disclosure of social security numbers in order to ensure the safety of:
  - (i) Library employees;
  - (ii) persons committed to correctional facilities, local jails and other law-enforcement facilities or retention centers;
  - (iii) wards of the State; and
  - (iv) all persons working in or visiting a Library facility.
- (4) The collection, use or disclosure of social security numbers for internal verification or administrative purposes.
- (5) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

D. Any previously adopted standards of the Library, for the collection, use or disclosure of social security numbers, that are stricter than the standards under this Policy with respect to the protection of those social security numbers, shall, in the event of any conflict with the provisions of this Policy, control.

## 2. Public Inspection and Copying of Documents:

Notwithstanding any other provision of this Policy to the contrary, all trustees and employees of the Library must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All trustees and employees of the Library must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents, as such information is exempt from disclosure under the Freedom of Information Act, pursuant to 5 ILCS 140/7(1)(b) as "private information, "as defined by 5 ILCS 140/2(c-5).

## 3. Applicability:

- A. This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule or regulation.
- B. This Policy does not apply to documents that are required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule or the Constitution of the State of Illinois.

4. Compliance with Federal Law:

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Library's compliance with said program shall not be deemed a violation of this Policy or the Act.

5. Embedded Social Security Numbers:

No trustee or employee of the Library may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by this Policy.

6. Identity-Protection Requirements:

- A. All trustees and employees of the Library, identified as having access to social security numbers in the course of performing their duties, shall receive training in regard to protecting the confidentiality of social security numbers. Said training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only trustees and employees of the Library who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
- C. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. When collecting a social security number, or upon request by the individual providing the social security number, a statement of the purpose or purposes for which the Library is collecting and using the social security number shall be provided.
- E. A written copy of this Policy, and any amendments thereto, shall be filed with the Library Board within thirty (30) days after approval of this Policy or any amendments thereto.
- F. The Library Director shall make sure that all trustees and employees of the Library are aware of the existence of this Policy, and shall make a copy of this Policy available to each trustee and employee. If the Library amends this Policy, then the Library Director shall advise all trustees and employees of the Library of the existence of the amended Policy, shall make a copy of the amended Policy available to each trustee and employee of the Library, and shall file a copy of the amended Policy with the Library Board.
- G. The Library shall make this Policy available to any member of the public, upon request.

7. Violation:

Any person who intentionally violates the prohibitions in Section 10 of the Act (which are set forth in Sections 1.A. and 1.B. of this Policy) shall, pursuant to the Act, be guilty of a Class B misdemeanor.

If a trustee is found to be in violation of this Policy either as the result of an independent investigation or by an admission of the trustee, the violation will be reported to the Mayor of the City of Park Ridge.

8. This Policy does not supersede any more restrictive law, rule or regulation regarding the collection, use or disclosure of social security numbers.

## 11. FREEDOM OF INFORMATION ACT

### POLICY:

The Park Ridge Public Library complies with the provisions of the Illinois Freedom of Information Act as per [5 ILCS 140](#) ("FOIA"). The Library has established rules to implement the provisions of FOIA.

### RULES:

#### 1. FOIA Officer

The Library Director shall be the FOIA officer. In the absence of the Library Director, the Finance/[HR](#) Manager shall be the FOIA Officer. Staff designated as FOIA Officers must complete annual training mandated within thirty (30) days of appointment to the position.

Library Director/Freedom of Information Officer  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068  
847-825-3123 - phone  
847-825-0001 - fax  
[librarydirector@parkridgelibrary.org](mailto:librarydirector@parkridgelibrary.org)

#### 2. Requests

FOIA requests must be made in writing and can be submitted in-person, via email or fax. The Library must respond to a request within 5 business days after receipt of the request, or 21 days if the request is for commercial purpose. An extension of 5 days may be permitted under certain circumstances. Failure to respond to a written request within 5 business days, or an extended date agreed to in writing between the parties, may be considered by the requester as a denial of a request.

