

# Board Minutes

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 20, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 20, 2004. President Noreen Lake called the meeting to order at 4:03 PM.

Members Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Jeremiah Mahony, Rhys Read, Elaine Tejcek.

Members Absent: Susan Weinberg.

Also Present: Mayor Anthony Arredia, Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, John Syer.

## **CONSIDERATION OF THE AGENDA.**

MOTION by William Grice, seconded by Susan Burrows, to accept the agenda, as written.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## **PUBLIC COMMENTS AND QUESTIONS.**

Mayor Anthony Arredia thanked the Board and staff of the library for their help in hosting the City of Des Plaines New Year's Eve celebration at the library. Mayor Arredia reported that approximately 1,500 people attended the celebration.

Rhys Read and Eldon Burk entered the meeting at 4:07 pm.

John Syer, a Park Ridge resident, asked the Board to consider installing a safety barrier along the second floor railing in the Youth Services department. Sandra Norlin reported that City Attorney David Wiltse recommended contacting Gallagher Bassett, the administrator for the City of Des Plaines insurance plan to assess the situation. William Grice, Chair of the Building and Grounds Committee, asked Sandra Norlin to gather information on this issue and report back to the Board at their February meeting. In February the Board will decide if this matter should be referred to the Building and Grounds Committee.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.**

Alderman Brookman absent. No report.

## **CONSENT AGENDA**

Sandra Norlin asked that V.E.1. Administrator's Report be removed from the Consent Agenda.

Sandra Norlin asked that the Administrator's Report for January 20, 2004 be corrected to "Our total collection includes 292,848 items, 250,457 (86%) of which are books, so we, like most other public libraries, show 44% of our circulation from 14% of our collection."

Sandra Norlin reported that the construction on the Heritage Room may begin the week of January 19, 2004, with a completion date of March 2, 2004.

Sandra Norlin also reported that the cost of a floor to ceiling mural for the Children's Storytime Room will be \$8,000.00. Sandra will ask for financial support for this project from the Friends of the Library.

The Friends of the Library will celebrate their 50th anniversary on May 21, 2004 and the library will add two pages to their spring newsletter commemorating this event.

Sandra Norlin reported that the library incurred expenses that were not anticipated after hosting the City of Des Plaines New Year's Eve celebration. President Lake will send a letter to Mayor Arredia asking for reimbursement of these costs.

Sandra Norlin reported that book carts normally stored in the Circulation Services hallway are in violation of the fire code and must be moved. Sandra has met with staff and several options have been discussed.

Sandra Norlin invited the Board to attend the North Suburban Library Systems Awards Banquet on March 12, 2004 and to inform Carol Kidd if they plan to attend.

MOTION by Eldon Burk, seconded by Susan Burrows, to accept the Administrator's Report, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to accept the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the minutes of the Regular Board Meeting, December 16, 2003, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the minutes of the Committee of the Whole Meeting, January 6, 2004, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the Financial Reports for December 2003. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$15,743.31
2. Petty Cash Expenditures	\$30.24
3. Budget Expenditures for December	\$489,344.06
4. Expenditures Year to Date	\$4,618,401.27
5. Revenue for December	\$113,282.41
6. Revenue Year to Date	\$4,621,486.64

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

December 01, 2003	\$80,167.30
December 15, 2003	<u>\$86,644.89</u>
Total	\$166,812.19

ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

December 11, 2003	\$98,065.12
December 22, 2003	<u>\$98,621.20</u>
Total	\$196,686.32

ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

## **ADMINISTRATOR'S REPORT**

### **PERSONNEL**

New employees for December/January are David Schousboe and Jitendra Patel, both Pages, part-time, in Circulation Services.

Resignations/separations: Hattie Banks and Joyceann Pierozzi, both Pages, part-time, in Circulation Services.

### **STAFF DEVELOPMENT**

We enjoyed excellent attendance at the staff holiday party held on December 17. Thank you to the library board of trustees, the Friends of the Library, and the library Department Heads who all contributed funds for this event.

### **PATRON SERVICES**

The big news this month is the continuing increase in use of our materials and facilities. Each year since we opened the new library we have increased our circulation from the previous year by over 12% (12.66; 12.7; and 12.08 %), for a total increase from the beginning of 2000 to the end of 2003 of 44%. In 2003, patrons have used self-check for 23% of all circulation. Audio-visual items account for 44% of the total circulation, 32% of children's and 52% of adults'.

Our total collection includes 292,848 items, 250,457( 86% ) of which are books, so we, like most other public libraries, show 44% of our circulation from 16% of our collection.

We passed a milestone in 2003 by circulating over 1 million items to our library patrons.

### **OTHER PROFESSIONAL ACTIVITIES**

No regular professional meetings were scheduled during this time of year, however, I did attend the Do the Dewey Committee meeting, the Friends of the Library special meeting, and the Family New Year's Eve celebration at the Library on 12/31. I will host the Library Cable Executive Committee meeting on 1/15 and attend a SLURP farewell dinner for Carol Larson on 1/16.

Note: No official inquiries or requests for confidential information have been received since the last report.

## **NEW BUSINESS**

MOTION by Committee, to approve the revised job description for the Library Administrator with the following change to Minimum Qualifications: 2. Fifteen Twelve years work experience. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve the Foreign Language Materials Collection Report and to add Section IV to the Collection Development as an appendix. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Rhys Read, to approve payment to Ebsco Subscription Services in the amount of \$33,191.52, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

Noreen Lake will attend the February 2 City Council meeting, Eldon Burk the February 17 meeting, Jerry Mahony the March 1 meeting and Noreen Lake the March 15 meeting.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve grant funds from the poetry grant as payment to Young Chicago Authors in the amount of \$5,850.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

The Board reviewed the Downing Charitable Trust Fund Report.

MOTION by Rhys Read, seconded by Susan Burrows, to accept the Downing Charitable Trust Fund Report, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board reviewed the proposed Email communications policy.

MOTION by Eldon Burk, seconded by Rhys Read, to approve the Email Communications Policy, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that Wagner Office Solutions, Inc. submitted a proposal for the upgrade of public and staff photocopiers. Sandra explained that the current lease for staff and public photocopiers was held by U.S. Office Solutions, Inc., but they are no longer in business. The contract proposed by Wagner Office Solutions, Inc. is for five years at a cost of \$2,686 per month. Panasonic Corporation has agreed to waive the \$58,847.04 owed on the current lease if the library enters a new leasing agreement with Wagner Office Solutions/Panasonic for this equipment.

MOTION by Rhys Read, seconded by Susan Burrows, to accept the proposal submitted by Wagner Office Solutions, Inc. that will upgrade public and staff photocopiers at a cost of \$2,686 per month for five years, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION

CARRIED.

## **ANNOUNCEMENTS**

Sandra Norlin announced that the Rotary Club of Des Plaines and the Des Plaines Public Library will host the second annual "Do the Dewey" on Saturday, April 17, 2004.

MOTION by Rhys Read, seconded by Eldon Burk, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 5:28PM.

[back](#)

# Board Minutes

## **BOARD OF TRUSTEES** Minutes of the Regular Meeting February 16, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 16, 2004. President Noreen Lake called the meeting to order at 7:00 PM.

**Members Present** : Susan Burrows, William Grice, Noreen Lake, Jeremiah Mahony, Rhys Read, Susan Weinberg.

**Members Absent:** Eldon Burk, Elaine Tejcek.

**Also Present** : Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Steven Schaefer, Martin Voss, Mike Lake.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Rhys Read, seconded by William Grice, to amend the agenda by adding VII. New Business. G. Art Committee Report. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

## **PUBLIC COMMENTS AND QUESTIONS.**

Steven Schaefer, President of the Veterans of Foreign Wars Post 2992, announced plans to begin fundraising for the Lake Park Memorial Pavilion. Mr. Schaefer reported that fundraising will include the sale of engraved bricks.

Martin Voss, Vietnam Veterans of American Chapter 311, presented a POW flag to the library.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.**

Alderman Brookman was in attendance at City Council meeting.

## **CONSENT AGENDA**

Jerry Mahony asked that V.A. Approval of the Minutes of the Regular Board Meeting - January 20, 2004 be removed from the Consent Agenda.

Jerry Mahony asked that the January 20, 2004 Board minutes include the following:

Panasonic Corporation has agreed to waive the \$58,847.04 owed on the current lease if the library enters a new leasing agreement with Wagner Office Solutions/Panasonic for this

equipment.

