

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

December 10, 2024 at 7:00 p.m.

President Thiagarajan called the Committee of the Whole meeting to order at 7:05 p.m.

**ROLL CALL**

Trustees Present:

Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Michael Donahue, David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, Laura Scott Library Staff

**BUDGET & FINANCE**

Treasurer Rusk called the meeting to order at 7:06 p.m.

**APPROVE MINUTES**

Vice President Renaldi made a

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

Trustee Powers seconded the motion.

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

Absent: Donahue, Somheil

**Motion passed**

**YEAR END BUDGET TRANSFER**

An FY24 budget transfer is being proposed in order to provide for year-end Data Processing expenses. Funds for the transfer are coming from the Administration-Materials budget which will be underspent at year end.

Treasurer Rusk made a

**MOTION:** to approve the FY24 Operating Budget transfer from Administration-Materials for \$9,500 to Administration-Data Processing

Vice President Renaldi seconded the motion.

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

Absent: Donahue, Somheil

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:10p.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

December 10, 2024 at 7:00 p.m.

The meeting was called to order by Co-Chair Renaldi at 7:20 p.m.

#### ROLL CALL

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

Trustees Absent: Michael Donahue, David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, Laura Scott, Joan Wrenn, Library staff

#### APPROVAL OF MINUTES

President Thiagarajan made a

**MOTION:** to approve the minutes of November 12, 2024

Trustee Powers seconded the motion.

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

Absent: Donahue, Somheil

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed tasks on the calendar for the month of December noting that all tasks scheduled are either completed or in progress. The Library's levy and budget will receive final approval at the City Council's December 16, 2024 meeting. The calendar has been updated to include all months in 2025 as well.

#### DISPLAY CASE PURCHASE APPROVAL

Director Bertucci reviewed the proposal for installing a new display case on the second floor and for adding slat wall to be used to promote the Library's Exploration Library collection. Funding for this project will come from FY24 Per Capita Grant funds. Three quotes were obtained for this work and staff are recommending acceptance of the proposal from Library Furniture International (LFI). Their proposal includes customization to match existing trim and covers fabrication, delivery, and installation at prevailing wage rates.

Trustee Kiem suggested that a monitor be included in the display case installation area to provide for additional information on items being displayed.

Vice President Renaldi made a

**MOTION:** to approve a budget not to exceed \$20,100 for the Second Floor Lobby Reconfiguration project, including a custom display case purchased from Library Furniture International (LFI) at a cost of \$17,585 and associated slat wall costs not to exceed \$2,500

President Thiagarajan seconded the motion.

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

Absent: Donahue, Somheil

**Motion passed**

#### STRATEGIC PLANNING SUBCOMMITTEE REPORT AND RECOMMENDATION

Director Bertucci updated the committee on the status of the Strategic Planning RFP and process. The Library received ten proposals in response to the RFP issued on September 23, 2024. Proposals received covered a range of costs and qualifications and from this group, three firms were selected to be interviewed by 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

December 10, 2024 at 7:00 p.m.

subcommittee. After the initial interviews, two firms, Fast Forward Libraries and ReThinking Libraries were chosen by the subcommittee for reference checks. Based on the evaluation process, it was the unanimous recommendation of the Strategic Planning Subcommittee to award the contract to ReThinking Libraries (RTL) in the amount of \$26,400. The subcommittee felt that RTL demonstrated exceptional qualifications and that their feedback methodology and plan for working with PRPL through implementation were outstanding.

President Thiagarajan made a

**MOTION:** to award the contract for strategic planning services to ReThinking Libraries in the amount of \$26,400

Trustee Kiem seconded the motion.

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

Absent: Donahue, Somheil

**Motion passed**

**OTHER**

**None**

Meeting closed at 7:40 pm

**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  
December 10, 2024 at 7:00 p.m.

Committee Co-Chair Hanba opened the Personnel Committee meeting at 7:10 p.m.

**ROLL CALL**

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

**APPROVAL OF MINUTES**

Trustee Powers made a

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

President Thiagarajan seconded the motion.

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

**Motion passed**

**GENERATIVE ARTIFICIAL INTELLIGENCE (AI) IN THE WORKPLACE POLICY**

Director Bertucci discussed with the Committee the evolving and rapidly changing environment around the use of artificial intelligence. Having a dedicated policy will help ensure that Library core values such as privacy, transparency and accessibility are upheld in AI-related decisions and actions. Director Bertucci added that the policy was drafted starting with a template provided by HR Source which was later edited based on review of policies at other area libraries. Trustee Hanba stated that she and Secretary De Frank reviewed the proposed policy and suggested some changes that have been incorporated into the draft policy appearing on page 6 of the packet. The policy has also been reviewed from an HR and legal compliance perspective.

Trustee Hanba made a

**MOTION:** to approve the Generative Artificial Intelligence (AI) in the Workplace Policy

President Thiagarajan seconded the motion

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

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:20 p.m.