Categorical requests creating an undue burden upon the Library shall be denied only after extending to the requester an opportunity to reduce the request to manageable proportions in accordance with FOIA.

The FOIA Officer shall make available to the public at no charge the following materials:

- A brief description of the Library, including a short summary of its purposes, operating budget, location, approximate number of full and part-time employees, organization chart and identification of and membership of the Library Board and its committees;
- A brief description of the methods for requesting information and public records, a directory of the Freedom of Information Officers, the address where requests for public records should be sent and any fees allowed by FOIA; and
- A list of types and categories of public records maintained by the Park Ridge Public Library

Fees and costs for supplying records may occur according to the following schedule:

- First 50 pages of black and white, letter, or legal paper are free of charge
- After the first 50 pages, the Library will charge \$0.15 per page
- Color copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction.
- Cost of electronic records, e.g. disks, diskettes, tapes, flash drives, etc., will be charged at the actual cost of the reproduction including the cost of the recording medium.

The Library Director will report all FOIA requests to the Library Board of Trustees at its Regular meetings.

### 3. Denial of a Request

When a request for public records is denied on the grounds that the records are exempt under the Act, the notice of denial shall specify the exemption claimed to authorize the denial. When the Library denies a request for public records, it shall notify the requester in writing of that decision, the reasons for the denial, including a detailed factual basis for the application of any claimed exception in accordance with FOIA, and the names and titles or positions of each person responsible for the denial.

A notice of denial shall also inform the requester of their right to review by the Public Access Counselor ("PAC"), including the PAC's address and phone number. The requester shall also be notified of the right to seek judicial review pursuant to the Act. The Public Access Counselor can be reached at: 1-877-299-3642; Illinois Attorney General's Office, 500 South Second Street, Springfield, Illinois 62706.

Records of FOIA requests, including notices of denial, shall be maintained in the Library's Business Office. Records of requests shall be open to public inspection and copying.

Revised XXX

Revised November 16, 2021

Revised May 17, 2016

Approved May 19, 2015

## 12. PUBLIC PARTICIPATION AND COMMENT AT BOARD MEETINGS

### POLICY:

The Board of Library Trustees of the Park Ridge Public Library encourages and welcomes public participation and input, and will hear any interested individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Therefore, at the beginning of each scheduled meeting, a period of time not to exceed 30 minutes will be devoted to concerns presented by the public. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Board, the Board may continue with its meeting.

### RULES:

1. Members of the public wishing to speak are asked to sign in before the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
2. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
3. The Board President or Trustee presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized.
4. The maximum time allowed for each person to speak will be ~~three five (5)~~ three (3) minutes. Speakers are expected to strictly adhere to time allocated and to be brief and to the point. The thirty-minute time limit and/or ~~threfive (3)~~ three (3) minute maximum per speaker may be extended upon a majority vote of the Board.
5. Speakers ~~must~~ should identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
6. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.
7. Groups are asked to designate a single spokesperson.
8. Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to Library business. No public comments shall be heard on behalf of or opposed to a candidate for public office, or on any matter that may be subject to discussion by the Board of Library Trustees in closed/executive session in accordance with the Open Meetings Act.

9. Board members will generally not respond to comments from speakers. The Board President or other Trustee presiding may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
9. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other Trustee presiding at the meeting.
10. Individuals addressing the Board must at all times adhere to the Library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
11. The Board vests in the Board President or Trustee presiding, the authority to terminate the remarks of speakers who fail to adhere to the above rules.
12. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
13. No final action may be taken on any public comment or concern which requires a resolution, or written contract, or which has the effect of approving any expenditure of funds. The Board may, however, direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.

| Revised XXX

Revised December 21, 2021

Approved April 19, 2011

### 13. MEETING ATTENDANCE VIA ELECTRONIC MEANS

#### POLICY:

Library Trustees are permitted to attend open meetings via electronic means, including audio or video conference in compliance with the rules of [5 ILCS 120/1.02](#).

