



Notice is hereby given that the following Committees of the Library Board will meet in the  
**First Floor Meeting Room of the Park Ridge Public Library**  
20 S. Prospect Avenue, Park Ridge, IL  
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. For additional information, or to request accommodations, please contact Library Administration.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, November 11, 2025 – 7 p.m.**  
**All committees are committees-of-the-whole unless noted**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUDGET & FINANCE – Donahue and Rusk, Co-Chairs**

1. Approve Minutes of September 9, 2025
2. Budget amendment and transfers
3. ADP contract
4. Other

**BUILDING & GROUNDS – Haggerty and Powers, Co-Chairs**

1. Approve Minutes of October 14, 2025
2. Project updates
3. Other

**PLANNING & OPERATIONS – Jarnagin and Kiem, Co-Chairs**

1. Approve Minutes of October 14, 2025
2. Task calendar review
3. Days closed calendar 2026
4. Calendaring/App software recommendation
5. Library ICE procedures discussion
6. Other

**RESOURCES – Thiagarajan, Chair**

1. Approve Minutes of October 14, 2025
2. Standards discussion/Per Capita Grant application requirement
3. Other

**NO MEETINGS: COMMUNICATIONS & DEVELOPMENT, NOMINATING, PERSONNEL**

**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

September 9, 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

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

**APPOINTMENT OF COMMITTEE CHAIRS**

President Renaldi made the following appointments of committee chairs for the 2025/26 term:

Budget & Finance – Donahue and Rusk  
Planning & Operations – Jarnagin and Kiem  
Communications & Development – Renaldi  
Personnel – DeFrank  
Building & Grounds – Haggerty, Powers  
Resources - Thiagarajan

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

Trustee Rusk called the Budget & Finance Committee of the Whole meeting to order at 7:03 p.m.

**APPROVAL OF MINUTES**

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of the August 12, 2025 Budget & Finance COW

Vice President Powers seconded the motion.

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

**Motion passed**

**FY26 BUDGET AND 2025 LEVY APPROVAL**

Trustee Rusk stated that when comparing the budget and levy documents presented in the September COW packet beginning on page 4 of the packet, with those discussed at the August COW, two changes were of note. The first, due to an increase in the employer IMRF contribution rate for 2026, results in a \$5,000 increase to the Employee Benefits budget line. The second is a reduction of \$2,000 in the Library Resources budget line. Further noted was that budgeted Revenue and Capital spending amounts are unchanged from the prior month's documents. Trustee Rusk asked if there were any questions on the FY26 Budget and 2025 Levy, as presented. Hearing none,

Trustee Rusk made a

**MOTION:** to approve the FY 26 Budget in the amount of \$5,800,000

Treasurer Donahue seconded the motion.

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

**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

September 9, 2025 at 7:00 p.m.

Trustee Rusk made a

**MOTION:** to approve the 2025 Levy in the amount of \$4,336,721

Trustee Thiagarajan seconded the motion.

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

**Motion passed**

**CORPORATE RESOLUTION/MICHEL TRUST UPDATE**

Director Bertucci explained that Northern Trust is requiring a corporate resolution in order to close out funds held in the Michel Trust. Funds from the trust will be used to purchase patron and staff PCs with the remainder of funds being invested for future technology needs. Secretary Kiem suggested that references to the Library's Investment and Payment for Goods and Services policies be referenced in the resolution. Director Bertucci will make the suggested edits and approval will be listed under New Business on the agenda for next week's Board meeting.

Trustee Rusk made a

**MOTION:** to approve a Corporate Resolution for Northern Trust – Michel Trust, as amended

President Renaldi seconded the motion.

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

**Motion passed**

**OTHER**

Trustee Thiagarajan inquired about the timing for issuance of Cook County property tax bills. Director Bertucci replied that she is monitoring the situation daily and there has not yet been a date announced for issuance.

Meeting adjourned at 7:21 p.m.



# Memorandum

**Memo Date:** November 6, 2025  
**From:** Joanna Bertucci, Library Director  
 Joan Wrenn, Finance/HR Manager  
**Meeting Type:** Budget & Finance Committee of the Whole Meeting  
**Meeting Date:** November 11, 2025  
**Action Requested:** For Approval  
**Subject:** FY25 Budget Amendment

**Background:**

The FY25 Budget for Computer Equipment (201-5011-990800) was increased from \$50,000 with February 18, 2025 Budget Amendment to Carry Forward \$86,919.00 from the FY24 Computer Equipment Budget. The revised budget of \$136,919 was set to purchase computers for the library and staff. We are allocating \$150,000 of the Michel Trust (\$223,095.30 as of Sept. 30, 2025) to cover the costs of new PCs and installation for the library. The Michel Trust was with Northern Trust Bank. It was established for Technology expenses for PRPL. This Budget Amendment will cover the \$13,081 necessary in the budget line to pay the remaining invoices. The Michel Trust funds will be deposited in the Revenue-Contributions account (201 875500) of the Library Fund.

BUDGET LINE	BUDGET LINE DESCRIPTION	BUDGET BEFORE AMENDMENT	AMENDMENT	BUDGET AFTER AMENDMENT
201-5011-990800	Admin – Computer Equipment	\$136,919	\$13,081	\$150,000

**Recommended Motion:**

Amend the FY25 Operating Budget to increase Administration-Computer Equipment by \$13,081 to Modified Budget of \$150,000.



# Memorandum

**Memo Date:** November 6, 2025  
**From:** Joanna Bertucci, Library Director  
Joan Wrenn, Finance/HR Manager  
**Meeting Type:** Budget & Finance Committee of the Whole Meeting  
**Meeting Date:** November 11, 2025  
**Action Requested:** For Approval  
**Subject:** FY25 Budget Amendment

**Background:**

Annually in December, we present a funding request to the Friends of the Park Ridge Public Library Board. The Friends provide an estimated funding amount ahead of this meeting and we work with the Management Team to develop and prepare our request. At the December 2024 meeting, Friends recommending they give us another \$1,500 for a staff event (like the BBQ in 2024). We were thrilled and hosted the Annual Family Fun Night this year on September 26. This was offered after the 2025 Budget was approved.

In order to accommodate the Family Fun Night expenditures, Library Administration has identified the budget line that requires an amendment.

BUDGET LINE	BUDGET LINE DESCRIPTION	BUDGET BEFORE AMENDMENT	AMENDMENT	BUDGET AFTER AMENDMENT
2015011 951103	Administration – Staff Appreciation	\$3,000	+\$1,500	\$4,500

**Recommended Motion:**

Amend the FY25 Operating Budget to increase Administration- Staff Appreciation by \$1,500 to \$4,500.