**MOTION** by Jerry Mahony, seconded by Rhys Read, to approve the minutes of the Regular Board Meeting, January 20, 2004, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by William Grice, seconded by Jerry Mahony, to accept the Consent Agenda, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

**MOTION** by William Grice, seconded by Jerry Mahony, to approve the Financial Reports for January 2004. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$7,931.51
2. Petty Cash Expenditures	\$29.17
3. Budget Expenditures for January	\$225,471.29
4. Expenditures Year to Date	\$225,471.29
5. Revenue for January	\$13,620.90
6. Revenue Year to Date	\$13,620.90

**MOTION** by William Grice, seconded by Jerry Mahony, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

January 5, 2004	\$85,856.89
January 19, 2004	<u>\$62,093.20</u>
Total	\$147,950.09

**ROLL CALL VOTE** : AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. **MOTION CARRIED .**

**MOTION** by William Grice, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

January 8, 2004	\$90,902.40
January 16, 2004	\$-33,783.83
January 22, 2004	<u>\$100,490.19</u>
Total	\$157,608.76

**ROLL CALL VOTE** : AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. **MOTION CARRIED .**

**MOTION** by Committee, to approve payment to NSLS for staff and Board attendance at the Annual NSLS Banquet on March 12, 2004. **ROLL CALL VOTE** : AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. **MOTION CARRIED.**

## **ADMINISTRATOR'S REPORT**

### **PERSONNEL**

New employees for January/February 2004 are Shannon Fratamico, Part-time Page in Circulation Services and Theresa Zaputil, Part-time Reference Librarian, Adults Services. Resignations and Separations are Zane Chou, Syed Hussain, and Kassam Master, Part-time Pages and Benita Luke, Part-time Clerk in Circulation Services.

## **STAFF DEVELOPMENT**

Hector Marino and Holly Sorensen attended the ALA Midwinter meetings in San Diego in January. Both Holly and Hector serve on ALA Committees. Six librarians will attend the PLA Biannual Conference in Seattle February 25 through 28. Hector and John Haliotis have planned a wide variety of classes for technology training for library staff. Several classes have been offered on software, such as Word and Outlook, hardware for troubleshooting, and use of an automated call-forwarding feature of our telephone system. Plans are underway to offer more classes. A library-wide committee has formed to plan for the Annual Staff In-Service Day, May 6, 2004.

## **PATRON SERVICES**

We began 2004 with a smaller increase in circulation than we have been experiencing for the past three years. We had a decrease in overall attendance. Both of these changes might be attributed to the unusually cold weather in January. Patrons used Self-Check for 25% of our circulation in January. Our Audio Visual circulation was 45% of the total circulation, 31% of Youth Services circulation and 53% of Adult Circulation.

Trends to watch are the decrease in videocassette circulation and increase in DVD circulation in both Adult and Youth collections; the declining checkouts of periodicals; and the decrease in circulation of framed art. The Adult Services Department is planning a display of framed art to bring the collection to the attention of our patrons.

Our registered cardholders represent 65% of the population of Des Plaines. Susan Farid inquired about the purging practices of surrounding libraries and learned that Elk Grove Village and Mt. Prospect purge patron files once a year, Park Ridge purges every two years, and Niles has no set time currently, but is planning to use a once a year cycle. We purge our records monthly as of three months ago.

Phyllis Johnson reports that our Rosemont Mobile Library stops are going well. A core group of residents attend the stops every other Wednesday and that the circulation for the hour stops are among the busiest of all our stops. All are registered at Schiller Park Library, in accordance with the State Non-Resident Card law.

## **OTHER PROFESSIONAL ACTIVITIES**

Since my last report I have chaired two meetings of the Do The Dewey Fundraising committee (1/21, 2/4). I've attended meetings of the Friends of the Library (1/27), CCS Governing Board (1/28), and the Chamber City Advisory Committee (1/29). I have chaired the De Paul University Advisory Board meeting (2/10) and participated in an NSLS Focus Group regarding their Continuing Education Website (1/22). I gave a talk to the Des Plaines Lions Club on 2/5. I will attend the NSLS Legislative Breakfast on 2/16.

Note: No official inquiries or requests for confidential information have been received since the last report.



## NEW BUSINESS

Sandra Norlin reported that representatives from Healthy Community Partnership Foundation were scheduled to attend the Board meeting to request permission to install a donor's plaque in the library, but did not show up. William Grice asked that any discussion be tabled and that when a Healthy Community Partnership Foundation representative contacts the library that their request be referred to the Management Committee.

**MOTION** by William Grice, seconded by Susan Burrows, to table any discussion on the installation a donor plaque in the library by Healthy Community Partnership Foundation and to refer any future requests to the Management Committee. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Rhys Read reported that the Finance Committee voted to replace the wood panels in the elevators with Corian® at their February 9, 2004 meeting. Rhys explained that the elevator walls have been vandalized with graffiti and are beyond repair and that the Corian® is repairable. Rhys reported that proposals were obtained from Gerali Custom Design in the amount of \$13,180.00 and Living Laminates in the amount of \$9,400.00 for the purchase, delivery and installation of ½" thick Corian® wall panels.

**MOTION** by Committee, to approve the proposal submitted by Living Laminates in an amount not to exceed \$9,400.00 for the purchase, delivery and installation of ½" thick Corian® elevator wall panels for two patron elevators, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. **MOTION CARRIED** .

Rhys Read reported that the Finance Committee voted to approve upgrading the current security system with digital security equipment, which will provide improved security for the library. Rhys Read also reported that the proposal includes installing two security cameras in the elevators.

**MOTION** by Committee, to approve the purchase of one DVXi XM 32 channel RM 750GB Digital Recorder and two 200 Series Camclosure Cameras in the amount of \$14,225.00 from Video Master, who was the lowest responsible bidder, which is in the best interest of the Des Plaines Public Library and to purchase the maintenance contract on the Security System after the initial warranty has expired. **ROLL CALL VOTE** : Burrows, Grice, Lake, Mahony, Read, Weinberg. NAYS: None. **MOTION CARRIED**.

Rhys Read stated that Alderman Sayad previously recommended purchasing the digital security equipment.

## COMMITTEE ASSIGNMENT

President Noreen Lake announced that Mary Ellicson was appointed to the Library Board by the City Council at their February 17, 2004 meeting. President Lake announced the following Committee assignments:

Art Committee - Eldon Burk, chair, Susan Burrows, Elaine Tejcek.

Building and Grounds Committee - William Grice, chair, Jerry Mahony, Susan Weinberg.

Finance - Rhys Read, chair, Susan Burrows, Jerry Mahony.

Management - Eldon Burk, chair, Susan Weinberg, Mary Ellicson

Planning Committee - Susan Burrows, chair, Mary Ellicson and Elaine Tejcek.

Friends of the Library Liaison - Elaine Tejcek.

System Representative - Susan Weinberg.  
Arts Council - Eldon Burk.

## **24-HOUR CORRIDOR CHANGES**

William Grice reported that the Building and Grounds Committee met and discussed a proposal from staff to lock the enclosed walkway after the library closes. The Des Plaines Police and Fire Department also recommended locking the doors because of safety issues. The Committee voted to lock the doors in the enclosed walkway at 10:00 p.m. or one hour after the library closes and to reopen the doors at 6:00 a.m.

**MOTION** by Committee to lock the enclosed walkway at 10:00 p.m. or one hour after the library closes and staff will reopen the doors at 6:00 a.m.

Sandra Norlin reported that library staff does not arrive at 6:00 a.m. and that a timed lock will open the door.

Amend the motion to read "the doors will reopen 6:00 a.m. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

## **REPORT PLANNING PROCESS**

Susan Burrows, Sandra Norlin, Martha Sloan and Holly Richards Sorensen met with planning consultant, Mary Jane Kepner, to discuss the strategic planning process required by the Illinois State Library.

**MOTION** by William Grice, seconded by Susan Burrows, to hold a Special Board Meeting on Tuesday, March 2, 2004 at 5:00 p.m., prior to the Committee of the Whole Meeting, to review a proposal to contract with consultant, Mary Jane Kepner, for the strategic planning process. **VOTE** : AYES: All. NAYES: None. **MOTION CARRIED.**

Mary Jane Kepner will meet with the Board for one hour at the March 16, 2004 Board of Trustees meeting

## **ART COMMITTEE**

Susan Burrows reported that preliminary sketches for the storytime mural for the Youth Services department were not ready.

## **ANNOUNCEMENTS**

Sandra Norlin reported that the Des Plaines Public Library was awarded a FY2004 Illinois Public Library Per Capita Grant in the amount of \$71,181.25.

## **OTHER**

The Board will include a Planning Process Meeting at their March 16, 2004 regular board meeting.

The Board will schedule a retreat on April 6, 2004 at 5:00 PM to discuss the library Planning Process.

