

## 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  
December 17, 2024 at 7:00 p.m.

#### CALL TO ORDER

Vice President Renaldi called the meeting to order at 7:00 p.m.

#### ROLL CALL

Trustees Present: Anita De Frank, Secretary; Michael Donahue, Alexandra Hanba; Josh Kiem, Theresa Renaldi, Vice President; Gregg Rusk, Treasurer; David Somheil

Trustees Absent: Danielle Powers

Others Present: Joanna Bertucci, Library Director, Angela Berger, Anastasia Rachmaciej, Laura Scott, Joan Wrenn, Library Staff

Present via Phone: Deepika Thiagarajan, President

#### APPROVAL OF REMOTE ATTENDANCE

As President Thiagarajan is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. Vice President Renaldi asked the reason for remote attendance and Trustee Thiagarajan stated that she is calling into the meeting due to personal illness. There being no objection,

Trustee Somheil made a

**MOTION:** to approve the remote attendance of President Thiagarajan

Treasurer Rusk seconded the motion.

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

**Motion passed**

#### PUBLIC COMMENT ON NON-AGENDA ITEMS

None

#### CONSENT AGENDA

Vice President Renaldi 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 November 19, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 11, November 16, 2024 in the amount of \$300,525.36 and Period 11, November 29, 2024 in the amount of \$156,057.26.
- Approve Cash Statement for all accounts for November, 2024
- Ratify disbursements from the Petty Cash Fund, \$91.97 and the Gift Fund, \$200.00
- Approve an FY24 Operating Budget transfer of \$9,500 from Administration-Materials to Administration-Data Processing
- Approve the Generative Artificial Intelligence (AI) in the Workplace Policy
- Approve a budget of \$20,100 for the Second Floor Lobby Reconfiguration Project, including a custom display case purchased for Library Furniture International at a cost of \$17,585 and slat wall not to exceed \$2500
- Award a contract for Strategic Planning to ReThinking Libraries, in the amount of \$26,400
- Approve the FY25 Per Capita Grant application

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Trustee Hanba made a

**MOTION:** To approve the Consent Agenda, as presented

Secretary DeFrank seconded the motion

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

Absent: Powers

**Motion passed**

**TREASURER'S REPORT**

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures Report for FY24 Period 11 noting that with 92% of the year completed, revenue is at 96% of budget, Operating Expenses are at 83% of the YTD budget and are within expected ranges, while Capital Expenses are only 22% 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. Treasurer Rusk noted that the Library has a small surplus YTD at the end of Period 11 but that will likely be a deficit by year end.

Treasurer Rusk made a

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

Vice President Renaldi seconded the motion

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

Absent: Powers

**Motion passed**

**PRESIDENT'S REPORT**

Vice President Renaldi directed the Board's attention to the proposed 2025 Library Board of Trustees Meeting Schedule on page 66 of the packet, noting that deviations appear in bold print. The January, 2025 and February, 2025 Board meetings will take place at the Library, not at City Hall.

**SECRETARY'S REPORT**

Secretary De Frank reviewed each of the PRPL website and press articles included in the Secretary's report on page 67 of the packet. Also noted was that the closed session minutes from the February 20, 2024 meeting need to be approved this evening.

Vice President Renaldi made a

**MOTION:** To approve the Closed Session meeting minutes from the February 20, 2024 meeting

Trustee Hanba seconded the motion

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

Abstain: Donahue

Absent: Powers

**Motion passed**

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#### DIRECTOR'S REPORT

Director Bertucci provided highlights from the Director's Report beginning on page 69 of the packet and noted the following:

- On November 20, 2024 the CCS Governing Board approved the Vernon Area Library's application to join the consortium. Go Live date is anticipated in fall, 2025. This addition will provide PRPL patrons with access to additional materials and will also lower the cost of membership by distributing costs across a larger membership base.
- The City Council approved the Library's budget and levy ordinance at their December 16, 2024 meeting.
- During the month of December, both staff and patrons participated in a number of seasonal giving opportunities. The Cozy Comforts collection of coats and mittens is a long-standing Library tradition. Staff also participates in the Salvation Army Angel Tree program, providing clothing and toys for children in need.
- Director Bertucci, Ms. Healy, Ms. Wren and Trustee Kiem attended the Friends of the Library Board meeting where the Friends approved a \$20,000 donation to the Library for 2025. Also approved was \$1,500 in funding for a staff recognition event. The Library continues to be extremely grateful for the support received from the Friends organization.
- Winter Reading Club sign-up began on Saturday, December 14<sup>th</sup>. The program will run through February 2<sup>nd</sup>.

#### FRIENDS OF THE LIBRARY REPORT

The Friends reported \$25 in sales of books to Franklin School. The school then uses these gently used books as birthday gifts for each student throughout the year.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Secretary DeFrank stated that she and Trustee Hanba met with Director Bertucci on December 4, 2024 to review the director's annual performance evaluation. She further noted that they expressed their appreciation and great thanks to Director Bertucci for her work with the Board, staff and the community during this past year. In the Board's closed session meeting last month, Director Bertucci's compensation for 2025 was determined and the Board will now approve that action.

Secretary De Frank made a

**MOTION:** To approve Director Bertucci's compensation for 2025 in the amount of \$136,000

Trustee Hanba seconded the motion

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

Absent: Powers

**Motion passed**

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**ADJOURNMENT**

Trustee Hanba made a

**MOTION:** To adjourn the meeting

Treasurer Rusk seconded the motion

Voice Vote: Yes: All in favor

**Motion passed**

The meeting adjourned at 7:16 p.m.