# Memorandum

**Memo Date:** November 6, 2025  
**From:** Joanna Bertucci, Library Director  
 Joan Wrenn, Finance/HR Manager  
**Meeting Date:** November 11, 2025  
**Subject:** Budget Transfer  
**Requested:** Approval

**Request:**

Transfer funds in Administration budget to accommodate Data Processing expenses through the end of the year.

<b>TRANSFER FROM:</b>			
BUDGET LINE		BUDGET LINE DESCRIPTION	AMOUNT
201-5011-952000		ADM - Materials (Computer)	(\$17,000)
201-5011-951003		ADM-Off Supplies Furnishings	(\$8,000)
		<b>TOTAL</b>	<b>(\$25,000)</b>
<b>TRANSFER TO:</b>			
BUDGET LINE		BUDGET LINE DESCRIPTION	AMOUNT
201-5011-931700		ADM - Library Data Processing	\$ 25,000
		<b>TOTAL</b>	<b>\$ 25,000</b>

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	%USED
2015011	952000	Adm - Material (Computer)	33,500	16,500	15,882.76	617.24	96.26%
2015011	951003	Adm - Off Supp Furnishings	73,500	65,500	25,526.44	39973.56	61.03%
2015011	931700	Adm - Library Data Process	185,000	210,000	175,260.23	34,769.77	83.46%

**Recommended Motion:**

Approve the FY25 Operating Budget Transfer from Administration-Materials \$17,000 and Administration-Office Supplies Furnishings \$8,000, to Administration-Data Processing Services in order to fulfill the End of Year expenses of an additional \$25,000.



# Memorandum

**Memo Date:** November 5, 2025  
**From:** Joan Wrenn, Finance & HR Manager  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** November 11, 2025  
**Action Requested:** For Approval  
**Subject:** Payroll Services contract for 2026-2029

## Background:

The Payroll Services Contract for PRPL is currently held with ADP and is set to expire on January 3, 2026. In preparation for securing a more advantageous agreement, I researched three different payroll service providers and am sharing the results of my negotiations below.

Based on the evaluation of available payroll service providers, it is recommended that PRPL renew its contract with ADP for an additional three years. After significant negotiations, ADP presented a highly cost-effective proposal, offering savings of approximately **\$13,000** compared to the **current contract with PRPL \$26,797.10** and about **\$3,500 - \$5,000 less** than competing bids annual expenses. Renewing the contract will ensure continuity of service, alleviate transition costs (\$1,500 - \$2,500, respectively), and maintain compliance with all payroll and tax reporting requirements.

Payroll Processing Comparisons			2025
Company	Annual Expense	One Time Fees	Total
Paylocity	\$18,765.72	\$2,500	\$21,265.72
Paychex	\$17,246.11	\$1,500	\$18,746.11
ADP	\$13,724.80	0	\$13,724.80

ADP's Price Guarantee period will be as follows:

Year#	Guaranteed Price Period	Increase %	Increase Date	Cost
1	01.04.2026 to 01.03.2027	0.00%	01.04.2026	\$13,724.80
2	01.04.2027 to 01.03.2028	0.00%	01.04.2027	\$13,724.80
3	01.04.2028 to 01.03.2029	1.00%	01.04.2028	\$13,862.05
<b>Total Contract Cost</b>				<b>\$41,311.65</b>

The proposed renewal involves **no transition expenses**, offers total savings through our 3 year contract of **\$39,079.65**, and ensures a **seamless experience for employees**, making this the most advantageous option for the Park Ridge Public Library.

## Recommended Motion:

To approve the contract with ADP effective date 01/04/2026 to expiration date 01/03/2029. Total cost for the 3 years of Payroll Services with ADP to be \$42,000.

**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

October 14, 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, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renaldi, Deepika Thiagarajan

Trustees Absent: Kevin Haggerty, Gregg Rusk

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

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

Trustee Powers called the 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 meeting

Trustee Thiagarajan seconded the motion.

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

Absent: Haggerty, Rusk

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project status memo appearing on page 3 of the packet noting the status of projects currently underway. Highlights include:

- All staff PCs have been replaced, and OSG is currently finishing up deployment of patron PCs. The onboarding phase of the transition to OSG ends on Friday 10/17 at which time the library will have one dedicated support person.
- The HVAC project is continuing with boiler inspections completed. The contractor is now assembling and installing the air handling unit and a portion of the first floor meeting room has been allocated to facilitate that work. Mr. Priala led the Board on a tour of the first floor mechanical room so that they could see the work that has been completed.

**OTHER**

President Renaldi noted the City Council's decision to have the Park Ridge Farmers market remain in its current location for next year. Director Bertucci noted that during the Council's deliberations, Alderpersons Rapisand and Steinfelds were supportive of the library's concerns regarding the possible relocation of the market to the Taste of Park Ridge location.

Meeting was adjourned at 7:12 p.m.



# Memorandum

**Memo Date:** November 7, 2025  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** November 11, 2025  
**Subject:** Building Project Updates

Project	
<b>HVAC Replacement Project</b>	<p><b>The HVAC project continues to progress.</b></p> <p>Installation of AHU #2 is now complete. Contractors are currently connecting ductwork from the new unit in the mechanical room to the areas it serves throughout the library. To allow full access to the ceiling space for this work, Technical Services staff were temporarily displaced for several days in late October and early November.</p> <p>Unfortunately, we have experienced a few setbacks with the new boilers. The boilers were activated in mid-October as overnight temperatures began to drop into the forties. After a few hours of operation, Mr. Priala observed water leaking from all three units. Following coordination among the contractors, Elara's engineers, and technicians from the manufacturer (Lochinvar), the issue was traced to an installation error at the connection point between the water lines and the units. We are working on scheduling the necessary repairs.</p>
<b>Ice Melt System</b>	<p>Representatives from the Library, Green Associates, and 20/10 Engineering met with Building Technology Consultants on October 24 to review their report. The full report is appended to this memo for your reference. Recommendations #1 and #2 (outlined on page 6) will be completed in the coming weeks, while Recommendations #3 and #4 remain under consideration. The general consensus is that the ice melt system is functioning as designed, though it may not be the sole effective solution given the architecture of our roof.</p>



October 9, 2025

*Via E-Mail: [ajose@greenassociates.com](mailto:ajose@greenassociates.com)*

Mr. Andrew Jose  
Green Associates  
1437 Harmony Court  
Itasca, Illinois 60143

Re: Evaluation of Snow Melt System at  
Park Ridge Public Library, Park Ridge, Illinois  
BTC Project No. 25-164

Dear Mr. Jose:

As authorized by execution of our proposal dated June 13, 2025, Building Technology Consultants, Inc. (BTC) has performed an evaluation of the snow melt system at Park Ridge Library. This report outlines the findings of our evaluation.