# EXECUTIVE SESSION

**MOTION** by Rhys Read, seconded by Susan Burrows, to enter into an Executive Session at 7:53 PM to discuss Compensation of Specific Employee. **VOTE** : Ayes: All. Nays: None. **MOTION CARRIED** .

The regular session reconvened at 8:08 PM and was called to order by President Noreen Lake.

**MOTION** by William Grice, seconded by Susan Burrows, to concur with consensus in Executive Session to change the job title for the Library Administrator position to Library Director. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by Susan Burrows, to concur with consensus in Executive Session to adjust the salary range for the Library Director position. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by William Grice, seconded by Rhys Read, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

The meeting adjourned at 8:10PM.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
March 16, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 16, 2004. President Noreen Lake called the meeting to order at 7:05PM.

**Members Present:** Susan Burrows, Mary Ellicson, William Grice, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

**Members Absent:** Eldon Burk, Jerry Mahony.

**Also Present:** Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Barbara Balbirer.

## OATH OF OFFICE

President Noreen Lake administered the Oath of Office to new Trustee Mary Ellicson.

## CONSIDERATION OF THE AGENDA.

**MOTION** by William Grice, seconded by Susan Burrows, to amend the agenda by adding IX. Old Business. A. "Do the Dewey", XI. Announcements. B. Library Cable Network and XIII. Other. A. Operation Homefront Care. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

## PUBLIC COMMENTS AND QUESTIONS.

None.

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.

President Lake thanked Alderman Brookman for reading House Resolution 736 at the March 15 City Council meeting honoring the Des Plaines Public Library on being designated Library of the Year by the North Suburban Library System. Alderman Brookman congratulated the Board and staff of the library on receiving the Library of the Year award.

## NORTH SUBURBAN LIBRARY SYSTEM PRESENTATION - Barbara Balbirer.

Barbara Balbirer, Trustee for the North Suburban Library System, explained some of the services that are provided by the North Suburban Library System. The Board also watched a video on NSLS programs and services. Ms. Balbirer encouraged Trustees to participate in NSLS activities through Board service.

## **STRATEGIC PLANNING PROCESS - Mary Jane Kepner.**

Mary Jane Kepner, from Kepner and Associates, explained the Strategic Planning Process to the Board and asked for Board participation in naming the strengths, weaknesses, opportunities and threats to the Des Plaines Public Library [SWOT analysis]. Mary Jane explained that the staff of the library had also participated in this exercise. The Board will meet with Mary Jane on April 6, 2004 at 5:00 PM for a Special Board meeting to continue the planning process.

## **CONSENT AGENDA**

**MOTION** by Rhys Read, seconded by William Grice, to accept the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by William Grice, to approve the Financial Reports for February 2004. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$12,314.32
2. Petty Cash Expenditures	\$35.04
3. Budget Expenditures for February	\$360,439.70
4. Expenditures Year to Date	\$589,740.53
5. Revenue for February	\$756,359.30
6. Revenue Year to Date	\$781,734.46

**MOTION** by Rhys Read, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

February 02, 2004	\$67,700.26
February 17, 2004	<u>\$67,517.75</u>
Total	\$135,218.01

**ROLL CALL VOTE:** AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg.  
NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by William Grice to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

February 05, 2004	\$102,336.22
February 19, 2004	<u>\$101,218.54</u>
Total	\$203,554.76

**ROLL CALL VOTE** : AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg.  
NAYS: None. **MOTION CARRIED** .

# **ADMINISTRATOR'S REPORT**

Note: No official inquiries or requests for confidential information have been received since the last report.

## **PERSONNEL**

New personnel: Monica Sarno and David Pollak, both Circulation Services Clerks, Part-time and Monica Szeliga and Munmun Das Gupta, both Pages, Part-time, in Circulation Services.

Separation: Caitlin Barber, Assistant Clerk, Part-time, and Soma Dey, Page, Part-time, in Circulation Services.

## **STAFF DEVELOPMENT**

We held our quarterly All-Staff meeting on March 9 during which Consultant Mary Jane Kepner led the staff in the SWOT analysis to prepare for the strategic planning activities for the Board of Trustees.

We have completed our first full schedule of Staff Technology Development classes. The classes are open to all staff and are taught by staff who are proficient in use of technology resources in use at the library. Classes in telephone use, searching the online catalog, internet, and outlook were offered.

We have the opportunity to send up to ten staff members to a six-session class of Command Spanish for Library Staff at NSLS. Thus far, four staff have registered.

## **PATRON SERVICES**

You will notice that some areas of service have decreased over the same period last year. One area of interest is the decrease of 162% in staff-assisted interlibrary loan requests. This is a welcome decrease, especially compared with the increase of 27% in interlibrary loan transactions that we handled in February. Our circulation increase of 2% is modest compared to the increases experienced over the last three years. We are paying attention to the relatively low percent (61%) of library cardholders and are planning incentive activities to coincide with national library card sign up campaigns in September. Please note that our meeting rooms were used 177 times in February.

Circulation of audiovisual items was 44% of the total circulation for the month.

We are launching our new readers' service, which we call Quick Picks. Multiple copies of best sellers are available for a non-renewable short-term loan for patrons who do not use the hold system. The collection is available on the third floor in the area behind the elevators.

## **PROFESSIONAL ACTIVITIES**

I attended the bi-annual Public Library Association Conference in Seattle February 25 through 28. I presented a program with Anne Johnson of the Library Community Foundation on fundraising, "Not Just for the Big Guys" to an audience of 400. I also attended programs on board self-evaluation, working with elected officials, decision-making in changing environments, designing spaces for teen patrons, and compensation trends in libraries.

Before PLA, I attended an excellent program at NSLS: "Designing Work Environments of Tomorrow." The presenter advocated and demonstrated how to use teams effectively to manage complex processes and issues.

In addition to these activities I have chaired a meeting of Library Cable Network (2/19) and a meeting on the new Illinois OCLC pricing structure and the retirement tea for Kathleen Balcolm, director of the Arlington Heights Memorial Library.

## **PROGRESS REPORTS**

Work has begun on the Heritage Reading Room and should be completed by April 1. The new digital security camera system was installed on March 8. We now have camera surveillance in both public elevators. Frank Mraz of Lohan Caprille Goetsch has submitted drawings and specifications for workroom modification on the 1st and 3rd floors.

## **OLD BUSINESS**

Susan Burrows reported that the Des Plaines Public Library and Rotary Club of Des Plaines will host the "Do the Dewey" fundraiser on April 17, 2004. Susan also reported that tickets for the event would be \$35.00.

## **NEW BUSINESS**

**MOTION** by William Grice, seconded by Susan Weinberg, to approve payment to Office Depot in the amount of \$5,973.96, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

**MOTION** by William Grice, seconded by Susan Weinberg, to approve payment to "A Child's Voice" in the amount of \$10,000.00. **ROLL CALL VOTE** : AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

**MOTION** by Susan Weinberg, seconded by William Grice, to approve payment to Young Chicago Authors in the amount of \$5,850.00. **ROLL CALL VOTE** : AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED**.

Sandra Norlin explained that the integration of the Community Services Department into the library will necessitate changes to workrooms on the first and third floors.

**MOTION** by Susan Weinberg, seconded by Susan Burrows, to advertise for Bids for 1st and 3rd Floor Workroom Modifications. **ROLL CALL VOTE** : AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

**MOTION** by William Grice, seconded by Susan Burrows, to approve payment for meal expenses for the Board Planning Retreat at Club Casa on April 6, 2004 at 5:00PM, not to include alcoholic beverages. **ROLL CALL VOTE** : AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg, NAYS: None. **MOTION CARRIED** .

Mary Ellicson will attend the April 5 City Council meeting, Noreen Lake the April 19 meeting, Elaine Tejcek the May 3 meeting and Rhys Read the May 17 meeting.

**MOTION** by William Grice, seconded by Susan Burrows, to declare the following items surplus property:

1 Canon Color Laser Copier 350 - Mfg.Part.# P127600  
1 Omnifax L29 Fax Machine - Mfg. Part # D3130360009240  
**VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

## **ANNOUNCEMENTS**

Noreen Lake reported that expenses incurred by the library for the New Year's Eve celebration have been forwarded to the Special Events Committee and the City of Des Plaines Finance Department.

Sandra Norlin reported that Park Ridge has cancelled their membership in Library Cable Network and that only four libraries remain in LCN, including Des Plaines. Sandra reported that LCN may not be able to meet their financial obligations and will begin using their reserve funds in 2004, as well as implementing budget cuts. William Grice asked if LCN received any feedback from viewers and Sandra Norlin responded that LCN receives feedback when viewers request rebroadcasts of programs, request pamphlets and sponsor give aways.