#### RULES:

1. A Trustee wishing to attend by electronic means shall give notice to the Library Director ~~or~~ and the Board President designee stating the reason for their inability to physically attend the scheduled meeting as soon as is practicable.
2. The approved reasons for attending by electronic means are:
  - a. Personal illness or disability
  - b. Employment purposes or business of the public body
  - c. A family or other emergency
3. A quorum of the Board of Trustees or Committee must be physically present throughout the scheduled meeting.
4. The Trustee presiding at the meeting shall announce the name of the Trustee(s) wishing to attend by electronic means and the qualifying reason before the roll is taken.
5. After the roll of physically present Trustees is taken and the meeting is called to order, a motion must be approved by a majority of the present Trustees to allow the absent Trustee(s) to participate by electronic means.
6. The voice of the Trustee(s) attending electronically will be broadcast to the public and the Trustee(s) attending electronically shall be able to hear the discussions of the other Trustees and the public.
7. Trustees participating by electronic means are afforded all of the same rights as Board members who are physically present as well as being held to the same laws, standards of conduct, Robert's Rules of Order and voting procedures.
8. Trustees participating by electronic means may participate in closed session and should make a reasonable and good faith effort to participate from a location where they cannot be overheard by non-Trustees.
9. The Secretary will record in the meeting minutes the names of those members who are physically present and those attending electronically, in addition to recording the motion and vote of the physically present Trustees that allowed the Trustee(s) to attend the meeting electronically.

#### Revised XXX

Revised December 21, 2021

Revised December 19, 2017

Revised July 19, 2016

Approved October 19, 2011





# Memorandum

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**Memo Date:** October 31, 2024  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** November 12, 2024  
**Action Requested:** For discussion and approval  
**Subject:** 2025 Days Closed Calendar

**Background:**

Included for review and discussion in the November COW packet is the draft 2025 Park Ridge Public Library Days Closed calendar. This calendar has been developed based on how the holidays fall in 2025 and is in alignment with the Library's holiday leave time policy.

I respectfully request that the Board authorize the Library Director to also close the Library building to the public on Friday, January 24, 2025 to host an all staff training day.

**Recommended Motion:**

Approve the 2025 Days Closed Calendar



### 2025 Days Closed Calendar

Wednesday, January 1	New Year's Day	Library Closed Paid Holiday
Friday, January 24	Staff Training Day	Library Closed to the public Staff who attend are paid
Sunday, April 20	Easter	Library Closed Unpaid Holiday
Sunday, May 25	Day Before Holiday	Library Closed Unpaid Holiday
Monday, May 26	Memorial Day	Library Closed Paid Holiday
Thursday, June 19	Juneteenth	Library Closed Paid Holiday
Thursday, July 3	Day Before Holiday	Library Closes at 6 pm
Friday, July 4	Independence Day	Library Closed Paid Holiday
Sunday, August 31	Day Before Holiday	Library Closed Unpaid Holiday
Monday, September 1	Labor Day	Library Closed Paid Holiday
Wednesday, November 26	Day Before Holiday	Library Closes at 6 pm
Thursday, November 27	Thanksgiving Day	Library Closed Paid Holiday
Wednesday, December 24	Winter Holiday	Library Closed Paid Holiday
Thursday, December 25	Winter Holiday	Library Closed Paid Holiday
Wednesday, December 31	New Year's Eve Day	Library Closed Paid Holiday

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Strategic Planning Subcommittee of the Board of Trustees  
Held in the Library Director's Office at the Library  
November 6, 2024 at 5:15 p.m.

The meeting was called to order by Chairman Somheil at 5:15 p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Theresa Renaldi, David Somheil  
Others Present:            Joanna Bertucci, Library Director

**PUBLIC COMMENT ON NON AGENDA ITEM**

None

**NEW BUSINESS**

**REVIEW OF SUBMISSIONS** The subcommittee reviewed each of the ten submissions received in response to the Request for Proposals (RFP) issued for Strategic Planning consulting services. After discussion of each of the proposals, the subcommittee agreed to invite three firms to interview. The firms selected were:

- ReThinking Libraries
- Library Strategies
- Fast Forward

**INTERVIEW SCHEDULING** The subcommittee agreed to schedule interviews with each of the three firms on Wednesday, November 20, 2024. Due to possible scheduling conflicts, it may be necessary to select an additional date for interviews, if needed.