## 1 BACKGROUND INFORMATION

The Park Ridge Public Library (PRPL) is a multi-story building. The original library building was constructed in 1958, and an addition was later constructed in 1978. The exterior of the building is primarily clad with brick masonry. The building has two different types of roofs. Portions of the building, primarily around the outer perimeter, are covered with a steep-slope slate roofing system. However, most of the roof surfaces are low-slope and covered with a single-ply thermoplastic roofing membrane system, which was designed by Green Associates, and was installed in 2012.

It is our understanding that snow drifting and ice damming issues had been reported along the steep-slope roofing system, and that in 2019, Green Associates and their electrical engineer, 2010 Engineering Group, designed an ice melt system that was later installed in the fall of 2019. We understand that since its installation, the ice melt system has not performed as expected. Our assistance was requested to evaluate the performance of the ice melt system.



Mr. Andrew Jose  
BTC Project No. 25-164  
October 9, 2025  
Page 2 of 7

## **2 SCOPE OF WORK**

Our scope of work was as follows:

### **2.1 Background Review**

1. Obtained and reviewed copies of relevant project documents related to the original construction of the buildings, roofs, and the ice melt system.

### **2.2 Field Investigation**

1. Performed a site visit to visually review the roof surfaces from a manlift, provided by others, and to evaluate existing conditions and construction details.
2. Visually reviewed ice melt system components and adjacent roofing system accessories such as the existing slate, gutters, downspouts, etc.
3. Worked with an electrical contractor to test and confirm proper operation of the controllers and sensors.
4. Performed a brief visual review of the interior in select locations to assess adjacent roof, soffit, and attic configurations.

### **2.3 Analysis and Report**

1. Analyzed field observations to evaluate the overall condition of the ice melt system and the appropriateness of the system.
2. Prepared this brief written report outlining our findings, conclusions, and recommendations.

## **3 DOCUMENT REVIEW**

The following documents were provided to BTC for review:

1. 2019 Roof Snow Melt System Construction Documents, prepared by Green Associates, dated August 16, 2019.



Mr. Andrew Jose  
BTC Project No. 25-164  
October 9, 2025  
Page 3 of 7

2. Field Report prepared by Green Associates, dated November 4, 2019.
3. Field Report prepared by Green Associates, dated April 30-May 1, 2024.
4. Field Report prepared by nVent, dated April 30, 2024.
5. Additions and Alterations Drawings, prepared by Wendt Cedarholm Tippens Architects and Planners, dated June 8, 1976.
6. Various submittals for the ice melt system and related components.

## **4 FIELD OBSERVATIONS**

Our field investigation was performed on August 11, 2025. Mr. Charles Sietmann of BTC performed our field observations. The following is a summary of our findings. Referenced photographs are included in Appendix A.

During our field observations, BTC was accompanied by Mr. Andrew Jose of Green Associates. Additionally, a worker from Richmond Electric provided assistance with the testing. Others present included John Priala, PRPL building engineer, Joe Quinlan of Q First, Inc., Paul Krajewski of Thomas Sales, Inc., and Rudy Ruelas of 20/10 Engineering Group, LLC. Attorneys Matt Gardner of Robbins Schwartz and Greg Bird of Scott & Kraus, LLC were also present for a portion of the field investigation.

### **4.1 Exterior and Interior Observations**

Access to the exterior side of the mansard roof was provided to review the installation of the ice melt system. The following observations were made during the exterior review:

1. An ice melt system, consisting of heat trace cables looped along the eaves of the slate roof, was observed to be present along the south, west, and northwest ends of the roof. The cables extended up the valleys located above the south entrance (Photos 1 and 2). The cables also extended into the downspouts (Photo 3).
2. The cables were held in place along the roof and gutters using aluminum clips. At several locations, the cables had become displaced from the clips (Photos 4 through 7). At 2 locations, clips had become displaced from the gutter (Photos 8 and 9).



Mr. Andrew Jose  
BTC Project No. 25-164  
October 9, 2025  
Page 4 of 7

3. At the north end of the west gutter, several cables looped in the gutter and were not secured (Photos 10 and 11).
4. In some locations, the cables did not make contact with the slate surfaces immediately above the gutters (Photo 12).
5. Along the west gutter and at the north gutter, dirt build-up was observed in the gutter, suggesting that the gutter may not have sufficient slope at these locations (Photos 13 through 15). However, at the time of our visit, little water was observed within the gutter.
6. The heat trace cables extended up onto the upper low-slope roof, run through junction boxes and conduit to where the roof penetrations and sensors were located (Photo 16).
7. Along the eaves of the mansard roofs, no ventilation was observed 361 (Photo 17). Within the attic, ventilation was observed to be achieved via a vented cupola at the southeast corner of the roof (Photos 18 and 19).

## 4.2 Testing

The junction box at each rooftop location was opened and reviewed. Inside the junction boxes, the connections appeared to be intact, and there was no visible evidence of moisture or other damage (Photo 20). While open, and with the assistance of Richmond Electric, Q First, Inc. performed megger ohm testing of the ice melt system (Photo 21). This type of testing is used to prevent electrical faults, short circuits, and equipment damage by detecting deteriorated insulation early. A megger was used to apply voltage across the insulation, measuring the resistance in ohms. Healthy insulation typically shows very high resistance. Low resistance indicates possible leakage paths or insulation failure. At each location tested, proper resistance was observed.

To test the functionality of the ice melt system and to ensure proper reconnection, the sensors were manually adjusted one by one, and the controllers were each tested. The controllers were monitored from the building interior (Photo 22). The system performed properly by turning on its associated zones, and the entire control system was tested and passed. The controls were fully functional during each test. In addition to this testing, amperage testing was performed to measure the current draw of the system to ensure that it was operating safely and within design limits. To perform this testing, the power to the system was turned



Mr. Andrew Jose  
BTC Project No. 25-164  
October 9, 2025  
Page 5 of 7

off and a clamp-on ammeter was secured around the line conductor supplying the ice melt cables at each circuit. The system power was then turned on in its normal operating mode. Amperage readings are shown in Appendix B – Amperage Test Results. The initial inrush ranged from 9 to 17 amps and then stabilized to steady operating currents between 5 to 10 amps. It should be noted that values can vary by manufacturer, voltage, and cable type and length. On a warm, sunny day, the inrush can vary, and will typically be lower because the cable is already warm. Additionally, long cable runs heat unevenly, so different portions of the run may alter the measured current. These readings correlated with a healthy system, with steady readings within the expected values for each zone.

## **5 CONCLUSIONS AND RECOMMENDATIONS**

The type of ice melt system installed at PRPL is a common type of system and can be an effective ice control solution, helping prevent ice dams, icicles, and hazardous buildup on roofs and gutters. The heat trace cable system is the most common type of ice melt system. It is also the most economical when compared to other alternatives, such as a heated metal panel system or a hydronic system. The installed system is considered a targeted application when it is installed only where needed, such as at gutters, downspouts, or other problem roof areas. The automated operation of this system reduces the need for manual intervention, making this system an appropriate choice for the ice melt operations.