Susan Burrows asked President Lake to write a letter to staff congratulating them on being awarded Library of the Year by the North Suburban Library System.

## **OTHER**

Noreen Lake reported that the City of Des Plaines will sponsor Operation Homefront Care for soldiers stationed overseas.

Susan Burrows asked for suggestions on how to honor the Friends of the Library for their 50th anniversary celebration.

**MOTION** by William Grice, seconded by Susan Burrows, to place on the April 20, 2004 Library Board of Trustees agenda, under New Business, Friends 50th Anniversary Celebration.  
**VOTE : AYES: Burrows, Ellicson, Grice, Read, Tejcek, Weinberg. NAYS: None. Lake Abstains. MOTION CARRIED .**

William Grice thanked the Board for their generous donation to the food drive.

**MOTION** by William Grice, seconded by Mary Ellicson, to adjourn the regular meeting.  
**VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

The meeting adjourned at 9:00 PM.

Minutes prepared by Carol Kidd.

[back](#)



# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
April 20, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 20, 2004. President Noreen Lake called the meeting to order at 7:05PM.

**Members Present** : Eldon Burk, Susan Burrows, Mary Ellicson, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

**Members Absent** : William Grice.

**Also Present** : Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Margie Borris, Stephanie Gonzalez, Maggie Mueller, Tommy Thomas, Sandy Garcia, Christian Gralak, Bill Buczinsky, Debra Walusiak, Edward Gralak, Francine Gralak, Amy Thomas, Sara McLaughlin, Veronica Schwartz, Christine Posinger.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Susan Burrows, seconded by Susan Weinberg, to amend the agenda by adding under VIII. New Business. H. Children's Internet Protection Act (CIPA).

**VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

## **PUBLIC COMMENTS AND QUESTIONS.**

Debra Walusiak presented a certificate of appreciation to the Board and thanked them for their donation of food items to the Self-Help Closet and Pantry of Des Plaines. Debra reported that the Des Plaines Public Library Board of Trustees came in second in the food collection contest held in February.

**POETRY PERFORMANCE - "THIS WAY OUT" & "SPOKEN WORLD"** - Grant Participants.

Bill Buczinsky from "A Child's Voice" introduced local middle school students who recited their own poetry. Local students participated in library sponsored programs that were funded by a grant from the Illinois State Library. The grant provided students the opportunity to attend poetry workshops and participate in field trips. Maggie Mueller and Tommy Thomas recited "For the Love of the Game", Sandy Garcia recited "Surprise" and Christian Gralak recited "One Chance".

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.**

President Lake thanked Alderman Brookman for attending the Board meeting. Alderman

Brookman had no report.

## CONSENT AGENDA

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to accept the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the Financial Reports for March 2004. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$12,967.87
2. Petty Cash Expenditures	\$23.97
3. Budget Expenditures for March	\$507,098.41
4. Expenditures Year to Date	\$1,097,300.92
5. Revenue for March	\$1,230,470.98
6. Revenue Year to Date	\$2,012,700.21

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

March 01, 2004	\$45,336.50
March 15, 2004	<u>\$63,120.49</u>
Total	\$108,456.99

**ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

**MOTION** by Eldon Burk, seconded by Elaine Tejcek to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

March 04, 2004	\$98,644.33
March 18, 2004	\$103,586.01
April 01, 2004	<u>\$102,321.69</u>
Total	\$304,552.02

**ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

## DIRECTOR'S REPORT

Note: No official inquiries or requests for confidential information have been received since the last report.

## PERSONNEL

New employees for March 2004: Chinmay Chauhan, part-time Technology Page.

Resignations/Separations: Heather Jordan, part-time Processing Clerk, and Jakub Kocyan, Part-time Page.

I have consulted with City Manager Dave Niemeyer, City Human Resources Director Jason Bajor, and former trustee John Burke about the difficulty we are experiencing with long delays in obtaining criminal background check information for potential new hires. Since the new method used by the City involves going through the State Police database, the waiting period is so long that I fear that we will lose candidates who may decide to take other positions offered to them in the meantime. Candidates have been waiting since early January for our decision. To date we have received reports on 1 out of 5 inquiries.

I have contacted a Chicago firm recommended by John Burke to conduct criminal background checks for us for a fee. I will have more to report at the May Board meeting about the cost of this service and about its acceptability to the city.

## **STAFF DEVELOPMENT**

We are beginning a new session of Staff Technology Classes. These classes are available to all staff who want to learn the basics of both hardware and software so that they can assist the public in use of our equipment and to learn to use technology to improve their ability to manage information and communicate within the staff. Library staff teach all the classes. Hector Marino is in charge of this program.

Under the guidance of Martha Sloan, a staff committee is planning the learning events for the annual In Service Day on May 6. This day is mandatory for all staff. The library will not be open to the public all day on Thursday, May 6.

Plans are underway for a Learning Organization refresher course taught by Maureen Sullivan, the consultant who guided us all through three stages of development of this approach to staff learning and organizational management. We will send eight staff to an all-day workshop on July 19. Three other libraries (Ela, Warren Newport, and Cary) will also send staff.

## **PATRON SERVICES**

Circulation for March was over 100,000 items, which is a 5.5% increase over March 2003. Circulation of audiovisual materials accounted for 32% of all children's materials circulated and 52% of the adult materials circulation, for a total of 45% overall. Patrons used self-check to checkout 23% of all items circulated. Another sign that patrons are taking advantage of the self-service features of our computer systems is that staff assistance with computer sign-up and Interlibrary Loan is decreasing, although there were over 10,000 signups for the internet and computer lab in March.

## **OTHER PROFESSIONAL ACTIVITIES**

I've chaired two meetings of the Library Cable Network's Executive Committee (3/18 and 4/15), and attended Legislative Advocacy Program at NSLS (4/22), the first organizing meeting for Taste of Des Plaines 2004 (3/23), the CCS Governing Board meeting (3/24), the City/Chamber Advisory Committee breakfast (3/25), the Friends of the Library Roundtable meeting (3/30), the Art Committee meeting (4/9), and a workshop of Human Resources Law at NSLS (4/13). I've also conducted weekly meetings of the Do the Dewey committee for our fundraiser 4/17.

## **NEW BUSINESS**

**MOTION** by Susan Burrows, seconded by Eldon Burk, to accept the Illinois Public Library Annual Report (IPLAR), as written. **VOTE:** Ayes: All. Nays: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to add Poetry Performance to New Business. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED .**

Librarian Christine Posinger introduced Maine West High School student, Stephanie Gonzalez, who recited "Tonight for Dinner". Stephanie participated in the Slammin' Jammin' poetry grant.

President Noreen Lake asked Elaine Tejcek, Susan Weinberg, and Jerry Mahony to serve on the Nominating Committee.

Eldon Burk reported that the Art Committee met on Friday, April 9, 2004 with art consultant, Patti Gilford, Patti Gilford Fine Arts. Eldon Burk reported that the Committee consensus was to approve the proposed artwork designs provided by Fred Nagelbach for the fourth floor of the library. The theme for the fourth floor artwork is Communication.

Eldon also reported that the Committee reviewed sketches by Kevin Luthardt for the proposed mural in the storytime room and the consensus was to approve the mural. The Friends of the Library will fund the storytime mural.

**MOTION** by Committee, to approve the sketches for the mural for the children's storytime room and to approve the proposed artwork by artist Fred Nagelbach for the fourth floor. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED .**

Sandra Norlin reported that some internal controls currently used at the library include the purchase order system, library policy stating that board approval is required for invoices over \$4,999 and that the library's finance policy is reviewed every two years.

Rhys Read, chair of the Finance Committee, stated that a board member signs off on invoices before the invoices are presented to the City Council for approval.

The Board suggested taking a sample inventory of equipment and materials.

Alderman Brookman reported that the current system used by the City of Des Plaines to run criminal background checks on prospective employment candidates is a lengthy process. Alderman Brookman stated that City Manager, David Niemeyer, is looking for ways to expedite the process. Library Director Sandra Norlin reported that she will meet with representatives from private security services to discuss alternatives to the city's criminal background checks.

President Noreen Lake asked board members if they would like to participate in writing a column for the library newsletter, Foreword. Leslie Steiner, Head of Public Information Services, explained that the deadline for the September issue of Foreword is July. Rhys Read asked that board members rotate the responsibility for writing the column.

**MOTION** by Eldon Burk, seconded by Susan Burrows, to ask Library Board members to participate in writing a column for the library newsletter, Foreword, and to have their first column written for the September issue of Foreword and to place "Subject Matter for Foreword Column" on the May agenda. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED .**

Eldon Burk explained the purpose of the Des Plaines Healthy Community Partnership Foundation. Eldon also explained that the Des Plaines Healthy Community Partnership Foundation has asked to place an engraved nameplate in recognition of donations in the first

floor corridor of the library. The Board asked that this request be referred to the Planning Committee.

