

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

July 8, 2025 at 7:00 p.m.

Vice President Renaldi called the Committee of the Whole meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present:

Michael Donahue, Alexandra Hanba, Danielle Powers, Theresa Renaldi, David Somheil

Trustees Absent: Anita DeFrank, Josh Kiem, Gregg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Anastasia Rachmaciej, Joan Wrenn; Library Staff
Josh Kiem (phone), Russ Gentile

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

STAFF PRESENTATION

Anastasia Rachmaciej made a presentation to the Board on the role and responsibilities of the Patron Services Department, of which she is the manager. The presentation was very informative and provided insight into the department's staff as well as major functions performed within the department along with some lesser known functions that the group also performs. Highlighted was the designation of the Library as a Showcase Library by Bibliotheca, the vendor who provides out self-check and sorter technology. Trustee Hanba stated that she was happy to learn about the many new services that were added in Patron Services after RFID implementation.

Trustee Powers called the **Building & Grounds** meeting to order at 7:25 p.m.

APPROVAL OF MINUTES

Vice President Renaldi made a

MOTION: to approve the minutes of the June 10, 2025 meeting

Trustee Hanba seconded the motion

Roll Call Vote: Yes: Donahue, Hanba, Powers, Renaldi

Abstain: Somheil

Absent: DeFrank, Kiem, Rusk, 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:

- The HVAC project is underway and the boilers were removed from the building on June 19, a library holiday when the building was closed. It is anticipated that the new boilers will be in place by the end of the summer. Phase 2 of the project, replacement of Air Handling Unit (AHU) will take place during the "shoulder" season when the Library does not need either heating or air conditioning.
- All parties to the contract have signed the Tolling Agreement related to the Ice Melt System Project. The Library's attorney has requested a copy of the report of findings from the third-party contractor that was employed to assess the system's functionality

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OTHER

None

Meeting was adjourned at 7:28 p.m.

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Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

July 8, 2025 at 7:00 p.m.

The meeting was called to order by Vice President Renaldi at 7:29 p.m.

ROLL CALL

Trustees Present: Michael Donahue, Alexandra Hanba, Danielle Powers, Theresa Renaldi, David Somheil

Trustees Absent: Anita DeFrank, Josh Kiem, Greg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Anastasia Rachmaciej, Joan Wrenn, Library staff
Josh Kiem (phone), Russ Gentile

APPROVAL OF MINUTES

Trustee Powers made a

MOTION: to approve the minutes of June 10, 2025

Trustee Donahue seconded the motion.

Roll Call Vote: Yes: Donahue, Hanba, Powers, Renaldi

Abstain: Somheil

Absent: DeFrank, Kiem, Rusk, Thiagarajan

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Vice President Renaldi reviewed tasks on the Board calendar for the month of July and Director Bertucci noted that she will be sending candidate nomination forms for Board officer positions to all trustees. She further reported that the Mayor's Advisory Committee interviewed eight candidates for the three open trustee positions. She anticipates that newly appointed trustees will be in place for the August COW meetings.

STRATEGIC PLANNING UPDATE

Director Bertucci reported that the draft strategic plan document has been received from ReThinking Libraries (RTL) and is currently being reviewed by the Library's management team. A draft will be distributed to the Board for discussion at the August Committee of the Whole meeting. Consideration of the findings of the strategic plan and related cost implications have been factored into preliminary budget planning and as initiatives and costs are more defined, will continue to be included in budgeting. Development of a Library App is one of the most requested enhancement identified in the strategic planning process and Director Bertucci is in discussion with, and is obtaining pricing from, vendors for the app and related software.

LAN CONTRACT APPROVAL

In response to the RFP issued on May 12 for Managed IT Services, fourteen firms submitted responses. After a comprehensive review, it was determined that only two vendors have direct experience working with public libraries which is a critical competency. Director Bertucci is recommending that the Library's LAN Management Service contract be awarded to Outsource IT Solutions Group (OSG) of Naperville, IL. While OSG is not the lowest bidder, their qualifications, depth of experience and outstanding references from area public libraries across the region make them the best overall value for the Library. The Committee asked Director Bertucci to follow-up

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with OSG regarding the possibility of negotiating a lower fee for the optional third year contract renewal and also to negotiate the removal of the \$15,000 onboarding fee.

Trustee Hanba made a

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 with Year 1 services totaling \$181,716 and Year 2 services totaling \$187,896 with an optional Year 3 renewal.

Vice President Renaldi seconded the motion.

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

Absent: DeFrank, Kiem, Rusk, Thiagarajan

Motion passed

The committee agreed that this matter will be placed on the Board Agenda for the July 15, 2025 meeting as New Business so that this can be reviewed by the entire Board prior to a final vote.

OTHER

None

Meeting closed at 7:59 pm

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Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

July 8, 2025 at 7:00 p.m.

The meeting was called to order by Vice President Renaldi at 7:59 p.m.

ROLL CALL

Trustees Present: Michael Donahue, Alexandra Hanba, Danielle Powers, Theresa Renaldi, David Somheil

Trustees Absent: Anita DeFrank, Josh Kiem, Greg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Anastasia Rachmaciej, Joan Wrenn, Library staff
Josh Kiem (phone), Russ Gentile

APPROVAL OF MINUTES

Vice President Renaldi made a

MOTION: to approve the minutes of February 11, 2025 Budget & Finance COW

Trustee Hanba seconded the motion.

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

Absent: DeFrank, Kiem, Rusk, Thiagarajan

Motion passed

FY26 BUDGET GOALS – PRELIMINARY DISCUSSION

Director Bertucci reviewed the timeline for the FY26 budgeting process that appears on page 9 of the packet. She noted that she has received the HR Source salary data and will bring the finalized FY26 salary budget and pay grade and scale updates to the August Personnel COW for final approval. Also reviewed were FY26 budget goals and draft budget estimates. Based on preliminary budget amounts for FY26, a levy increase of approximately \$160,000 is proposed. This amount may be reduced as preliminary budget amounts are refined. Updated FY26 budget documents will be included in the August, 2025 Budget & Finance committee packet for further discussion.

OTHER

None

Meeting adjourned at 8:16 p.m.

ADJOURNMENT

Trustee Hanba made a

MOTION: to adjourn the July 8, 2025 Committee of the Whole Meetings

Trustee Powers seconded the motion.

Voice Vote: All in favor – none opposed

Motion passed

Meeting adjourned at 8:16 p.m.