Ice melt systems do have limitations, with most having limited effectiveness in heavy snow. Also, they work best as a preventive measure, not a solution for extreme snow loads or poorly insulated or poorly ventilated roofs. Ice damming is a phenomenon that occurs with lack of proper insulation or ventilation when warm air from inside the building escapes into the attic, warming the underside of the roof. This causes snow on the upper portion of the roof to melt. The meltwater then flows down to the colder eaves along the gutters, which remain below freezing, and then refreezes, forming a ridge of ice. Over time, this ice dam traps additional meltwater, which can then back up under shingles, leak into the structure, and cause damage to the underlying components.

In general, the ice melt system appeared to function as intended, with no evidence of issues with the electrical components. Additionally, the system appeared to be installed as originally designed, with some minor noted displacement of the cables and clips. Like most roofing-related components or exterior elements, routine maintenance is required. Ice melt cables and connections must be inspected regularly to ensure safe and proper operation. This



Mr. Andrew Jose  
BTC Project No. 25-164  
October 9, 2025  
Page 6 of 7

includes ensuring that the cables are properly secured within the designated clips. At a minimum, BTC recommends the following:

1. Ice melt cables shall be reattached where dislodged from their securement clips, ensuring proper placement of the cable. Displaced clips shall be reattached. Reattachment will require proper cleaning of the substrates as necessary.
2. Further evaluation of the ice melt system should be performed during colder weather using an infrared camera. The infrared camera can further confirm proper operation and may show areas that are underperforming. Infrared readings during cold weather will further indicate that the temperature of the cables is appropriate to perform as required of an ice melt system of this type.
3. Installation of snow retention devices on the steep-slope roofs will help drifting and may also help with ice damming by holding snow in place rather than allowing large sheets to slide off all at once. By keeping snow distributed across the roof surface, the snow retention system can reduce sudden melt and runoff that would otherwise concentrate at the cold lower edge. Additionally, a snow retention device allows heat and sunlight to melt snow more gradually, minimizing the volume of water reaching the eaves at once. By decreasing ice buildup along the gutters and lower slopes, it reduces the chance of water backing up under slate shingles. BTC recommends that PRPL consider adding a section of snow retention in a test area at the main entry. The retention system may address the potential issues stemming from the attic ventilation. It's possible that this test area can be implemented and evaluated prior to this winter season. The performance of the snow retention system could be assessed first since the cost of attic improvements may be significant, and the retention system be adequate without further repairs being required.
4. Ice melt cables are designed to create channels in ice for water to drain, not to address the root cause of ice damming, which, as previously indicated, is often the result of heat loss and poor ventilation. Even with the cables, persistent ice dams may still form if warm attic air continues to drive uneven melting at the roof and gutters above. Although BTC did not perform an exhaustive review of the attic space, it appears that ice damming could be the result of poor ventilation. If other recommendations, including installation of the snow retention devices, are not entirely effective, improved insulation and ventilation can be provided to help improve the overall performance of the ice melt system. However, it should be



Mr. Andrew Jose  
BTC Project No. 25-164  
October 9, 2025  
Page 7 of 7

noted that mansard roofs, combined with low-sloped roofs, can be difficult to properly ventilate. This is exacerbated by the presence of the inlay gutter along the eaves. Creating a continuous airflow along the eaves will keep the roof deck cooler, reducing uneven snow melt, and will help to reduce the potential for ice damming. This will require that additional insulation be provided in the attic space below, while maintaining the ventilation.

## 6 CONCLUDING REMARKS

Please note the following regarding the opinions expressed in this report:

1. They are based on project-specific information available to us at the time of this writing and the scope of work performed to date. It is possible that additional documents and/or investigations will reveal more information. We will take such additional information into consideration and may supplement or modify our opinions as a result of such additional information.
2. They are based on our education, experience, field observations, observations by other BTC employees, photographs and samples retrieved in the field, field notes; observations, photographs, reports and analysis by others; and the content of BTC's project files and technical information library.
3. They are based on a reasonable degree of roof consulting certainty.

We appreciate the opportunity to be of service to you. If you have any questions or if we can be of further assistance, please do not hesitate to call.

Sincerely,

**Building Technology Consultants, Inc.**

A handwritten signature in black ink, appearing to read 'Charles T. Sietmann', written over a horizontal line.

Charles T. Sietmann, RRC, RRO, REWO, CCCA, CIT  
Principal – Building Enclosures

Attachment: Appendix A – Field Photographs  
Appendix B – Amperage Test Results



**APPENDIX A**  
**FIELD PHOTOGRAPHS**



Photo 1 – The cables extended up the valleys located above the south entrance.



Photo 2 – The cables extended up the valleys located above the south entrance.



Photo 3 – The cables also extended into the downspouts.



Photo 4 – At several locations, the cables had become displaced from the clips.



Photo 5 – At several locations, the cables had become displaced from the clips.



Photo 6 – At several locations, the cables had become displaced from the clips.

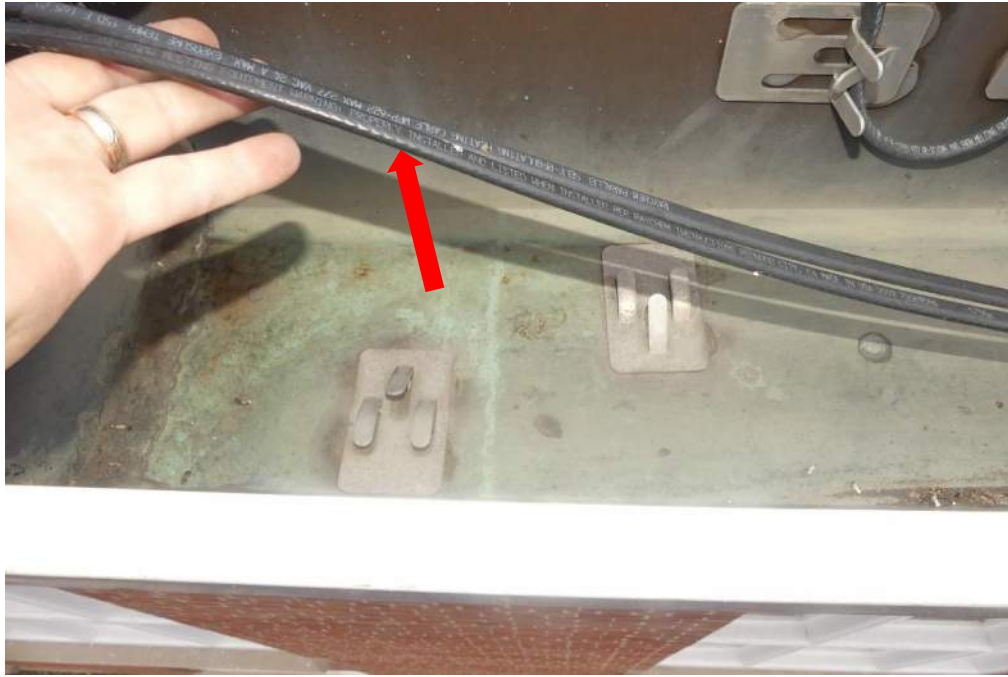


Photo 7 – At several locations, the cables had become displaced from the clips.



