

MINUTES
PARK RIDGE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees
Held in City Council Chambers
Park Ridge City Hall – 505 Butler Place
Park Ridge, IL 60068
September 16, 2025 at 7:00 p.m.

CALL TO ORDER

President Renaldi called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Theresa Renaldi, Deepika Thiagarajan

Trustee Absent: Danielle Powers, Gregg Rusk

Others Present: Joanna Bertucci, Library Director, Angela Berger, Lauren Bochat, Jennifer Healy, Laura Scott, Joan Wrenn; Library Staff
Alexandrea and Owen Hanba, David Somheil and family, Louis Kaufman

RECOGNITION OF FORMER TRUSTEES

President Renaldi stated that the Board will recognize the service of two former trustees, Alexandrea Hanba and David Somheil. She began by reading the Board Resolution recognizing Alexandrea's six year term on the Board.

RESOLUTION OF THE BOARD OF TRUSTEES

PARK RIDGE PUBLIC LIBRARY

WHEREAS, Alexandrea Hanba has faithfully served on the Board of Trustees of the Park Ridge Public Library from July 1, 2019 to July 15, 2025; and

WHEREAS, during those years of service she was an active and fiscally responsible member of every Board Committee, serving with honesty, passion, and integrity; and

WHEREAS, she held the office of President for one term from 2022-2023; held the office of Vice President for one term from 2021-2022, held three terms as Chairperson of the Personnel Committee from 2020-2022 and again from 2023-2024; held one term as Co-Chairperson of the Personnel Committee from 2024 to 2025; and

WHEREAS, she has consistently demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library; contributing to a range of impactful and important initiatives such as rationalizing the Library's compensation plan, leading the efforts to recruit and select a library director, contributing greatly to the complete review and revision of the **personnel policies** and handbook, participating in the overhaul of the Library Policy Manual, and helping lead the Library through the COVID-19 pandemic; and

NOW, THEREFORE BE IT RESOLVED THAT ON THIS DATE, September 16, 2025, the Board of Trustees of the Park Ridge Public Library expresses our gratitude to Alexandrea Hanba for all she has done, its appreciation for her efforts on behalf of the entire community of Park Ridge, and its very best wishes for success and happiness in all her future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to her and included in the contents of the Minutes.

President Renaldi expressed the Board's gratitude for Ms. Hanba's service to the Library and the Park Ridge community. Ms. Hanba thanked the Board and stated that she greatly enjoyed her time on the Library Board and looks forward to future partnerships with the Library in her role as a Youth Commission member.

President Renaldi then read the Board Resolution recognizing David Somheil's six year term on the Board.

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RESOLUTION OF THE BOARD OF TRUSTEES

PARK RIDGE PUBLIC LIBRARY

WHEREAS, David Somheil has faithfully served on the Board of Trustees of the Park Ridge Public Library from July 1, 2019 to July 15, 2025; and

WHEREAS, during those years of service he was an active and fiscally responsible member of every Board Committee, serving with honesty, passion, and integrity; and

WHEREAS, he held the office of Treasurer for two terms from 2021-2023; held the office of Secretary from 2020-2021, held three terms as Co-Chairperson of the Budget and Finance Committee from 2021-2024; held one term as Chairperson of the Resources Committee from 2020 to 2021; held one term as Chairperson of the Communications Development Committee; and

WHEREAS, he has consistently demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library; contributing to a range of impactful and important initiatives such as developing the Library's strategic plan, lending insight and wisdom to hiring a library director, contributing greatly to the exemplary financial management of the Library (including during the transition to the Library's budget responsibility for employee benefits), participating in the overhaul of the Library Policy Manual, and helping lead the Library through the COVID-19 pandemic; and

NOW, THEREFORE BE IT RESOLVED THAT ON THIS DATE, September 16, 2025, the Board of Trustees of the Park Ridge Public Library expresses our gratitude to David Somheil for all he has done, its appreciation for his efforts on behalf of the entire community of Park Ridge, and its very best wishes for success and happiness in all his future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to him and included in the contents of the Minutes.

President Renaldi thanked Mr. Somheil, on behalf of the entire Board, for his service to the Library and the Park Ridge community. Mr. Somheil thanked the Board and encouraged trustees to enjoy their time on the Board and the impact they have as trustees. He further stated that he looks forward to being a patron of the Library.

The meeting was then recessed briefly for a reception for the honorees.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

President Renaldi 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 August 19, 2025 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 8, August 16, 2025 in the amount of \$302,211.16 and Period 8, August 31, 2025 in the amount of \$139,823.81
- Approve Cash Statement for all accounts for August 2025
- Ratify disbursements from the Petty Cash Fund, \$0.00 and Gift Fund, \$2,185.00

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- Approve the FY 26 Budget for the Park Ridge Public Library in the amount of \$5,800.00
- Approve the 2025 Levy for the Park Ridge Public Library in the amount of \$4,336,721
- Approve a three year contract renewal with Savannah/Orangeboy at an amount not to exceed \$4,000 per year

Trustee Thiagarajan made a **motion**

MOTION: To approve the Consent Agenda

Trustee DeFrank seconded the motion

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

Absent: Power, Rusk

Motion passed

TREASURER'S REPORT

Treasurer Donahue directed the Board's attention to page 30 of the packet and the Consolidated YTD Revenue and Expenditures Report for FY25 Period 8. With 67% of the year expired, Treasurer Donahue noted that revenues are at 51% of budget for the year. With regard to operating expenses, salaries are at 61% of the YTD budget with total operating expenses at 59% of budget and library resources currently at 60% of budget. Capital expenses are at 18% of budget with large expenses for the HVAC project being incurred later in the fiscal year.

