

## 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

November 11, 2025 at 7:00 p.m.

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

#### ROLL CALL

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

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff  
Gregg Rusk (via telephone, as guest)  
Louis Kaufmann

#### PUBLIC COMMENT ON NON-AGENDA ITEMS

None

Treasurer Donahue called the Budget & Finance Committee of the Whole meeting to order at 7:01 p.m.

#### APPROVAL OF MINUTES

President Renaldi made a

**MOTION:** to approve the minutes of the September 9, 2025 Budget & Finance COW

Trustee DeFrank seconded the motion.

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

Absent: Rusk

**Motion passed**

#### BUDGET AMENDMENTS AND TRANSFERS

Treasurer Donahue reviewed each of the three proposed budget adjustments:

- (1) To modify the FY25 budget for computer equipment in the amount of \$13,081 to provide an adequate budget for the payment of invoices for purchase of staff and patron PCs. Funds totaling \$150,000 were received from the Michel Trust for Library Technology to fund this purchase.

President Renaldi made a

**MOTION:** to approve an FY25 Operating Budget amendment to increase Administration-Computer Equipment by \$13,081 to modified budget of \$150,000.

Trustee DeFrank seconded the motion.

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

Absent: Rusk

**Motion passed**

- (2) To modify the FY25 budget for Administration-Staff Appreciation in the amount of \$1,500 to provide an adequate budget for payment of invoices related to the fall staff appreciation event. The Friends of the Library provided an additional \$1,500 in funding to cover these expenses.

Treasurer Donahue made a

**MOTION:** to approve an FY25 Operating Budget amendment to increase Administration-Staff Appreciation by \$1,500 to modified budget of \$4,500.

Trustee Haggerty seconded the motion.

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

Absent: Rusk

**Motion passed**

**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

November 11, 2025 at 7:00 p.m.

- (3) To transfer funds between FY25 budget lines to accommodate Data Processing expenses incurred through the end of FY25. \$17,000 will be transferred from Administrative-Computer Materials along with an additional \$8,000 transferred from Administrative- Office Supplies for a total of \$25,000 transferred to Administrative – Data Processing

Trustee Thiagarajan made a

**MOTION:** to approve budget transfers from Admin. – Computer Materials, \$17,000, and Admin. – Office Supplies, \$8,000 for a total of \$25,000, to Admin. – Data Processing to accommodate Data Processing expenses through the end of 2025.

Trustee DeFrank seconded the motion.

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

Absent: Rusk

**Motion passed**

**ADP CONTRACT RENEWAL**

Director Bertucci reviewed the memo on page 7 of the packet that details the terms of the proposed three-year contract with ADP.

President Renaldi made a

**MOTION:** to approve the contract with ADP, effective January 4, 2026, to expiration date January 3, 2029. Total cost for the three years of payroll services with ADP to be \$42,000.

Treasurer Donahue seconded the motion

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

Absent: Rusk

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:05 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

November 11, 2025, at 7:00 p.m.

Trustee Powers called the Committee of the Whole meeting to order at 7:06 p.m.

#### ROLL CALL

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

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff  
Gregg Rusk (via telephone)

#### APPROVAL OF MINUTES

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of the October 14, 2025 meeting

Trustee Jarnagin seconded the motion.

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

Absent: Rusk

**Motion passed**

#### PROJECT UPDATES

Director Bertucci reviewed the project status memo appearing on page 9 of the packet noting the status of projects currently underway. Highlights include:

- HVAC Project: The installation of AHU 2 is now complete as is the installation of required duct work. The next phase of the project will be installation of controls. and this phase will be less disruptive to staff.  
Director Bertucci reviewed the status of the boilers which were initially turned on in early October. There are currently issues with the units leaking and this is being addressed by all parties to the project. An issue with the gas line used to power the units has also been discovered and the current thought is that a new meter will need to be installed in order to address this issue.
- Ice Melt System Project: Representatives from PRPL, Green Associates, and 20/10 Engineering meet with Building Technology Consultants to review their independent, third-party report on the system's functioning. The consensus is that the system is operating as designed but the design does not provide a complete solution, give the architecture of the building's roof. A snow fence installation on the roof is being proposed, and Green Associates will be providing quotes for this work. Director Bertucci is working with the library's attorney to define concerns regarding quotes, contracts and responsibilities for the cost of additional proposed work.