Photo 8 – At 2 locations, clips had become displaced from the gutter.



Photo 9 – At 2 locations, clips had become displaced from the gutter.



Photo 10 – At the north end of the west gutter, several cables looped in the gutter and were not secured.



Photo 11 – At the north end of the west gutter, several cables looped in the gutter and were not secured.



Photo 12 – In some locations, the cables did not make contact with the slate surfaces immediately above the gutters.



Photo 13 – Along the west gutter and at the north gutter, dirt build-up was observed in the gutter, suggesting that the gutter may not have sufficient slope at these locations.



Photo 14 – Along the west gutter and at the north gutter, dirt build-up was observed in the gutter, suggesting that the gutter may not have sufficient slope at these locations.



Photo 15 – Along the west gutter and at the north gutter, dirt build-up was observed in the gutter, suggesting that the gutter may not have sufficient slope at these locations.

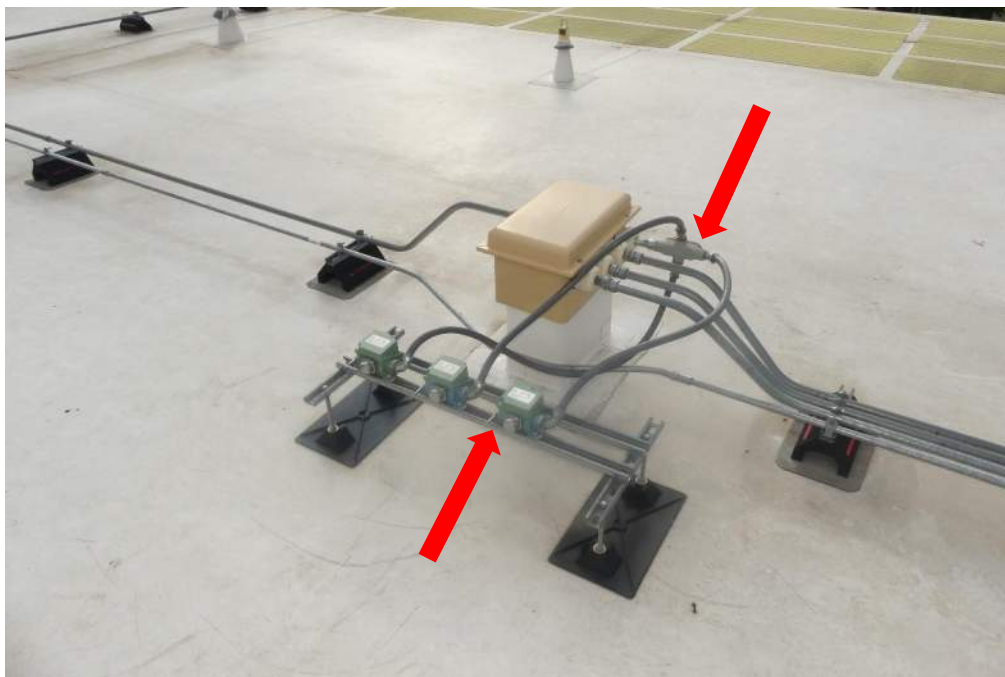


Photo 16 – The heat trace cables extended up onto the upper low-slope roof, ran through junction boxes and conduit to where the roof penetrations and sensors were located.



Photo 17 – Along the eaves of the mansard roofs, no ventilation was observed.



Photo 18 – Within the attic, ventilation was observed to be achieved via a vented cupola at the southeast corner of the roof.



Photo 19 – Within the attic, ventilation was observed to be achieved via a vented cupola at the southeast corner of the roof.

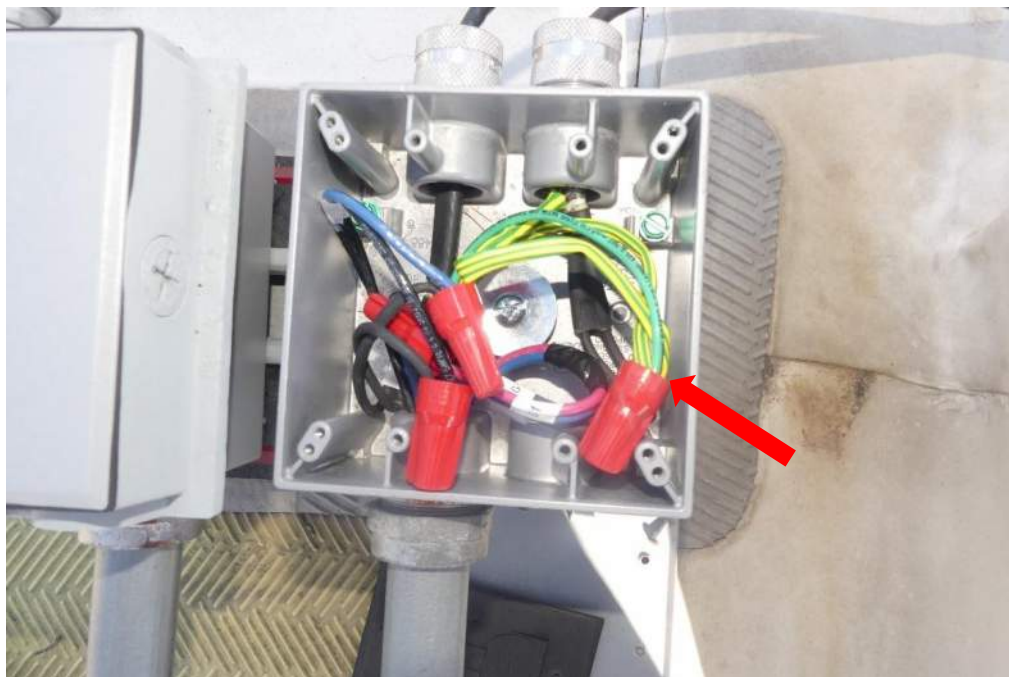


Photo 20 – Inside the junction boxes, the connections appeared to be intact, and there was no visible evidence of moisture or other damage.