Trustee Donahue made a **motion**

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for FY25 Period 8, August, 2025

President Renaldi seconded the motion

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

Absent: Powers, Rusk

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary Kiem reviewed each of the PRPL website and press articles included in the Secretary's report on page 32 of the packet

DIRECTOR'S REPORT

Director Bertucci provided highlights from the Director's Report beginning on page 34 of the packet and noted the following:

- Phase 1 (boiler replacement) of the HVAC replacement is winding down with inspections and final system testing pending. Beginning the week of September 22, Phase 2 (AHU replacement) will begin with demolition of existing equipment. A temporary partition wall will be erected so that a portion of the first floor meeting room can be used as a staging area for building/reassembling the new AHU prior to installation. Phase 2 is expected to run through October.
- Product demos are scheduled for evaluating new calendaring systems that will be used in conjunction with the Library app that will be deployed next year

FRIENDS OF THE LIBRARY REPORT

Director Bertucci noted that the Friends are undergoing some changes in leadership. Plans are also underway for the fall book sale which will be help October 17 – 19.

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UNFINISHED BUSINESS

None

NEW BUSINESS

Approve a Corporate Resolution – Michel Trust

As requested by Northern Trust in regard to the closure of the Michel Trust, and as discussed at the September 9, 2025 Planning & Operations COW, Director Bertucci has presented for Board approval a corporate resolution verifying account signatories, based on current practices for managing gift funds and PRPL’s established policy regarding payments for goods and services.

President Renaldi made a **motion**

MOTION: To approve a Corporate Resolution for disbursements from the Michel Trust
Trustee Thiagarajan seconded the motion

Roll Call Vote: Yes: DeFrank, Donahue, Haggerty, Jarnagin, Kiem, Renaldi, Thiagarajan
Absent: Power, Rusk

Motion passed

**RESOLUTION OF THE BOARD OF THE LIBRARY TRUSTEES OF THE
CITY OF PARK RIDGE, COOK COUNTY, ILLINOIS CORPORATE
RESOLUTION**

WHEREAS, the City of Park Ridge Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Board finds it necessary and appropriate to define the authority of the Library Director, Finance/HR Manager, and designated officers with respect to the management of Library funds, including operating accounts and gift accounts; and

WHEREAS, the Board desires to establish authorized signatories and procedures for the release of funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Park Ridge Public Library as follows:

Section 1. The Library Director is authorized to open and manage gift fund accounts on behalf of the Library in accordance with the Board’s Investment Policy (A5). The following individuals shall serve as authorized signatories on all gift fund accounts: Joanna Bertucci, Library Director and Joan Wrenn, Finance/HR Manager.

Section 2. The management of the Library’s operating account is the responsibility of the Library Director. Disbursements from the Library’s operating account are made in accordance with the Board’s Payment for Goods and Services Policy (A4) and shall require the execution of an affidavit for release of funds, signed by all three of the following: Michael Donahue, Treasurer, Library Board of Trustees, Christopher Lipman, Finance Manager, City of Park Ridge and Joanna Bertucci, Library Director

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Section 3. The above-named signatories are authorized and directed to execute and deliver all necessary documents and instruments, and to take such actions as may be required to carry out the intent of this Resolution.

Section 4. This Resolution supersedes all prior resolutions relating to Library financial accounts and signatory authority.

Section 5. This Resolution shall remain in full force and effect until modified, rescinded, or superseded by further resolution of the Board. PASSED and ADOPTED this 16th day of September 2025.ROLL CALL VOTE:

AYES: DeFrank, Donahue, Haggerty, Jarnagin, Kiem, Renaldi, Thiagarajan

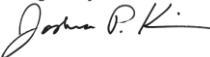
NAYS: -

ABSENT : Powers, Rusk

Approved: Attest:

Signed by:

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Signed by:

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Theresa Renaldi
President, Library Board of Trustees

Joshua Kiem
Secretary, Library Board of Trustees Library

Approve Disposal of Property Policy

An updated draft of Policy A21 – Disposal of Property is included in the packet on page 42. This draft reflects changes/additions requested after the Planning & Operations COW review at the September 9, 2025 meeting. Director Bertucci reviewed all of the updates with the Board.

President Renaldi made a **motion**

MOTION: To approve Policy A21 – Disposal of Property, as presented

Trustee DeFrank seconded the motion

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

Absent: Powers, Rusk

Motion passed

ADJOURNMENT

Trustee Thiagarajan made a

MOTION: To adjourn the meeting

Trustee DeFrank seconded the motion

Voice Vote: Yes: All in favor

Motion passed

The meeting adjourned at 7:39 p.m.