

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
June 10, 2025 at 7:00 p.m.

Secretary DeFrank called the meeting to order at 7:00 p.m.

ROLL CALL

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

APPROVAL OF MINUTES

Trustee Powers noted that the May 13, 2025 minutes did not properly reflect her attendance at the meeting and asked that the minutes be corrected to reflect that. Staff will make the noted correction.

Trustee Hanba made a

MOTION: to approve the minutes of the May 13, 2025 meeting, as amended

Trustee Donahue seconded the motion

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project status memo appearing on page 3 of the packet noting the status of building projects currently underway. Highlights include:

- Permits have been received from the City of Park Ridge for the HVAC project. Work on the project is expected to begin on June 16th with boiler removal and replacement. This is the least disruptive phase for patrons as the work is confined to the mechanical room.
- Asbestos abatement in the mechanical room was completed without issue on May 27th
- The Library's attorney is continuing to work with the firms involved in the Ice Melt System project to come to a resolution on the system's functioning.

OTHER

None

Meeting was adjourned at 7:05 p.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

June 10, 2025 at 7:00 p.m.

The meeting was called to order by Trustee Hanba at 7:06 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Michael Donahue, Alexandra Hanba, Danielle Powers, Gregg Rusk

Trustees Absent: Josh Kiem, Theresa Renaldi, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Library staff
Louis Kaufman

APPROVAL OF MINUTES

Trustee Hanba made a

MOTION: to approve the minutes of May 13, 2025

Trustee Donahue seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Trustee Hanba reviewed tasks on the Board calendar for the month of June and Director Bertucci noted that the City of Park Ridge is in the process of soliciting applications for trustee appointments. As a result, appointment of new trustees will likely not be finalized until after the July Board meeting. She proposed moving the Nominating Committee meeting to August, after the new Board has been constituted.

NON RESIDENT LIBRARY CARD FEE

Director Bertucci reviewed the memo on page 7 of the packet which provides background information on the issuance of non-resident cards. As required by statute, each year the Board is required to review the fee for non-resident library cards. The calculation is prescribed by law and the Library uses the mathematical formula methodology. Using that formula, the fee effective July 1, 2025 is \$278.00.

Trustee Hanba made a

MOTION: to approve a Non-Resident library card fee of \$278 for qualified non-residents, effective July 1 2025

Trustee Powers seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

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

June 10, 2025 at 7:00 p.m.

CCS AND OCLC ANNUAL FEES

The Library belongs to a 31 library consortium (CCS) that provides cost effective online circulation and cataloging services to member libraries. Each year, CCS adopts the fees assessed to member for the upcoming fiscal year based on CCS staff calculations. The Library's annual CCS fee for FY25-26 is \$57,526.25, a 1.86% increase over the current year. This year's modest increase is being driven by CCS integrating more robust data reporting software for more real time data analysis capabilities for member libraries.

With regard to OCLC fees, CCS estimates a 5% increase over last year's fees. The estimated fee will be adjusted to actual once the actual costs are received.

Trustee Hanba made a

MOTION: To approve annual CCS consortium membership fees of \$57,526.25 and OCLC membership fees not to exceed \$16,000 for July 2025 through June 2026

Trustee Powers seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

STRATEGIC PLANNING UPDATE

Director Bertucci provided an update on the Strategic Planning Retreat Day held on June 2nd. Also reviewed were the next steps to be expected as the planning process moves forward. ReThinking Libraries (RTL) will deliver the first draft of the high level planning document by mid-July. Based on the results of the entire planning process, it is likely that plan goals will include technology goals, space goals and collection right sizing. Discussion ensued among the trustees with regard to the cost of implementing strategic plan initiatives and in quantifying goals. Additional updates will be shared with Board as timelines develop.

OTHER

None

Meeting closed at 7:47 pm

ADJOURNMENT

Trustee Rusk made a

MOTION: To adjourn the Committee of the Whole meetings

Trustee Powers seconded the motion

Voice Vote: All in favor

Motion passed

Meeting adjourned at 7:48 pm

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

February 11, 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, David Somheil, Deepika Thiagarajan

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn; Library Staff
Louis Kaufman

BUDGET & FINANCE

Trustee Somheil called the meeting to order at 7:01 p.m.

APPROVE MINUTES

Trustee Powers made a

MOTION: to approve the minutes of January 14, 2025

Trustee Somheil seconded the motion.

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

Absent: Rusk

Motion passed

FY24 – CAPITAL BUDGET CARRYFORWARDS

Annually in February, Library Administration reviews expenditure and budget lines related to prior year capital projects to determine which projects were not completed and/or have funds budgeted for the project still remaining. Funds allocated for these projects are then brought to the attention of the Budget and Finance Committee with a recommendation to carry forward those budget amounts into the new fiscal year. For FY24, there are two building improvement projects for which funds will be carried forward from FY24 to FY25. The total for these carryforwards is \$540,332.

A carryforward for funds for the PC replacement project in the amount of \$86,919 is also needed as this project scheduled for 2024 will now be completed in 2025.

President Thiagarajan made a

MOTION: To approve FY24 to FY25 Building Improvement carry forward in the amount of \$540,332 for the Ice Melt System and HVAC Project **AND** to approve FY24 to FY25 Computer Equipment carry forward in the amount of \$86,919 for the PC Replacement project

Vice President Renaldi seconded the motion.

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

Absent: Rusk

Motion passed

OTHER

None

Meeting adjourned at 7:04 p.m.