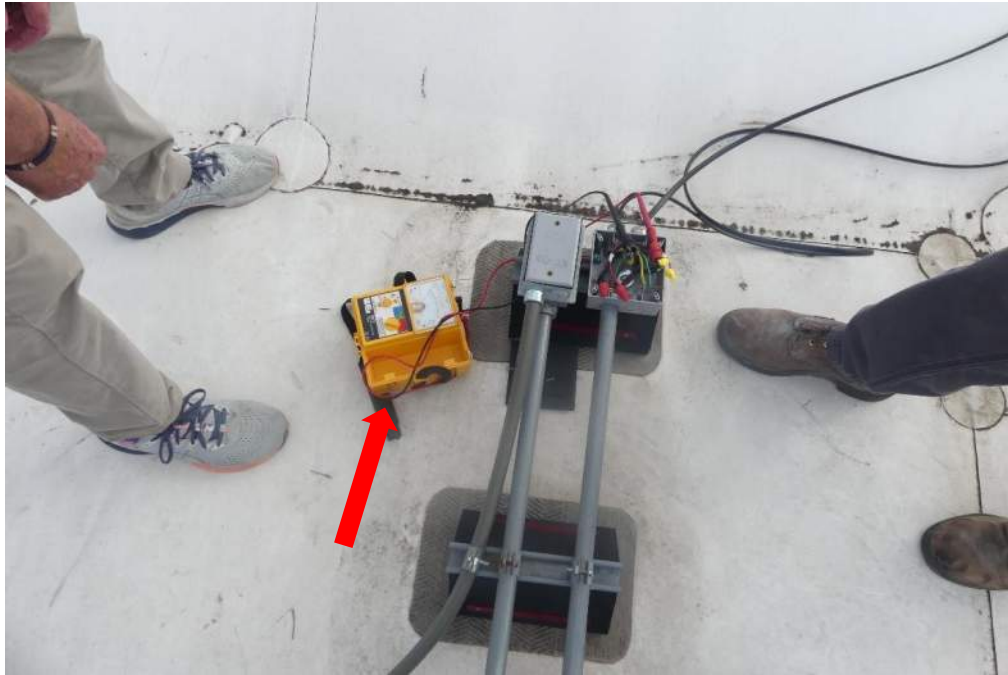


Photo 21 – While open, and with the assistance of Richmond Electric, Q First, Inc. performed megger ohm testing of the ice melt system.



Photo 22 – The controllers were monitored from the building interior.



**APPENDIX B**  
**AMPERAGE TEST RESULTS**

# Amperage Test Results

**Project Name:** Evaluation of Snow Melt System  
**Description:** Park Ridge Public Library

**Project No.:** 25-164  
**Date:** October 9, 2025

Controller	Initial Inrush Amperage	Stablized Amperage
Zone AA	14 amps	6-7 amps
Zone AB	15 amps	7-10 amps
Zone AC	15 amps	7-8 amps
Zone AD	13 amps	6-10 amps
Zone AE	10 amps	5-7 amps
Zone AF	13 amps	6-10 amps
Zone AG	9 amps	5-6 amps
Zone AH	17 amps	6-9 amps
Zone AI	16 amps	7-12 amps

## 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

October 14, 2025 at 7:00 p.m.

The meeting was called to order by Trustee Jarnagin at 7:12 p.m.

#### ROLL CALL

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

Trustees Absent: Kevin Haggerty, Gregg Rusk

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

#### APPROVAL OF MINUTES

President Renaldi made a

**MOTION:** to approve the minutes of September 9, 2025

Trustee Donahue seconded the motion.

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

Absent: Haggerty, Rusk

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Trustee Jarnagin reviewed tasks listed for October on the annual task calendar noting that all are either in progress or completed. Noted was the upcoming Friends of the Library dine and share event scheduled for October 23, 2025.

#### LOFT FURNITURE PURCHASE APPROVAL

Director Bertucci noted that this proposed purchase exceeds her spending authority under Board policy, so the proposal is being presented to the Board for its approval. The memo on page 7 of the packet details the considerations made while selecting this furniture for the Loft. President Renaldi asked if there were any concerns about making this purchase prior to the space audit that is planned, and Director Bertucci replied that because the unit is mobile, it could be easily repurposed or relocated if necessary.

Trustee Thiagarajan made a

**MOTION:** to approve the purchase of three mobile display units for the Teen Loft from The Library Store, in the amount of \$10,896.68, from the Furniture budget.

Trustee Jarnagin seconded the motion.

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

Absent: Haggerty, Rusk

**Motion passed**

#### THIRD WAY SPACES CONTRACT REVIEW

Director Bertucci reviewed the memo on this subject which appears on page 9 of the packet. The proposal is that the library, in consultation with Third Way, Inc. undertake space audit with the goal of developing actionable, affordable recommendations for how space in the building might be better utilized. This audit would

## 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

October 14, 2025 at 7:00 p.m.

serve to support the strategic plan goal of optimizing spaces. Discussion ensued among the committee members with regard to planned logistics of the study. The issue of travel expenses for the consultant was discussed as the proposal cost of \$13,500 does not include them. It was the consensus of the committee that a “not to exceed” amount be included in the motion to approve that would cap travel expenses.

Secretary Kiem made a

**MOTION:** to enter into a contract with ThirdWay Space, Inc. with an amount not to exceed \$15,000, including travel expenses, to be paid from the FY26 Consulting budget  
Trustee Thiagarajan seconded the motion.

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

Absent: Haggerty, Rusk

**Motion passed**

### KUPJACK MINIATURE DISCUSSION

Pages 14 – 24 of the packet contain information regarding the Kupjack miniature that the library owns. This item, created by Eugene Kupjack, a renowned miniaturist who worked in the Chicagoland area during the 1930’s, and whose other miniature creations are in the permanent collection of the Art Institute of Chicago, was donated to the Library in 1994. The miniature room was on display in the Library until 2023 when a required structural project eliminated the space where it was housed. The Kalo Foundation has approached the Library to explore the possibility of the Library loaning the display for a potential exhibition.

If the Library Board supports the idea of a loan, Library Administration proposes the following actions: 1) appraisal of the piece 2) legal review in order to draft a loan agreement 3) insurance consultation to understand the implications of loaning the artwork and 4) discussions with Kalo to coordinate logistics and expectations.

Discussion ensued among the committee members with respect to the action plan proposed by Administration and the costs that would be incurred for each of the required action items. It was agreed that additional information be gathered by staff with regard to costs, the possibility of a cost sharing agreement with Kalo, and other possible implications, and that the findings be brought back to the committee for further consideration.