Eldon Burk asked Sandra Norlin to provide information on how often the kiosk is used at the library.

President Lake relinquished the chair to Eldon Burk.

Eldon Burk described some of the many contributions the Friends have made to the Library in the past 50 years. Eldon reported that the Friends will celebrate their 50th anniversary at the library on Friday, May 21, 2004.

Susan Burrows asked the Board to approve the purchase of 200 Des Plaines Public Library bookmarks from the Des Plaines Rotary Club at a cost of \$1.75 each, which will be presented to Friends members in attendance at the May 21, 2004 celebration. Susan also asked that a resolution be written for the Friends.

**MOTION** by Susan Burrows, seconded by Rhys Read, to purchase 200 Des Plaines Public Library bookmarks (both old and new logo's) from the Des Plaines Rotary Club at a cost of \$1.75 each and to distribute these bookmarks to Friends members attending the 50th anniversary celebration on May 21, 2004, and that a resolution be written for the Friends.

**VOTE** : AYES: Burk, Burrows, Ellicson, Mahony, Read, Tejcek, Weinberg. Lake abstains.  
**NAYS**: None. **MOTION CARRIED** .

## **ANNOUNCEMENTS**

Sandra Norlin reported that 150 tickets were sold for the annual "Do the Dewey" fundraiser. Sandra thanked Eldon Burk, Susan Burrows, Christine Posinger, Leslie Steiner and Gail Bradley for their participation in the planning and implementing of this successful fundraiser.

Sandra Norlin reported that the library has many activities planned for National Library Week.

## **OTHER**

Sandra Norlin invited the Board to attend The Nitty Gritty 2 Redux: Basic Finance and Legal Information for Public Library Trustees on May 6, 2004 at the Suburban Library Systems.

Minutes prepared by Carol Kidd.

Carol Kidd left the meeting at 8:30PM.

The following minutes were prepared by Susan Burrows.

## **EXECUTIVE SESSION**

**MOTION** by Rhys Read, seconded by Eldon Burk, to enter into an Executive Session at 8:39 PM to discuss Compensation of Specific Employee. **VOTE** : Ayes: All. Nays: None.

**MOTION CARRIED** .

The regular session reconvened at 9:14 PM and was called to order by President Noreen Lake.

**MOTION** by Jerry Mahony, seconded by Susan Weinberg, to concur with consensus in Executive Session to implement compensation to a specific employee effective June 1, 2004.

**ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by Mary Ellicson, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The meeting adjourned at 9:15 PM.

Executive Session minutes prepared by Susan Burrows.

[back](#)

# Board Capsules May 18, 2003

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 18, 2004. President Noreen Lake called the meeting to order at 7:10PM.

**Members Present:** Eldon Burk, Susan Burrows, Mary Ellicson, Noreen Lake, Rhys Read, Susan Weinberg.

**Members Absent:** William Grice, Jerry Mahony, Elaine Tejcek.

**Also Present:** Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Thomas Tezky, Avis Nowak, Vicki Merkel.

## Public Comments and Questions

Thomas G. Tezky, resident of Mount Prospect, proposed donating a model airplane to the library. Eldon Burk asked that the matter be referred to the Art Committee and the Building and Grounds Committee.

## Consent Agenda

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve the Financial Reports for April 2004. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$12,675.95
2. Petty Cash Expenditures	\$43.70
3. Budget Expenditures for April	\$458,205.83
4. Expenditures Year to Date	\$1,563,934.37
5. Revenue for April	\$13,200.70
6. Revenue Year to Date	\$2,025,477.14

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

April 05, 2004	\$109,615.10
April 19, 2004	<u>\$46,162.52</u>
Total	\$155,777.62

**ROLL CALL VOTE :** AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None. **MOTION CARRIED .**

**MOTION** by Eldon Burk, seconded by Susan Burrows to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

April 15, 2004	\$100,432.10
April 29, 2004	<u>\$100,186.50</u>
Total	\$200,618.60

**ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None.  
**MOTION CARRIED** .

## **Director's Report**

Note: No official inquiries or requests for confidential information have been received since the last report.

### **Personnel**

New employee for April 2004 is Taha A. Khan, part-time Page, Circulation Services.

### **Staff Development**

The annual Staff Inservice Day was held on May 6. A staff committee chaired by Martha Sloan planned the event. The day was billed as a TechKnow Fair and featured an electronic gadget fair and mini-courses in practical uses of the internet all presented by staff members. It provided the opportunity for all staff to ask questions, participate in learning, and to teach in an informal, comfortable environment.

Several staff members attended the annual Reaching Forward conference for library assistants at the Rosemont Convention Center.

We held an Orientation Meeting for 15 new employees on April 28.

Also on April 28 the Department Heads took a field trip to visit the headquarters of the American Theological Library Association in Chicago's South Loop.

### **Patron Services**

For the first time since August 2000 there is no significant increase in circulation or attendance to report. We do continue to experience large increases in interlibrary loan activities as well as healthy use of online reference products. Although patron assistance by Circulation Services staff has decreased, we are experiencing large increases in computer instruction, reference, and registrations for computer lab and group study rooms. The use of school textbooks increased by 48% over April 2003.

Circulation of Audio Visual materials accounted for 32% of children's materials and 51% of adult materials. Patrons used self-check to check out 23% of all items in April.

### **Other Professional Activities**

I met with Richard Sem of Sem Security to discuss a proposal for security related services, with Andrew Van Ella of VanElla Security to discuss employee background checks, and spoke with Diane Grigg to discuss staff training for patron interaction when enforcing rules of



conduct. I met with Sharon Smith, Director of Des Plaines Senior Center, to discuss a joint project to develop a satellite library in the new Senior Center facilities on Northwest Highway. I attended the Friends of the Library Roundtable meeting on April 27, the library's Volunteer tea on April 29, the De Paul University Suburban Campus Advisory Board meeting on May 11, the final Do the Dewey 2004 meeting on May 12, and the SLURP meeting on May 14.

## **New Business**

Mary Ellicson will attend the June 7 City Council meeting, Susan Weinberg the June 21 meeting, Noreen Lake the July 6 meeting and Eldon Burk the July 19 meeting.

**MOTION** by Susan Burrows, seconded by Mary Ellicson, to discuss Children's Internet Protection Act (CIPA) as the last item in New Business.

The Board referred the matter of writing the first column of Foreword to the Art Committee.

Sandra Norlin reported that the bids for the Workroom Modifications for the Bookmobile Workroom were opened on April 29, 2004. The lowest bidder was H.B. Barnard Company with a bid of \$39,959. Sandra explained that H.B. Barnard was the general contractor for the Heritage Room Construction and that that work had been completed and the quality of the work was good.

**MOTION** by Rhys Read, seconded by Susan Burrows, to accept the bid from H.B. Barnard Company for the Workroom Modifications for the Bookmobile Workroom in the amount of \$39,959. **VOTE** : AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None. **MOTION CARRIED.**

Sandra Norlin reported that she had requested and received a proposal from Sem Security for a security assessment and awareness process for the Des Plaines Public Library. Sandra reported that Sem Security will gather information, tour the library, review the library's policies and procedures, consult with Gary Valente, Head of Building and Security Services and meet with the library management team. Sandra reported that the cost for these services is \$6,500 and is a budgeted item. Sem Security will spend 6 -7 days at the library.

**MOTION** by Susan Burrows, seconded by Eldon Burk, to accept the proposal from Sem Security for a security assessment and awareness process for the Des Plaines Public Library in the amount of \$6,500, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None. **MOTION CARRIED .**

**MOTION** by Susan Burrows, seconded by Susan Weinberg, to adopt the resolution for the Friends of the Des Plaines Public Library. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

Sandra Norlin reported that she and Department Heads met with Mary Jane Kepner on May 7, 2004 to continue with the planning process for the Strategic Plan.

The Board discussed whether the library should equip both patron and staff computers with anti-pornography filters to comply with the Children's Internet Protection Act (CIPA). Sandra Norlin reported that the cost to the library to maintain the filters would be \$12,825 and that if the library does not comply with CIPA that the library would not be eligible for federal grants for computer technology.

**MOTION** by Rhys Read, seconded by Susan Burrows, to maintain the current filtering policy

and to continue to use filters on the computers in the Youth Services Department. **VOTE :**  
AYES: All. NAYS: None. **MOTION CARRIED.**

The Board discussed installing additional signage that would advise patrons that computers are filtered on the second floor. The Board also discussed using the library newsletter, Foreword, to alert patrons that computers in the Youth Services Department are filtered.

