

**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  
March 18, 2025 at 7:00 p.m.

**CALL TO ORDER**

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

**ROLL CALL**

Trustees Present: Anita De Frank, Secretary; Michael Donahue, Alexandra Hanba, Danielle Powers, Theresa Renaldi, Vice President; David Somheil, Deepika Thiagarajan  
Trustees Absent: Josh Kiem, Gregg Rusk  
Others Present: Joanna Bertucci, Library Director, Angela Berger, Lauren Bochat, Laura Scott, Joan Wrenn, Library Staff  
Josh Kiem, via telephone; Janet Nelson and Connie Glise, RTL

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**CONSENT AGENDA**

President Thiagarajan 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 February 18, 2025 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 2, February 15, 2025 in the amount of \$215,342.73 and Period 2, February 28, 2025 in the amount of \$132,709.46.
- Approve Cash Statement for all accounts for February 2025
- Ratify disbursements from the Petty Cash Fund, \$150.96; and from the Gift Fund, \$500.00
- Award the HVAC controls prime replacement contract to Delta Controls in the amount of \$225,756
- Award the HVAC mechanical prime replacement contract to RJ Olmen in the amount of \$1,403,447
- Allocate \$70,000 from the Building Improvements budget for additional HVAC project contingency
- Approve revisions to the Library Programs, Test Proctoring, Volunteers, Temporary Outdoor Public Art, and Little Free Libraries policies
- Rescind the Library Materials Depositories policy
- Award the 2025 Park Ridge Public Library Award to Grace Swedberg and Ace Steele

Director Bertucci suggested that approval of the Library Programs policy be removed from the Consent Agenda and deferred to the April, 2025 COW meeting as Trustee Donahue has suggested some changes since the March 11, 2025 COW meeting. This postponement would allow the entire Board time to review and discuss the proposed changes.

Trustee Hanba made a **motion**

**MOTION:** To approve the Consent Agenda, with the exception of approval of the Library Programs policy

Trustee Powers seconded the motion

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

**Motion passed**

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**TREASURER'S REPORT**

Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures Report for FY25 Period 2 noting that the report presented does not reflect tax revenues received but not yet recorded in MUNIS. YTD, Operating expenses are at 15% of budget with Capital Expense at 1% of budgeted amounts.

Trustee Somheil made a

**MOTION:** To approve the Consolidated Year to Date Revenue and Expenditures Report for FY 2025 Period 2

Vice President Renaldi seconded the motion

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

**Motion passed**

**PRESIDENT'S REPORT**

None

**SECRETARY'S REPORT**

Secretary DeFrank reviewed each of the PRPL website and press articles included in the Secretary's report beginning on page 27 of the packet. Highlighted was the press article on proposed legislation that would require opioid overdose medications be made available in all Illinois libraries. Currently Chicago Public Libraries offer these medications. Other PRPL website and social media posts were also reviewed by Secretary De Frank.

**DIRECTOR'S REPORT**

Director Bertucci provided highlights from the Director's Report beginning on page 29 of the packet and noted the following:

- Statement of Economic Interest filings are required to be completed by May 1, 2025. She asked that any trustee who hasn't received the form please contact Ms. Wrenn.
- Approximately \$600,000 in property tax revenues have been received but not yet booked into MUNIS by the City Finance Department

Director Bertucci directed the Board's attention to her written report and stated that she will keep her monthly update brief, given the strategic planning session being held this evening.

**FRIENDS OF THE LIBRARY REPORT**

No report

**UNFINISHED BUSINESS**

None

## MINUTES

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#### NEW BUSINESS

Director Bertucci noted that the E-Rate program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and internet access. The Universal Service Administrative Company (USAC), under the direction of the Federal Communications Commission (FCC), administers E-Rate.

On February 19, 2025, the Library applied to E-Rate for category one WAN/Internet services seeking an Internet access circuit at 200 Mbps to 1 Gbps. The Library currently has a symmetric 200 Mbps fiber circuit with Internet access services and is on a month-to-month pricing plan with Astound Broadband for \$910 per month. This is the fourth E-Rate submission the Library has filed, first in 2019 and again in 2021 with much success. There was also submission in 2023 where Comcast was chosen, but they were unable to get the fiber circuits to the building.

**RFP Results:** Our E-Rate submission window closed on Wednesday, March 19, 2025 at 5 PM CT. The Library received 4 proposals. E-Rate recommends using a matrix to evaluate and select a vendor. Based on this evaluation and in consultation with CVI, I respectfully recommend that the Library enter into a 36-month contract with Astound for a total of \$12,780.00. Due to the Comcast issue in 2023—initially quoting a \$550 installation fee but later requiring a \$10,000 charge to run the line into the building—we feel there is a strong possibility for complications with AT&T as well. Astound is our current provider and entering into this new contract will result in faster service at lower cost to the Library.

Trustee Hanba made a

**MOTION:** To approve a 36-month contract with Astound for internet access service in the total amount of \$12,780.00

President Thiagarajan seconded the motion

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

Absent: Kiem, Rusk

**Motion passed**

Trustee/Library Director Strategic Plan Engagement Session- The Board and Director Bertucci entered into a strategic planning session facilitated by Janet Nelson of RTL beginning at 7:10 p.m. This was an open session meeting which continued until 8:47 p.m.

#### ADJOURNMENT

Trustee Hanba made a

**MOTION:** To adjourn the meeting

Secretary De Frank seconded the motion

Voice Vote: Yes: All in favor

**Motion passed**

The meeting adjourned at 8:47 p.m.