

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

January 14, 2025 at 7:00 p.m.

President Thiagarajan called the Committee of the Whole meeting to order at 7:00 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, Joan Wrenn; Library
Staff

BUDGET & FINANCE

Treasurer Rusk called the meeting to order at 7:15 p.m.

APPROVE MINUTES

Trustee Somheil made a

MOTION: to approve the minutes of December 10, 2024

Trustee Powers seconded the motion.

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

Abstain: Somheil

Motion passed

FY24 – PERIOD 13 BUDGET TRANSFER

Due to a transfer of \$10,000 from the AS-Nonfiction budget line in November, 2024, the remaining budget amount in that account was insufficient to cover end of year expenses. The request is to transfer \$500 from the AS-Fiction budget to the AS-Nonfiction budget.

Treasurer Rusk made a

MOTION: to approve an FY24 Operating Budget transfer for \$500 from AS-Fiction to AS-Nonfiction

Vice President Renaldi seconded the motion.

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

Motion passed

OTHER

None

Meeting adjourned at 7:17 p.m.

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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
January 14, 2025 at 7:00 p.m.

The meeting was called to order by Co-Chair Renaldi at 7:17 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, Joan Wrenn, Library staff

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of December 10, 2024

Secretary DeFrank seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed tasks on the calendar for the month of January. Trustee Kiem noted that the 2025 calendar should include the bi-annual Library Award, and Director Bertucci stated that this will be added to the calendar. Also noted was that the January and February Board meetings will be held at the Library rather than at City Hall

STRATEGIC PLANNING SUBCOMMITTEE REPORT AND RECOMMENDATION

Director Bertucci updated the committee on the status of the Strategic Planning process noting that a Logistics team has been formed and will have its first meeting on January 28, 2025. The team will support the strategic planning process by helping to identify individuals and groups for our consultants to engage with. The team will also assist with scheduling and promoting these sessions.

Director Bertucci also noted that marketing supervisor Jen Healy will work with the consultants to tailor the survey for use in the Park Ridge community.

POLICY REVIEW

Director Bertucci reviewed the memo on page 10 of the packet that notes the six policies scheduled for review this month and summarizes the proposed edits to each of the policies. The committee reviewed each of the policies. While discussing proposed changes to the Gifts and Donations Policy, Trustee Kiem suggested that in the interest of transparency, all gifts received be documented and reported to the Board. Discussion ensued among the trustees and it was agreed that the policy be changed to reflect that all gifts in excess of \$5K will be communicated to the Board. Director Bertucci will make changes noted in an updated policy draft that will appear on the agenda for approval at the January 21, 2025 Board meeting under New Business. After review of the other proposed policy drafts, no additional changes were suggested.

Vice President Renaldi made a

MOTION: to approve revisions to the following policies: Gifts of Real Property, Buy a Brick Project, Naming, Sponsorships and Community Advisors, and to move approval of the Gifts and Donations Policy to New Business on the agenda for the January 21, 2025 Board meeting

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Held in the First Floor Meeting Room at the Library

January 14, 2025 at 7:00 p.m.

President Thiagarajan seconded the motion.

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

Motion passed

OTHER

None

Meeting closed at 8:00 pm

ADJOURNMENT

There being no further business for the Committees' consideration;

Trustee Powers made a

MOTION: To adjourn the Committee of the Whole Meeting

Treasurer Rusk seconded the motion

Voice Vote: All in favor

None opposed

Meeting was adjourned at 8:01 p.m.

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
January 14, 2025 at 7:00 p.m.

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

ROLL CALL

Trustees Present: Anita DeFrank, 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, Joan Wrenn, Library Staff

PUBLIC COMMENT ON NON AGENDA ITEMS

None

APPROVAL OF MINUTES

Vice President Renaldi made a

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

President Thiagarajan seconded the motion

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

Motion passed

BUILDING PROJECT UPDATE

Director Bertucci reviewed the project status memo appearing on page 3 of the packet noting the status of the three building projects currently underway. Relocation of the first floor meeting room doors is planned for the first week of March. This coincides with a planned lull in programming in that space.

Measurements for the second floor display case and slat wall project are being finalized and it is expected that 4-6 weeks will be required for fabrication of the materials.

Director Bertucci provided the committee with an update on the HVAC project after she and Mr. Priala met with representatives from Elara. It is anticipated that there will be two primary contractors for the project; one for mechanicals and another for building controls. At the current time, it is also anticipated that the first phase of the project will be undertaken in the spring of 2025. The bid documents will be developed to allow contractors to propose alternative phasing plans which may allow contractors to reflect any potential cost savings in bids. As bid documents are nearing completion, Elara is now exploring the possibility of incentives from utility providers and automation systems vendors.

OTHER

None

Meeting was adjourned at 7:15 p.m.