

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held in Council Chambers

Park Ridge City Hall – 505 Butler Place

Park Ridge, IL 60068

July 15, 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 DeFrank, Secretary, Alexandra Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Vice President; Gregg Rusk, Treasurer; David Somheil (7:16), Deepika Thiagarajan, President

Trustee Absent: Michael Donahue

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

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 June 17, 2025 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 6, June 16, 2025 in the amount of \$155,641.04 and Period 6, June 30, 2025 in the amount of \$150,509.78
- Approve Cash Statement for all accounts for June 2025
- Ratify disbursements from the Petty Cash Fund, \$179.78 and Gift Fund, \$658.63

Trustee Powers made a **motion**

MOTION: To approve the Consent Agenda

Trustee Hanba seconded the motion

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

Absent: Donahue, Somheil

Motion passed

TREASURER'S REPORT

A. Treasurer Rusk directed the Board's attention to page 7 of the packet and the Consolidated YTD Revenue and Expenditures Report for FY25 Period 6. With 50% of the year expired, Treasurer Rusk noted that revenues are at 48% of budget for the year. With regard to operating expenses, salaries are at 46% of the YTD budget with total operating expenses also at 46% of budget and library resources currently at 48% of budget. Capital expenses remain at 1% of budget with large expenses for the HVAC project being incurred later in the fiscal year.

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held in Council Chambers

Park Ridge City Hall – 505 Butler Place

Park Ridge, IL 60068

July 15, 2025 at 7:00 p.m.

Treasurer Rusk made a **motion**

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for FY25 Period 6, June 2025

Trustee Kiem seconded the motion

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

Absent: Donahue, Somheil

Motion passed

B. Treasurer Rusk met with Director Bertucci and Ms. Wrenn regarding the FY26 Budget and 2025 Levy for the Library. Director Bertucci provided summary points related to the memo beginning on page 9 of the packet re: preliminary budget planning. Highlighted were strategic plan year 1 goals and costs estimates, action items related to establishing a Library foundation, and use of funds in the Michal Trust for technology. With regard to planning for the 2025 levy, the goal is to demonstrate the impact on the Library's cost structure of those costs which have been transferred to the Library from the City. Trustee Rusk noted that a proposed 4% levy increase amounts to \$167,000. This amount is positioned against the \$300,000 in transferred costs from the City and the need for \$740,000 in next year's Capital Budget for the HVAC replacement project currently underway at the Library. Trustee Kiem expressed interest in the possibility of establishing a capital reserve fund over time to position the Library for future growth possibilities.

PRESIDENT'S REPORT

President Thiagarajan noted that this is the last Board meeting for the current slate of trustees. She thanked the exiting trustees, Trustee Hanba and Trustee Somheil, for their six year of service to the Library and the community.

SECRETARY'S REPORT

Secretary DeFrank reviewed each of the PRPL website and press articles included in the Secretary's report beginning on page 17 of the packet. Highlighted was the press articles on the Library receiving its annual Per Capita Grant funding from the State Library and an article referencing the appointment of alderperson liaisons with Alderperson Rapisand being appointed as liaison to the Library.

DIRECTOR'S REPORT

Director Bertucci provided highlights from the Director's Report beginning on page 19 of the packet and noted the following:

- Ed Tidd will be retiring after serving 20 years in the Business Office. He has been a valued and trusted presence in the office and will certainly be missed. An open position has been posted for this opening both internally and on external sources.
- The Library received the annual Per Capita Grant of approximately \$60,000 this month.
- 98% of the picture book collection has been categorized and the Children's Room is scheduled to be closed August 17-18 for reshelving. This has been a monumental task for both the Technical Services and Youth Services staffs and will be a welcome change for the Library's youngest patrons. Another change in Youth Services will be the replacement of the iPads with Playaway Launchpads which are more secure and require less upkeep as they come with preloaded content.

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held in Council Chambers

Park Ridge City Hall – 505 Butler Place

Park Ridge, IL 60068

July 15, 2025 at 7:00 p.m.

- Director Bertucci expressed her sincere appreciation to Trustees Hanba and Somheil for their years of service on the Library Board and for their support and mentorship.

FRIENDS OF THE LIBRARY REPORT

Director Bertucci noted that the Friends' pop-up sale during the Taste of Park Ridge netted almost \$1,000! . The Library continues to be extremely grateful for all of the Friends' support.

UNFINISHED BUSINESS

None

NEW BUSINESS

The proposed transition to a new IT service provider, Outsource IT Solutions Group (OSG), was discussed at the July 8, 2025 COW meeting but is being revisited at this meeting so that trustees who were not present at the COW are included in the discussion. Director Bertucci noted that she spoke with OSG about lowering the cost of the third year optional contract extension and also waiving the \$15,000 onboarding fee. She reports that the \$15,000 fee has been waived and the third year optional contract extension rate has been reduced to \$192,000. Discussion ensued among the trustees with regard to OSGs qualifications, depth of experience and outstanding references from public library clients throughout the region. OSG also serves as an independent contractor to CCS.

Trustee Hanba made a **motion**

MOTION: To approve a two year contract with Outsource IT Solutions Group (OSG) of Naperville, IL for LAN management services in the amount of \$369,612 – Year 1 services totaling \$181,716 and Year 2 services totaling \$187,896 with an optional Year 3 renewal for \$192,000.

President Thiagarajan seconded the motion

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

Absent: Donahue

Motion passed

ADJOURNMENT

Trustee Hanba made a

MOTION: To adjourn the meeting

Trustee Somheil seconded the motion

Voice Vote: Yes: All in favor

Motion passed

The meeting adjourned at 7:47 p.m.