

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
March 11, 2025 at 7:00 p.m.

The meeting was called to order by Co-Chair Renaldi at 7:29 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Michael Donahue, Alexandria Hanba, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Trustees Absent: Josh Kiem
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff
Josh Kiem, on phone

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of February 11, 2025

Trustee Somheil seconded the motion.

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

Abstain: Rusk

Absent: Kiem

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Vice President Renaldi reviewed tasks on the calendar for the month of March, noting that all items for March have been completed or are in progress. Director Bertucci added that Ms. Healy has begun marketing the Library's bookmark contest that's planned in conjunction with National Library Week. Also noted was that the March Board meeting will be held at the Library rather than at City Hall

STRATEGIC PLANNING UPDATE

Director Bertucci reviewed the memo beginning on page 15 of the packet which details the recent activity with regard to strategic planning. The community survey launched on February 19 and Director Bertucci reported that approximately 1,500 survey responses have been received. The Library's e-newsletter has proven to be the most effective tool for promoting engagement with the survey. Director Bertucci then reviewed the upcoming engagement sessions where RTL will be engaging with staff, the management team, the Park Ridge community and the Library Board and Director.

POLICY REVIEW

As part of the ongoing review of Library Board Policy, this month there are seven Operations policies being reviewed as outlined in the memo on page 17 of the packet. Director Bertucci reviewed proposed changes for each of the policies under review.

- The current Library Programs policy is minimal and does not provide adequate guidance or support for staff in planning and executing programs effectively. The changes proposed are the result of Director Bertucci's review of the policies of other area libraries along with review of the proposed changes by PRPL's youth and adult programming staff.
- Test Proctoring, Volunteers, Temporary Outdoor Public Art, and Little Free Libraries policies had no substantive changes proposed with only update to policy wording proposed.

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- Library Materials Depositories- Director Bertucci is making a recommendation that this policy be rescinded as it operational and does not require Board oversight.

Discussion ensued among the Committee with regard to the Unpaid Internships Policy and the possibility of offering internships to high school students. The Committee agreed to revisit the policy again in April and Director Bertucci will research what other area libraries are doing in this regard.

Vice President Renaldi made a

MOTION: to approve revisions to the following policies: Library Programs, Test Proctoring; Volunteers; Temporary Public Art; Little Free Libraries; **and** to rescind the Library Materials Depositories policy **and** to defer further consideration of the Unpaid Internships Policy to the April, 2025 Planning & Operations Committee of the Whole meeting.

President Thiagarajan seconded the motion.

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

Absent: Kiem

Motion passed

OTHER

None

Meeting closed at 8:02 pm

ADJOURNMENT

There being no further business for the Committees' consideration;

Treasurer Rusk made a

MOTION: To adjourn the Committee of the Whole Meeting

Trustee Powers seconded the motion

Voice Vote: All in favor

None opposed

Meeting was adjourned at 8:03 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
March 11, 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, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Trustees Absent: Josh Kiem

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff
Josh Kiem, on phone

PUBLIC COMMENT ON NON AGENDA ITEMS

None

APPROVAL OF MINUTES

Vice President Renaldi made a

MOTION: to approve the minutes of the January 14, 2025 meeting

President Thiagarajan seconded the motion

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

Absent: Kiem

Motion passed

PROJECT UPDATES

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 has been successfully completed.

The new second floor display case is currently being fabricated and is expected to be completed in early April. Maintenance staff will demo the old case after the March display is removed. The plan is to have the new display case and slat wall installed by May 1 so that information on the changes can be included in the next newsletter.

With regard to the Ice Melt System, Director Bertucci reported that after meeting with Andrew Jose from Green Associates, a third party will be employed, at no cost to the Library, to evaluate the functionality of the system.

Director Bertucci provided the committee with an update on the HVAC project. Bids were opened on February 21st and the Library received a strong response to the RFP. The low bidders for the mechanical and control work have been identified and the team from Elara has reviewed contract requirements and scope of work with the bidders. Elara is confident with the firms' ability to successfully complete the projects. Page 9 of the packet includes an updated forecast which includes an additional \$70,000 reserve that has been suggested by Elara to cover any unexpected contingencies in the project. The updated forecast indicates that sufficient funding will be available to meet project obligations and fund operations.

President Thiagarajan made a

MOTION: to award the HVAC controls prime replacement contract in the amount of \$225,756 to Delta Controls AND to award the HVAC mechanical prime replacement contract in the amount of \$1,403,447 to RJ Olmen AND to allocate \$70,000 from the Building Improvements budget for additional project contingency

Trustee Powers seconded the motion

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Building and Grounds Committee of the Whole Meeting of the Board of Trustees

March 11, 2025 at 7:00 p.m.

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

Absent: Kiem

Motion passed

OTHER

None

Meeting was adjourned at 7:20 p.m.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Communications and Development Committee of the Whole Meeting of the Board of Trustees
March 11, 2025 at 7:00 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Alexandria Hanba, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Absent: Josh Kiem
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala and Joan Wrenn, Library Staff;

Trustee Somheil called the meeting to order at 7:20 p.m.

MINUTES

Vice President Renaldi made a

MOTION: to approve the minutes of April 9, 2024

Trustee Somheil seconded the motion.

Voice Vote: Yes: DeFrank, Hanba, Powers, Renaldi, Rusk, Somheil, Thiagarajan

Abstain: Donahue

Absent: Kiem

Motion passed

2025 LIBRARY AWARD NOMINATIONS

Director Bertucci explained that five nominations were received for the 2025 Library Award. He further noted that three of those nominated have already received the award and thus by Board policy are not eligible to be considered again for the award. Discussion ensued regarding the remaining two nominees. It was the consensus of the Board that the award be given to both of the nominees. The award presentation will occur at the April 15, 2025 Board meeting.

The Board also discussed the possibility that going forward, each award year, there be both a teen and an adult winner of the award or volunteer and staff award each year. The Board agree to consider this further at a future meeting.

OTHER

None

The meeting was adjourned at 7:29 p.m.