## **Nominating Committee**

Susan Weinberg reported that the Nominating Committee nominates Noreen Lake as President, William Grice as Vice President and Carol Kidd as Secretary for a twelve-month term, beginning with the July Board Meeting.

## **Announcements**

Sandra Norlin announced that the library website has photographs of the storytime mural being painted by artist, Kevin Luthardt

Sandra Norlin reported that the Do the Dewey fundraiser grossed \$5,704 for the library and that half (\$2,702) the funds will be deposited in the Des Plaines Library Fund at the Library Community Foundation.

Sandra Norlin announced that the deadline to apply for the Per Capita Grant has been extended to October 2004.

**MOTION** by Eldon Burk, seconded by Rhys Read, to adjourn the regular meeting. **VOTE :**  
AYES: All. NAYS: None. **MOTION CARRIED .**

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
June 15, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 15, 2004. President Noreen Lake called the meeting to order at 7:08 PM.

**Members Present:** Eldon Burk, Susan Burrows, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

**Members Absent:** William Grice, Mary Ellicson.

**Also Present:** Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Holly Richards Sorensen, Avis Nowak, Alderman Carla Brookman.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Susan Burrows, seconded by Susan Weinberg, to amend the agenda by removing VIII. Nominating Committee. B. Oath of Office. and adding under VI. Old Business. A. Foreword Column. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

Elaine Tejcek entered the meeting at 7:10PM.

## **PUBLIC COMMENTS AND QUESTIONS.**

Alderman Carla Brookman stated that she was asked by a Des Plaines resident why the library charges .15 cents for a photocopy. Sandra Norlin responded that the cost to the library for photocopying is between .13 & .14 per copy. This cost consists of leasing the machines, maintenance and supplies.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.**

Alderman Brookman did not give a report.

## **CONSENT AGENDA**

**MOTION** by Eldon Burk, seconded by Susan Burrows, to accept the agenda. as written. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve the Financial Reports for May 2004. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,339.27
2. Petty Cash Expenditures	\$48.67
3. Budget Expenditures for May	\$372,000.90
4. Expenditures Year to Date	\$1,936,658.77
5. Revenue for May	\$34,238.62
6. Revenue Year to Date	\$2,241,030.46

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

May 03, 2004	\$56,697.74
May 17, 2004	<u>\$49,252.68</u>
Total	\$105,950.42

**ROLL CALL VOTE** : AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.  
NAYS: None. **MOTION CARRIED** .

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

May 13, 2004	\$103,608.95
May 27, 2004	<u>\$100,491.88</u>
Total	\$204,100.83

**ROLL CALL VOTE** : AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.  
NAYS: None. **MOTION CARRIED** .

**MOTION** by Committee to approve proposed changes to Policy A-13, Internet Access Policy.  
**VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

## **DIRECTOR'S REPORT**

Note: No official inquiries or requests for confidential information have been received since the last report.

### **PERSONNEL**

New employee for May/June 2004 is Gloria Kozak, Technical Services Assistant.  
Resignations/ Separations for May/June 2004 are Jesse Rivera, Part time Page, Circulation Services and Janine Kostecki, Part time Reference Librarian.

### **STAFF DEVELOPMENT**

Several staff members attended the American Booksellers' Association Book Expo in Chicago June 3-5. Martha Sloan spoke as a panelist at a preconference for small, independent publishers. Department Heads met with Diane Grigg on May 19 to learn Ms. Grigg's framework for handling difficult conversations. Four Department Heads attended two seminars

led by Technology Consultant Joan Frye Williams regarding communication between technology staff and public service staff and current trends in technology that will benefit library customer's convenience and staff productivity. Department Heads will meet with Dick Sem of Sem Security on June 9 to develop an assessment of current security practices and plan for improvements to our system.

Holly Richards Sorensen is organizing the library's entry in the Des Plaines Fourth of July Parade.

Veronica Schwartz is organizing a library Relay for Life team for the event on July 30/31. Several Library Staff are planning to participate.

## **PATRON SERVICES**

The library staff is organizing a voter registration service to accommodate the anticipated demand for registrations during the last four days before the registration deadline, October 2-4.

Circulation decreased from May 2003, with all circulation down in nearly all collections. The collections with substantial increased usage were DVDs in both the youth and adult collections. Audio-visual circulation accounted for 33% of the youth services circulation and 51% of the adult, with an overall proportion of 45% of circulation for May.

Patron attendance and patron assistance in some departments have also decreased. Activities associated with holds, patron reserves, and interlibrary loan have all increased as have patron assistance in several areas of adult services. Staff assisted interlibrary loan activities have decreased.

The meeting rooms were used 102 times in May, with a total attendance of 1886.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Friends of the Library 50th Anniversary event on Friday, May 21, the Friends of the Library meeting on May 25, met Joe Caprile of Lohan, Caprile, Goettsch on May 28, and attended special meetings of the City Staff and City Council to discuss the flood preparation activities of May 23 through 28.

## **OLD BUSINESS**

Leslie Steiner, Head of Public Information Services, asked that the Board provide a name for their new column in the Foreword newsletter.

**MOTION** by Eldon Burk, seconded by Rhys Read, to name the column the Board will write for the Foreword newsletter, "Splinters from the Board." **VOTE** : AYES: All. NAYS: None.  
**MOTION CARRIED** .

The Board discussed the topic for their first column in the Foreword newsletter. The Board consensus was to write about Internet filtering and to postpone the previously approved column on library artwork.

**MOTION** by Susan Weinberg, seconded by Eldon Burk, to postpone the Foreword column on library artwork and to use the first column written by the Board for an article featuring an explanation of the library's current Internet filtering policy. **VOTE**: AYES: All. NAYS: None.  
**MOTION CARRIED** .

The Board asked Susan Burrows to write the first column for the Foreword newsletter.

## **NEW BUSINESS**

Holly Richards Sorensen, Head of Adult Services, presented to the Board the proposed vision, key beliefs and goals for 2005-2007, as prepared by the library Department Heads.

The proposed visions statement is "The Des Plaines Public Library advances the visions and ideals of our community as a catalyst, advocate and place."

The proposed key beliefs are:

We believe:

" That a free public library is essential to the public good.

" That all library users are entitled to the highest level of service.

" That all library users have the right to privacy, confidentiality and intellectual freedom.

The goals for 2005 - 2007 are:

1. The residents of Des Plaines have the skills they need to engage in respectful, productive conversation on topics of interest in order to create and build community.
2. The tweens of Des Plaines have dedicated space and guided activities that encourage and support the exploration and discovery of their creative abilities, talents, and interests to enrich their lives and effect their personal growth.
3. Des Plaines residents will have access to library services and resources to support their personal growth, enrichment, entertainment, education and information needs at home, work, or school.

Sandra Norlin explained that if the Board approved the goals, that the staff would begin planning activities and objectives for the next three years.

**MOTION** by Susan Burrows, seconded by Susan Weinberg, to accept the vision statement, key beliefs and goals presented to the Board by the Planning staff team. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

President Lake asked that the meeting time for the December 21, 2004 board meeting be changed to 4:00PM to accommodate any Board member wishing to help serve food to the disadvantaged at Grazie! This discussion was tabled and will be discussed at a future meeting.

**MOTION** by Rhys Read, seconded by Jerry Mahony to approve the regular monthly Board of Library Trustees meeting dates, every month except January 2005, which would convene at 4:00 PM, for the period August 2004 through July 2005. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

**MOTION** by Susan Burrows, seconded by Susan Weinberg to increase the Non-Resident Fee from \$197.00 per family per year to \$215.15 per family per year for the period July 1, 2004 through June 30, 2005.

Rhys Read asked that the motion be amended to read: to increase the Non-Resident Fee from \$197 per family per year to \$215.00 per family per year for the period July 1, 2004 through June 30, 2005. **VOTE** : AYES: ALL. NAYS: None. **MOTION CARRIED .**

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to approve the Library Closings for the period August 2004 through July 2005. **VOTE:** AYES: All. NAYS: None. **MOTION**

## **CARRIED .**

Sandra Norlin asked for Board approval to purchase 20 Dell laptop computers at a cost of \$1,951 each. The laptop computers will be used for training classes for the public and staff.

**MOTION** by Susan Burrows, seconded by Eldon Burk, to approve the purchase of 20 Dell laptop computers at a cost of \$1,951 each for a total price of \$39,020, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.

**MOTION** by Eldon Burk, seconded by Susan Weinberg, to approve payment to ReferenceUSA in the amount of \$12,195.00, which includes Business Database, Residential Database and Health Care Database. **ROLL CALL VOTE** : AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.

