

**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

August 12, 2025 at 7:00 p.m.

The meeting was called to order by President Thiagarajan at 7:00 p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Theresa Renaldi

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff Alderperson Lauren Rapisand, Riley Martin, Lauterbach & Amen, Louis Kaufman

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**TRUSTEE INTRODUCTIONS**

As there were two newly appointed trustees present at the meeting, all trustees introduced themselves prior to the start of agenda items.

**APPROVAL OF MINUTES**

Trustee Powers made a

**MOTION:** to approve the minutes of July 8, 2025 Budget & Finance COW

Trustee Donahue seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Kiem, Powers, Rusk, Thiagarajan

Absent: Renaldi

Abstain: Haggerty, Jarnagin

**Motion passed**

**FY24 AUDIT PRESENTATION – LAUTERBACH AND AMEN**

Riley Martin of Lauterbach & Amen presented the Library’s FY24 audit report to the Board, explaining that the Library is a component unit of the City of Park Ridge for financial reporting purposes. Mr. Martin reviewed the Library’s year-end financial balances noting that the Library’s fund balance at year-end was approximately \$4million. As part of the review of the management letter related to the audit, Mr. Martin noted that there are two new GASB standards for 2025 that his firm will work with Library staff to ensure compliance.

**FY26 BUDGET AND 2025 LEVY DISCUSSION**

Treasurer Rusk noted that a preliminary discussion of budget goals had occurred at the July COW meetings and asked Director Bertucci to note any significant changes that had occurred to the documents presented beginning on page 9 of the packet. Director Bertucci replied that the most significant change was the addition of revenue from the Michel Trust to fund a proposed PC replacement project for staff and patron PCs. She explained the need to fast track this replacement project as Windows 10 is nearing the end of lifecycle. An additional adjustment noted was a change (increase) received from the City of Park Ridge on the employer IMRF contribution rate for 2026. Treasurer Rusk noted that the proposed levy increase for 2025 is approximately \$160,000. Director Bertucci noted the accelerated timeline for budget approval this year noting that the Library’s budget will be approved at the September meetings so that the Library is compliant with the City’s budget timeline.

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**OTHER**

None

Meeting adjourned at 7:32 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

August 12, 2025 at 7:00 p.m.

Trustee Powers called the Committee of the Whole meeting to order at 7:32 p.m.

#### ROLL CALL

Trustees Present:

Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem,  
Danielle Powers, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Theresa Renaldi

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn; Library  
Staff  
Alderperson Lauren Rapisand, Louis Kaufman

#### APPROVAL OF MINUTES

Trustee Powers made a

**MOTION:** to approve the minutes of the July 8, 2025 meeting

Trustee Donahue seconded the motion

Roll Call Vote: Yes: DeFrank, Donahue, Kiem, Powers, Rusk, Thiagarajan

Abstain: Haggerty, Jarnagin

Absent: Renaldi

**Motion passed**

#### PROJECT UPDATES

Director Bertucci reviewed the project status memo appearing on page 18 of the packet noting the status of building projects currently underway. Highlights include:

- The HVAC project is underway with new controls being installed. On 8/18 AHU#1 will be shut down to be brought into the new control system. Also noted was that the first pay application has been received from the mechanical contractor for approximately \$150,000.
- The culmination of the Picture Book reshelving project will occur on 8/17 and 8/18 with the Children's room being closed to patrons on those days. The first floor meeting room will be used those days to provide services and limited materials during the temporary closure.
- The Ice Melt System continues to be evaluated as parties to the original contract along with the Library's attorney, Matt Gardner, were onsite this week. The firm hired for the independent third party evaluation of the system will be issuing a report of their findings.

#### OTHER

None

Meeting was adjourned at 7:38 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

August 12, 2025 at 7:00 p.m.

The meeting was called to order by Trustee Kiem at 7:48 p.m.

#### ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Theresa Renaldi

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff  
Alderson Lauren Rapisand, Louis Kaufman

#### APPROVAL OF MINUTES

President Thiagarajan made a

**MOTION:** to approve the minutes of July 8, 2025

Trustee Powers seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Kiem, Powers, Rusk, Thiagarajan

Abstain: Haggerty, Jarnagin

Absent: Renaldi

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci noted that approval of the FY26 budget and 2025 levy has been moved from October to September to align with the City's budget timeline. Other action items for August are being completed on schedule.

#### STRATEGIC PLANNING UPDATE

The draft strategic plan document is included in the packet beginning on page 29. Director Bertucci stated that once approved, the entire plan document will be included on the Library's website while a one-page document will be created that will serve as a summary of the Library's mission, vision and values statements along with a graphic presentation of initiatives, goals, activities, and desired outcomes of the plan.

Discussion ensued among the trustees and suggestions were made for edits to the draft. Director Bertucci will make the requested updates and will include the new version for the Board's review and approval at the August 19, 2025 Board meeting. This item will appear under New Business on the Board meeting agenda to provide for further discussion as needed.

#### PC REPLACEMENT

Director Bertucci directed the committee's attention to the memo beginning on page 38 of the packet that provides background information regarding the proposed replacement of staff and patron PCs. During onboarding calls with the Library's new IT service provider, OSG, concerns were raised regarding the fast approaching end of life for Windows 10, the current operating system. OSG reviewed the specifications and pricing provided earlier in the year by CVI and prepared two estimates for replacement. Director Bertucci explained that OSG will deploy one team for onboarding our operations and another to roll out the new PC fleet.

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August 12, 2025 at 7:00 p.m.

Trustee Kiem made a

**MOTION:** to approve purchase of Lenovo PCs for \$145,860.92, including \$24,000 for installation and configuration, work to be performed by OSG using funds provided by the Bruce A. Michel Trust for Library Technology Improvements

President Thiagarajan seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Rusk, Thiagarajan

Absent: Renaldi

#### **Motion passed**

Director Bertucci noted that old PCs could be made available for purchase by interested staff or for those not sold, recycled by OSG.

#### **OTHER**

None

Meeting closed at 8:15 pm

#### **ADJOURNMENT**

There being no further agenda items for the committees' consideration;

Trustee Haggerty made a

**MOTION:** to adjourn the Committee of the Whole meetings

Trustee Jarnagin seconded the motion.

Voice Vote: All in favor

#### **Motion passed**

Meeting adjourned at 8:15 pm