#### OTHER

None

Meeting was adjourned at 7:37 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

November 11, 2025 at 7:00 p.m.

The meeting was called to order by Trustee Jarnagin at 7:38 p.m.

#### ROLL CALL

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

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Laura Scott, Joan Wrenn, Library staff  
Gregg Rusk (via telephone)

#### APPROVAL OF MINUTES

Trustee Kiem made a

**MOTION:** to approve the minutes of October 14, 2025, as amended

Vice President Powers seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Thiagarajan

Absent: Rusk

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Trustee Jarnagin reviewed tasks listed for November on the annual task calendar noting that all are either in progress or completed. Director Bertucci noted that she will be attending the City Council Budget Workshop along with Trustees Donahue and Rusk.

#### DAYS CLOSED CALENDAR 2026

Each year the Board is required to approve the calendar of days that the Library will be closed during the upcoming year. The calendar for 2026 is included in the packet on page 35.

Trustee Jarnagin made a

**MOTION:** to approve the Days Closed Calendar for 2026

Secretary Kiem seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Thiagarajan

Absent: Rusk

**Motion passed**

#### CALENDAR/APP SOFTWARE RECOMMENDATION

Director Bertucci explained that an interdepartmental team was formed to assess software provided by various vendors for the purpose of calendaring and development of a library app as specified in the new strategic plan. The goal was to find the best calendar solution along with the most comprehensive app vendor. The memo in the packet on pages 36-38 details the vendor analysis that was completed. The team's recommendation is to move forward with Communico, with the project scheduled to begin on January 1, 2026.

## 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

November 11, 2025 at 7:00 p.m.

Secretary Kiem made a

**MOTION:** to approve a three-year contract with Communico with implementation of its integrated mobile app, event, and room reservation platform through the RAILS Group Purchase Program for a total of \$25,500 for three years

President Renaldi seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Thiagarajan

Absent: Rusk

**Motion passed**

### ICE PROCEDURE DISCUSSION

In response to inquiries about the Library's procedures and policy in place for patron and staff safety, Director Bertucci provided a summary of procedures currently in place to guide interactions with Immigration and Customs Enforcement (ICE) personnel. Director Bertucci noted that the library receives guidance on procedures from RAILS, who has Ancel Glink on retainer to advise on such matters and disseminate information to RAILS libraries. Also noted was an ILA legislative initiative to strengthen the Library Records Confidentiality Act.

On November 17, 2025, RAILS will have representatives from Ancel Glink on hand for a Zoom session to discuss questions and concerns from RAILS libraries.

### OTHER

None

Meeting closed at 8:04 pm

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068  
Resources Committee of the Whole Meeting of the Board of Trustees  
Held in the First Floor Meeting Room of the Library  
November 11, 2025 at 7:00 p.m.

Trustee Thiagarajan called the meeting to order at 8:04p.m.

#### ROLL CALL

Trustees Present: Deepika Thiagarajan, Chair; Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnigan, Josh Kiem, Danielle Powers; Theresa Renaldi,  
Trustees Absent: Gregg Rusk  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Laura Scott, Joan Wrenn, Library staff  
Alderperson Lauren Rapisand, Gregg Rusk (via telephone)

#### APPROVAL OF MINUTES

Vice President Powers a made a

**MOTION:** to approve the minutes of October 14, 2025

President Renaldi seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnigan, Kiem, Powers, Renaldi, Thiagarajan

Absent: Rusk

**Motion passed**

#### STANDARDS DISCUSSION/PER CAPITA GRANT APPLICATION REQUIREMENTS

Annually, Illinois public libraries apply for the Public Library Per Capita Grant (PCG). The grant provides funding amounts up to \$1.475 per person in each library's service area. As part of the grant application process, the Library Director and Board of Trustees is required to review the entirety of "Serving Our Public 4.0: Standards for Illinois Public Libraries". This year, for the first time, the format for the standards has changed to an online-only resource. Resources Chair Thiagarajan assigned Standards topics to each trustee for review at the last COW meeting and tonight the trustees reported their analysis and findings on each of the standards. The library's management team has also reviewed the standards, and the Per Capita Grant application will be presented at the December COW meeting.

#### OTHER

None

Meeting closed at 8:44 pm

Vice President Powers made a

**MOTION:** to adjourn the committee of the whole meetings

Trustee Thiagarajan seconded the motion.

Voice Vote: All in favor

**Motion passed**

Meeting adjourned at 8:45 p.m.