### OTHER

None

Meeting closed at 7:47 pm



## BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY25

### NOVEMBER 2025

- City Council Budget Workshop Monday, 11/17 @ 7 PM
- Review Per Capita Grant requirements
- Approve 2026 Days Closed schedule
- Library Director annual review – closed session
- Semiannual minutes review - closed session
- Policy review

### DECEMBER 2025

- Approve Per Capita Grant request
- City Council Approves Budget & Levy, First Reading Monday, 12/1 @ 7 PM
- Library Director annual review

## BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY26

### JANUARY 2026

- Policy review
- Issue new policy manuals to Trustees

### FEBRUARY 2026

- Budget carry forwards from FY25
- Statistical collection review and discussion

### MARCH 2026

- Annual Library Certification due to State Library
- Receive FY Annual report (IPLAR)
- Policy review

### APRIL 2026

- National Library Week
- Receive FY25 Annual report (Marketing)
- Cyber security presentation – April COW Mtg.
- Personnel Committee: Library Director Evaluation form

### MAY 2026

- Statement of Economic Interest due to Cook County
- FY25 audit field work
- Nominating committee appointments
- Policy review

### JUNE 2026

- Approve CCS and OCLC annual fees
- Approve Non-resident library card resolution

### JULY 2026

- B&F check-in/levy forecast
- Discuss FY27 budget goals and levy forecast
- Annual trustee and staff anti-harassment training
- New Trustee orientation

### AUGUST 2026

- Nominating Cttee. Meeting
- Welcome new and reappointed trustees
- Election of officers
- Approve FY27 salary plan
- Review budget assumptions for City-provided services
- FY25 Audit presentation

### SEPTEMBER 2026

- Board committee chairs assigned
- Approve FY27 draft budget
- Approve 2026 Levy request
- Recognize former trustees

### OCTOBER 2026

- National Friends of the Library week
- Per Capita Grant requirements assigned

Updated October 30, 2025



# Memorandum

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**Memo Date:** October 28, 2025  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** November 11, 2025  
**Action Requested:** For discussion and approval  
**Subject:** 2026 Days Closed Calendar

**Background:**

Included for review and discussion in the November COW packet is the draft 2026 Park Ridge Public Library Days Closed calendar. This calendar has been developed based on how the holidays fall in 2026 and is in alignment with the Library's holiday leave time policy.

I respectfully request that the Board authorize the Library Director to also close the library building to the public on Friday, January 30, 2026, to host an all-staff training day.

**Recommended Motion:**

Approve the 2026 Days Closed Calendar



<b>2026 Days Closed Calendar</b>		
Thursday, January 1	New Year's Day	Library Closed Paid Holiday
Friday, January 30	Staff Training Day	Library Closed to the public Staff who attend are paid
Sunday, April 5	Easter	Library Closed Unpaid Holiday
Sunday, May 24	Day Before Holiday	Library Closed Unpaid Holiday
Monday, May 26	Memorial Day	Library Closed Paid Holiday Memorial Day Parade
Friday, June 19	Juneteenth	Library Closed Paid Holiday
Friday, July 3	Day Before Holiday	Library Closes at 6 pm
Saturday, July 4	Independence Day	Library Closed Paid Holiday <i>Comp day for FT employees</i>
Sunday, September 6	Day Before Holiday	Library Closed Unpaid Holiday
Monday, September 7	Labor Day	Library Closed Paid Holiday
Wednesday, November 25	Day Before Holiday	Library Closes at 6 pm
Thursday, November 26	Thanksgiving Day	Library Closed Paid Holiday
Thursday, December 24	Winter Holiday	Library Closed Paid Holiday
Friday December 25	Winter Holiday	Library Closed Paid Holiday
Thursday, December 31	New Year's Eve Day	Library Closed Paid Holiday



# Memorandum

Memo Date: November 4, 2025  
 From: Joanna Bertucci, Library Director  
 Meeting Type: Planning and Operations Committee of the Whole  
 Meeting Date: November 11, 2025  
 Action Requested: For discussion  
 Subject: Calendar/APP software recommendation

## Background

As part of the Library’s Year One Strategic Plan initiatives, staff identified the launch of a mobile app as a key project to advance our goal of investing in technology and improving digital access and ease of use. Following strong interest expressed during the June 2, 2025, Strategic Plan Retreat, where a mobile app ranked as the top new service priority, I began exploring potential vendors. Initial research showed that our current calendar platform, LibCal, is incompatible with most mobile app solutions designed to integrate program calendars and online collections within a single, user-friendly interface. To address this, we sought an all-in-one platform that could meet both staff and patron needs. An interdepartmental evaluation team—comprising Sarah Vessalo (Adult Services), Jen Healy (Marketing), Sara Trivedi (Administrative Services), and Alyssa Barrett (Youth Services)—reviewed three vendors recommended by our consultants and peer libraries: Communico, BiblioCommons, and Solus. The following summary outlines the team’s findings for each. All vendors offer customizable graphics, fonts, and color schemes to ensure the app aligns seamlessly with our branding guidelines.

## Communico

Pros	Cons
<p>The Communico platform offers integrated solutions within a single app environment, providing the ability to easily create programs, customize registration forms, and track changes across multiple users, but with notable advancements. Each event automatically generates a QR code and printable brochure for patrons or staff, making promotion and access easier. Communico offers text reminders and easy Zoom integration, which would expand our reach and make hybrid programs easier to schedule and easier for patrons to attend.</p> <p>The <b>Reserve</b> module for room and asset booking is particularly impressive, offering fully customizable options for each space, including setup and teardown times, an area that would represent a significant improvement over our current process.</p> <p>Finally, we’re hopeful that <b>Challenge</b>, a forthcoming feature expected in December 2025, will serve as a replacement for Beanstack, allowing us to bring event management, reservations, and reading programs together under one cohesive platform.</p>	<p>The team did not identify any drawbacks to the Communico platform.</p>



# Memorandum

## Bibliocommons

Pros	Cons
<p>The BiblioCommons suite offers most core functions within a single, integrated app experience. <b>BiblioApps</b> provides a patron-facing mobile app for both iOS and Android devices, while <b>BiblioEvents</b> supports comprehensive event and program management, allowing patrons to easily browse, register, and engage with Library programs directly through the app.</p> <p>In 2026, <b>CCS</b> will transition to the BiblioCommons discovery layer, which would create a seamless experience between desktop catalog searching and the mobile environment.</p>	<p>While we appreciated certain features of the BiblioCommons app, such as the option to add a library card to Apple or Android Wallet, the requirement to log in before accessing any part of the app poses a significant usability concern. Since our goal in implementing a mobile app is to make library services more accessible, requiring users to log in immediately could create a barrier.</p> <p>Additionally, BiblioCommons does not include a reservation system for meeting rooms or other library assets, meaning we would need to continue using LibCal to manage those functions.</p>