**INTERVIEW QUESTIONS** Director Bertucci created a draft of questions that could be used in interviewing the three selected firms. Members of the subcommittee will review the draft questions and provide feedback to Director Bertucci by Monday, November 11, 2024.

**OTHER**  
None

**ADJOURNMENT**

Trustee Hanba made a

**MOTION:** to adjourn the meeting

Trustee Renaldi seconded the motion.

Voice Vote: In favor: All

Opposed: None

**Motion passed**

Meeting was adjourned at 6:02 p.m.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – May 14, 2024 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:35 p.m.

#### ROLL CALL

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

#### APPROVAL OF MINUTES

Trustee Powers made a

**MOTION:** to approve the minutes of December 12, 2023

Vice President Hanba seconded the motion.

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

**Motion passed**

#### COLLECTION MANAGEMENT POLICY

Director Bertucci provided a summary of proposed changes to the Collection Management Policy, the Request for Review of an Item in the Collection Policy, and the Gifts Policy. Pursuant to statute and Board Bylaws, this review is to take place biannually. After discussion of the proposed policies among the Committee, it was requested that Director Bertucci follow up with the Library's attorney regarding FOIA and public records questions raised with regard to the Request for Review of an Item in the Collection Policy. Director Bertucci will provide an update on these questions for the May Board meeting.

Vice President Hanba made a

**MOTION:** to approve revisions to the Collection Management Policy, Request for Review of an Item in the Collection Policy, and Gift Policy, as amended

Trustee Renaldi seconded the motion

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

**Motion passed**

This matter will not be placed on the Consent Agenda for the Board meeting but rather will appear as New Business on the Agenda so that the additional information provided by Director Bertucci may be considered.

#### OTHER

Vice President Hanba asked Director Bertucci if the City of Park Ridge has posted a notice for trustee openings for the next term. Director Bertucci will reach out to City Administration to determine when the notice will be issued. The City has reached out to current trustees whose terms are expiring to determine their interest in applying for reappointment.

President Thiagarajan encouraged trustees to reapply if their term is expiring and for all trustees to consider what committee chairs or Board leadership roles they are interested in for the next term.

Vice President Hanba made a

**MOTION:** to adjourn the meeting

Trustee Powers seconded the motion

Voice Vote: All in favor

**Motion passed**

Meeting adjourned at 8:15 p.m.

# Memorandum

**Memo Date:** November 5, 2024  
**From:** Joanna Bertucci  
**Meeting Type:** Resources Committee of the Whole  
**Meeting Date:** November 12, 2024  
**Action Requested:** For discussion  
**Subject:** *Serving our Public 4.0* – Per Capita Grant

**Background:**

Annually, Illinois public libraries apply for the Public Library Per Capita Grant. “The Public Library Per Capita Grant was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1.475 per person served are available, on an annual basis, to all Illinois local public libraries.” For FY24, the Library received \$58,492 in grant funding from the Illinois State Library.

Additional information about the grant program can be found here on the [Illinois State Library](#) website.



**Application requirements and review process:**

The grant application requires that the Library Director and Board of Trustees review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. This requirement remains unchanged from the FY24 application process.

Chapter	Title	Trustee
1	Core Standards	Renaldi
2	Governance and Administration	Donahue
3	Personnel	De Frank
4	Access	Donahue
5	Building Infrastructure and Maintenance	Thiagarajan
6	Safety	Thiagarajan
7	Collection Management	Rusk
8	System Member Responsibilities and Resource Sharing	Kiem
9	Public Services: Reference and Readers’ Advisory Services	Kiem
10	Programming	Hanba
11	Youth/Young Adult Services	Hanba
12	Technology	Powers
13	Marketing, Promotion, and Collaboration	Somheil