## **NOMINATING COMMITTEE**

**MOTION** by Susan Burrows, seconded by Eldon Burk, to approve the slate of officers, Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary, by acclamation. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

## **ANNOUNCEMENTS**

Sandra Norlin reported that the Friends of the Library will meet on the fourth Tuesday of each month beginning with their June 2004 meeting.

Noreen Lake reported that the Job Reclassification Committee met in June and reviewed several job descriptions.

Sandra Norlin reported that Advocate Lutheran General asked to use a library meeting room to dispense flu shots at a cost of \$15. The Board discussed this request and asked that Library Director, Sandra Norlin, use her own discretion as to whether this request was feasible for the library.

## **OTHER**

Sandra Norlin invited the Board to march in the Fourth of July parade with library staff.

Sandra Norlin also reported that the City of Des Plaines Special Events Commission has asked to use a library meeting room on Friday nights for concerts on the plaza in case of inclement weather. Sandra reported that only two dates were available for use. The Board consensus was to refuse the City's request.

Sandra Norlin reported that artist, Fred Nagelbach, has begun to hang the artwork on the walls of the fourth floor. One piece of artwork has been attached to the wall with brackets and Sandra Norlin reported that the brackets could be covered by ¼" drywall. The Board asked Sandra Norlin to check on pricing for the drywall installation.

Noreen Lake reported that the Illinois Library Association will host Trustee Day at their annual conference on October 2, 2004.

## **EXECUTIVE SESSION**

**MOTION** by Rhys Read, seconded by Susan Burrows, to enter into an Executive Session at 8:36 PM to discuss Semi-Annual Review of Executive Session Minutes. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 8:40 PM and was called to order by President Noreen Lake.

**MOTION** by Rhys Read, seconded by Susan Weinberg, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The meeting adjourned at 8:41PM.

Minutes prepared by Carol Kidd.

[back](#)



# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
July 20, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 20, 2004. President Noreen Lake called the meeting to order at 7:05 PM.

Members Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Marty Moylan, Laura Muresan, Tom Madalinski, Cindy Madalinski, Ken Sorensen, Kristin Sorensen, Anita Vaughan, Pam Stone, Patricia Thompson, Kimberley Bilotich, Mayumi Aaberg, Jeff Bilotich, Michelle Orris.

## **CONSIDERATION OF THE AGENDA.**

MOTION by Eldon Burk, seconded by Susan Burrows, to accept the agenda, as written.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## **PUBLIC COMMENTS AND QUESTIONS.**

Kimberly Bilotich read a prepared statement in support of installing filters on computers on the fourth floor of the library. Kimberly Bilotich stated that she disagreed with the Board's current policy which allows unfiltered access to the Internet to patrons over the age of 14. President Lake asked that this issue be referred to the Management Committee.

Eldon Burk, Chair of the Management Committee, scheduled a Management meeting for Tuesday, July 27, 2004 at 7:00 PM, to be held in the second floor conference room.

Marty Moylan asked that the Board act decisively on the filtering issue.

Laura Murseon stated that she was disturbed by the library's Internet Access Policy.

Anita Vaughan stated that she is opposed to internet filtering and that filters do not work effectively in screening out unwanted sights.

Patricia Thompson stated that she is in favor of Internet filtering and was grateful that the library barred a patron who was arrested at the Des Plaines Public Library for public indecency.

President Lake thanked the visitors for coming and stated that the Board reviewed and revised the Internet Access Policy at the June 15, 2004 Board meeting. President Lake stated that the computers in the Youth Services department are filtered and that the filters do not solve all problems.

# CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.

Alderman Brookman called to say that she was unable to attend because of a family emergency.

## CONSENT AGENDA

Elaine Tejcek asked that V.D.2. Friends of the Library Report be removed from the Consent Agenda.

Susan Weinberg asked that V.D.3. Management Committee Report be removed from the Consent Agenda.

Elaine Tejcek asked that the Friends of the Library report be amended to read "The amount of \$242 over the \$8,000 originally approved for the Lincoln Bronze sculpture, pedestal and cost of the celebration was accepted and approved by the Friends of the Library at their June 22, 2004 meeting. "

**MOTION** by Rhys Read, seconded by Susan Burrows, to approve the Friends of the Des Plaines Public Library report dated June 22, 2004, as amended. **VOTE: AYES.** All. **NAYS:** None. **MOTION CARRIED.**

Susan Weinberg asked that library policy A-2 Confidentiality of Records I. Patron Records. C. be changed to read:

C. Patron 14 years and older may obtain information about materials they have currently checked out upon providing information to library staff that identifies them with their registration information.

**MOTION** by Susan Burrows, seconded by Rhys Read to approve the Management Committee report, as amended. **VOTE: AYES :** All. **NAYS :** None. **MOTION CARRIED.**

**MOTION** by Susan Burrows, seconded by William Grice, to accept the Consent Agenda, as amended. **VOTE: AYES :** All. **NAYS :** None. **MOTION CARRIED.**

**MOTION** by Susan Burrows, seconded by William Grice, to approve the Financial Reports for June 2004. **VOTE: AYES :** All. **NAYS :** None. **MOTION CARRIED .**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,463.00
2. Petty Cash Expenditures	\$48.14
3. Budget Expenditures for June	\$534,622.29
4. Expenditures Year to Date	\$2,471,281.06
5. Revenue for June	\$259,477.65
6. Revenue Year to Date	\$2,546,696.48

**MOTION** by Susan Burrows, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

June 07, 2004	\$40,362.09
June 21, 2004	<u>\$58,152.99</u>
Total	\$98,515.08

**ROLL CALL VOTE: AYES :** Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS :** None. **MOTION CARRIED .**

**MOTION** by Susan Burrows, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

June 10, 2004	\$99,218.14
June 22, 2004	<u>\$-1,272.61</u>
June 24, 2004	<u>\$101,997.76</u>
Total	\$199,943.29

**ROLL CALL VOTE: AYES :** Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED .**

**MOTION** by Committee to approve proposed changes to Policy A-1 through A-14. **VOTE: AYES :** All. **NAYS :** None. **MOTION CARRIED .**

## **DIRECTOR'S REPORT**

Note: No official inquiries or requests for confidential information have been received since the last report.

### **PERSONNEL**

New employees for June/July are George Hatzis and Ruben Rodriguez, part-time pages in Circulation Services.

Resignations/separations for June/July are Lyubov Vasilik, Stephanie Puente, and Vanessa Nelson, part-time pages in Circulation Services.

### **STAFF DEVELOPMENT**

Dick Sem, security consultant, held meetings with Department Heads, supervisors, and security monitors in addition to all staff meetings that were attended by 97 staff members. I have received his draft report assessing our security strengths and suggesting improvements. Mr. Sem based his report on these meetings, written statements from staff, an audit of our physical plant and our policies as well as his specialized training and knowledge of the security field.

Hector Marino, Sue Pirie, and Holly Sorensen attended the American Library Association's Annual Conference in Orlando, FL. Hector is a member of several committees, including the incoming president's transition task force, International Relations, and Sister Libraries, and is chair of two subcommittees. He has been invited to and will be sponsored by REFORMA to represent their organization at the International Federation of Library Associations (IFLA) at their conference in Buenos Aires in August. Holly Sorensen is a member of the ALA Membership Committee. Sue Pirie attended meetings of interest to catalogers and technical services managers.

On July 19 eight staff will attend an all day workshop at NSLS led by Maureen Sullivan. This is a follow-up program on Focus Groups and team leadership for the four libraries that participated in the Learning Organization training.

## **PATRON SERVICES**

We had a good group of staff, family members, and Trustees walking along with the Mobile Library as our entry in the Des Plaines 4th of July Parade on Saturday, July 3.

Compared to June 2003, we experienced an increase in circulation, a small increase in cardholders, and a small decline in attendance. The trend of increased circulation of audiovisual materials as a portion of the total circulation continues. In June AV circulation accounted for 52% of the adult materials circulation and 34% of the children's. AV circulation accounts for 46% of the total circulation. Self-check usage remains steady at 22% of all checkouts. Patron assistance in Adult Services increased by 30.5%, but decreased in both Youth Services (7.2%) and Circulation Services (17.36%). We continue to experience increased demand for Interlibrary Loan services, with requests from other libraries exceeding the requests we make to other libraries.

I have received some interesting information as a result of the planning to rearrange and shift collections on the third floor. We estimate that of our Feature Videos (not DVDs), 51% of the collection is on the shelf and 93% of Nonfiction Videos are on the shelf. Eighty-nine percent of Large Print and 83% of Mysteries are on the shelf. These figures will help us decide how aggressively to weed these and other collections before we allocate shelf space.