## Solus

Pros	Cons
<p>The Solus platform, developed by Innovative Interfaces, offers an integrated mobile app solution designed to connect directly with the library's catalog and patron records. The app provides access to account management, digital collections, and event listings through a patron-facing interface available for both iOS and Android devices.</p>	<p>Solus initially appeared to be a natural fit given its integration with our catalog and patron records. However, we quickly found that its program registration functionality is too closely tied to library barcodes. Many of our programs, particularly for children, do not require a library card to register, and Solus offers no workaround for this limitation within either the app or the desktop calendar. As a result, patrons would need to call the library to register, which undermines the goal of providing a convenient, self-service mobile experience.</p> <p>Additionally, registration forms cannot be customized beyond a single open text field, and options to collect additional participant information are limited.</p> <p>The overall event calendar design, essentially a text-based list with minimal graphics, felt like a step backward from our current interface.</p> <p>Finally, the room reservation system mirrors the same limitations we currently have with LibCal, requiring patrons to often call or use a separate online form for assistance since room bookings are not handled separately from event scheduling, which would again lead to overlapping reservations.</p>



# Memorandum

## Cost comparison

Communico	Bibliocommons	Solus
<p>Through the RAILS Group Purchase Program, Communico is offering discounted pricing to participating member libraries, including a waiver of their <b>\$4,250 implementation fee</b>. The cost would be <b>\$8,500 per year</b> for three years, for a total investment of <b>\$25,500</b>.</p> <p>By moving to Communico, the Library would be able to discontinue LibCal, resulting in <b>annual savings of approximately \$1,900</b>. In addition, if staff choose to implement the Challenge module as a replacement for Beanstack, the Library will <b>realize an additional \$1,500 in annual savings</b> in FY26.</p>	<p>The BiblioCommons proposal includes a one-time <b>implementation fee of \$6,375</b> and an annual cost of <b>\$7,904 for three years</b>, for a total investment of <b>\$30,088</b>.</p> <p>Because BiblioCommons does not include a meeting room or asset reservation system, the library would need to continue using LibCal for this function at an <b>additional annual cost of \$1,900</b>.</p>	<p><i>As of 10/30/2025, I have not received pricing from Solus, despite several requests.</i></p>

## Recommendation

I recommend that the library move forward with Communico, with the project scheduled to kick off on January 1, 2026. Trustees who wish to preview the Communico platform can download the Las Vegas-Clark County Library District (serves Las Vegas–Clark County, NV) or Ela Area Public Library (serves Lake Zurich, Kildeer, Hawthorn Woods, & Long Grove) apps from the mobile app store on their device.

## Suggested Motion

Approve a three-year contract with Communico for implementation of its integrated mobile app, event, and room reservation platform through the RAILS Group Purchase Program for a total of \$25,500 for 3 years.

## Attachments

1. Communico Quote Reference: 20250619-111709510

## Park Ridge Public Library

### Park Ridge Public Library

20 S Prospect Ave  
Park Ridge, IL 60068

### Joanna Bertucci

[jbartucci@parkridgelibrary.org](mailto:jbartucci@parkridgelibrary.org)  
+18477203203

Reference: 20250619-111709510

Quote created: June 19, 2025

Quote expires: December 30, 2025

Quote created by: Josh Barron

Senior Account Executive

[josh.barron@communico.us](mailto:josh.barron@communico.us)

+14756859604

### Comments from Josh Barron

This proposal for Park Ridge Public Library incorporates modules from Communico including: Communico Core (Control, Exchange, Create), Attend, Reserve, Connect, Challenge and your choice of one: Broadcast OR Schedule.

Additional modules can be added to the base platform as they are required or become available.

## Products & Services

Item & Description	Quantity	Unit Price	Total
<p>RAILS Group Purchase</p> <p>Products included -</p> <p>Exchange: 3rd party connection engine to allow import and export of data</p> <p>Control: Cloud based control panel to manage Communico Platform</p> <p>Create: Content management system and widget builder</p> <p>Challenge: Unlimited Challenge Module</p> <p>Attend: Event and program management</p> <p>Reserve: Room and asset management</p> <p>Connect: Customer-facing iOS &amp; Android mobile app</p> <p>And choice of one:</p> <p>Broadcast: Digital signage module-OR-</p> <p>Schedule: Appointment Management</p>	1	\$8,500.00 / year	\$8,500.00 / year for 3 years
<p>Implementation Fee</p> <p>-12 Weeks Customer Success and Engineering resource to assist with implementation.</p> <p>- One-time only fee - 50% of year one subscription fee</p>	1	\$4,250.00	\$0.00 after 100% discount
Annual subtotal			\$8,500.00
One-time subtotal			\$0.00 after \$4,250.00 discount
<b>Total</b>			<b>\$8,500.00</b>

## Purchase terms

### 1. Agreement and next steps

If the quotation is acceptable and your organization would like to move forward, please inform your Account Manager via email.

### 2. Integration

Integration (via APIs and/or SIP2) is included. Communico is not responsible for any additional charges applied by ILS Vendors, and it is the customer's responsibility to provide Communico with the appropriate administrative access to facilitate the implementation.

### 3. Terms and Conditions

Communico's [Standard Terms and Conditions](#) of purchase apply to this quotation.

Pricing based on a stated service population of 39,656

All pricing in USD.

ILS Integration: Polaris

All invoices will come directly from RAILS.

### 4. Onboarding

Refer to our [Onboarding Timeline](#) for a step-by-step summary of what to expect throughout your onboarding process. Note these are estimated timelines and actual onboarding dates may vary.

## Questions? Contact me



Josh Barron  
Senior Account Executive  
josh.barron@communico.us  
+14756859604

Communico LLC  
PO Box 6700  
Stamford, CT 06904  
US

**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

October 14, 2025 at 7:00 p.m.

Trustee Thiagarajan called the meeting to order at 7:48p.m.

**ROLL CALL**

Trustees Present: Deepika Thiagarajan, Chair; Anita DeFrank, Michael Donahue, Briana Jarnigan, Josh Kiem, Danielle Powers; Theresa Renaldi,

Trustees Absent: Kevin Haggerty, 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 December 10, 2024

Trustee DeFrank seconded the motion.

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

Absent: Haggerty, Rusk

**Motion passed**

**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. Director Bertucci provided a demo on the new website and stated that Resources Chair Thiagarajan will assign Standards topics to each trustee for review. The library management team will also review the standards and then the committee will discuss all findings at the November 2025 committee of the whole meeting. The PCG application will then be presented for approval at the December 2025 meeting.

**OTHER**

None

Meeting closed at 7:53 pm

Trustee Thiagarajan made a

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

Trustee DeFrank seconded the motion.

Voice Vote: All in favor

**Motion passed**

Meeting adjourned at 7:53 p.m.