The ribbon-cutting event for the Kevin Luthardt storytime room mural on June 12 was well attended by families, friends of the artist, Friends of the Library and Library Trustees. The exuberance of the event matched the spirit of the mural.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended a Parliamentary Procedure workshop at NSLS with Noreen Lake on June 16, a Library Cable Network Executive Committee meeting on June 17, walked in the 4th of July Parade on July 3, attended my first CCS Executive Committee as President Elect on July 7, and will attend another LCN EXCOMM meeting and a directors' discussion group on July 15 and the Learning Organization refresher workshop on July 19.

I enjoyed two weeks' vacation in June, traveling to Norway with my husband. I will be absent from work to attend the Williams Syndrome National Conference in Grand Rapids, Michigan June 21 through 25.

## **OLD BUSINESS**

Susan Burrows asked Eldon Burk to write a thank you letter to the Friends of the Library for their many donations to the library, including the bronze statue and contributions to library artwork.

## **NEW BUSINESS**

Sandra Norlin reported that the agreement between the Des Plaines Public Library and the Village of Rosemont for Mobile Library Service to Rosemont will renew automatically on September 1, 2004, unless either party terminates the agreement.

William Grice asked Sandra Norlin to write a letter to Rosemont's Finance Director, John Hochstettler, explaining that if costs to operate the Mobile Library increase this year (2004/2005) or next year (2005/2006) that these increases would be billed to the Village of Rosemont.

**MOTION** by Eldon Burk, seconded by William Grice, to renew the agreement with the Village of Rosemont for Mobile Library Service at the same rate as last year.

Jerry Mahony will attend the August 2 City Council meeting, Elaine Tejcek the August 16 meeting, William Grice the September 7 meeting and Rhys Read the September 20 meeting.

Hector Marino, Head of Computer and Technical Services, distributed information on replacement costs for 10 new servers and software to run the servers. The servers would be purchased from Dell Computers in the amount of \$26,546 and the software would be purchased from GHA in the amount of \$5,937.23. The servers include three Dual 2.8 GHz Xeon; 2 GB RAM; 2x36GB HD, two Dual 2.8GHz Xeon; 2GB RAM; 3x73GB HD and five P4, 2.8GHz; 2GB Ram; 2X80GB HD. The software includes 10 Windows 2003 Server w/200 CALs, one Exchange 2003 w/100 CALs, one ARCserve Backup and one SQL Server. The cost to purchase the servers and software is a budgeted expense for 2004.

**MOTION** by William Grice, seconded by Susan Weinberg, to purchase from Dell Computers three Dual 2.8 GHz Xeon; 2 GB RAM; 2x36GB HD, two Dual 2.8GHz Xeon; 2GB RAM; 3x73GB HD and five P4, 2.8GHz; 2GB Ram; 2X80GB HD in the amount of \$26,546.

Rhys Read asked why the library required 10 new servers and recommended combining applications and purchasing five new servers rather than 10. Hector Marino responded that the library must be prepared to handle many new upgraded applications and that some applications require separate servers.

**MOTION** by William Grice, seconded by Susan Burrows, to add to the motion "in the best interest of the Des Plaines Public Library." **ROLL CALL VOTE: AYES** : Burk, Burrows, Grice, Lake, Mahony, Tejcek, Weinberg. **NAYS** : Read. **MOTION CARRIED** .

**MOTION** by Susan Burrows, seconded by William Grice, to purchase from GHA 10 Windows 2003 Server w/200 CALs, one Exchange 2003 w/100 CALs, one ARCserve Backup and one SQL Server in an amount not to exceed \$6,000.00. **ROLL CALL VOTE: AYES:** Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED** .

## **ANNOUNCEMENTS**

Sandra Norlin reported that 1311 children and 128 adults signed up for the Summer Reading Program.

Sandra Norlin invited the Board to participate in voter registration and become deputy registrars.

The Finance Committee will meet on August 11, 2004 at 6:00PM to discuss 2005 budget planning.

President Lake received a telephone call from Mayor Arredia asking if there was a problem with the library supporting the New Year's Eve celebration in 2004. Board members asked Noreen Lake if payment had been received for damages to the library incurred from last year's New Year's Eve celebration and President Lake responded that payment has not been received. The Board will not take action on whether to participate in the New Year's Eve celebration

until contacted by the City of Des Plaines.

## **NOMINATING COMMITTEE**

**MOTION** by Susan Burrows, seconded by Eldon Burk, to reaffirm the slate of officers, Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary, by acclamation. **VOTE: AYES : All. NAYS : None. MOTION CARRIED.**

The officers took the Oath of Office.

**MOTION** by Rhys Read, seconded by Jerry Mahony, to adjourn the regular meeting. **VOTE: AYES: All. NAYS : None. MOTION CARRIED .**

The meeting adjourned at 8:45PM.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

## BOARD OF TRUSTEES Minutes of the Regular Meeting August 17, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in Meeting Room A on Tuesday, August 17, 2004. President Noreen Lake called the meeting to order at 7:01 PM.

**Members Present:** Eldon Burk, Susan Burrows, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

**Members Absent:** Mary Ellicson, William Grice.

**Also Present:** Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Alderman Carla Brookman, Pat Krochmal, Linda Forman, Mary Dindiner, Maureen Connaughton, Carol Shannon, Patricia Thompson, Kimberley Bilotich, Rebecca Ames Boykin, Kristen Sorensen, Marty Moylan, Richard Sem, Jim Wozny, Michelle Orris, Vince Powers, Mike Lake.

## CONSIDERATION OF THE AGENDA.

**MOTION** by Eldon Burk, seconded by Susan Burrows, to amend the agenda by moving Additional Security Expenditures to VII. New Business A. and by moving VII. New Business A. First Draft of 2005 Budget to G. in New Business. **VOTE: AYES : All. NAYS: None.**  
**MOTION CARRIED .**

## PUBLIC COMMENTS AND QUESTIONS.

Linda Forman, Chairman of the City of Des Plaines Special Events Commission, asked the Board to approve use of the library meeting rooms, lobby and the outside enclosed hallway for the City of Des Plaines New Year's Eve celebration. This was referred to the Building and Grounds Committee.

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.

Alderman Brookman commended the Board for addressing the issue of Internet Filtering expeditiously. Alderman Brookman applauded the Boards efforts.

## CONSENT AGENDA

**MOTION** by Eldon Burk, seconded by Susan Burrows, to accept the Consent Agenda, as written. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve the Financial Reports for

July 2004. **VOTE: AYES:** All. **NAYS:** None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,55.81
2. Petty Cash Expenditures	\$30.78
3. Budget Expenditures for July	\$387,750.94
4. Expenditures Year to Date	\$2,863,276.53
5. Revenue for July	\$11,755.90
6. Revenue Year to Date	\$2,558,668.88

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

July 06, 2004	\$57,215.21
July 19, 2004	<u>\$53,146.96</u>
Total	\$110,362.17

**ROLL CALL VOTE: AYES:** Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.  
**NAYS:** None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Burrows, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

July 08, 2004	\$103,464.64
July 22, 2004	<u>\$109,897.49</u>
Total	\$213,362.13

**ROLL CALL VOTE: AYES:** Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.  
**NAYS:** None. **MOTION CARRIED.**

## **DIRECTOR'S REPORT**

Note: No official inquiries or requests for confidential information have been received since the last report.

### **PERSONNEL**

New employees for June/July 2004 are Jasper Honrade Reyes and Adam Bartnik, Part-time Pages, Circulation Services.

Resignations/Separations: Denise Kwan, Nancy Larson, and Theresa Zaputil, Part-time Reference Librarians, Adult Services; Shannon Fratamico, Part-time Page, Circulation Services; and Herbert Schlenzig, Part-time Monitor, Building and Security Services.

### **STAFF DEVELOPMENT**

Thanks to the efforts of Margie Borris, we have 46 staff members trained as Deputy Registrars under a special program for Voters Registration for Suburban Cook County. We will continue



to provide voters registration at the library until the deadline of October 5. We plan to participate in the public library registration campaign on Saturday, September 11 with a registration table set up in the atrium. Following September 11 and through October 5, we will staff the registration table(s) evenings and weekends as well.

I am meeting with a task force of employees to work out details for the implementation of salary increases on a merit program for 2005.

## **PATRON SERVICES**

This month's numbers are very interesting. While attendance at the library was nearly identical to last July, our circulation increased by 5.63%. Of the 99,124 items checked out, 46% were audiovisual materials. Patrons used self-check for 25% of the transactions. This high rate of use of our materials may be the result of our successful Summer Reading Club activities for children and adults. 1354 children enrolled in the program; 665 met their reading goals. The 135 adults who entered the program read a total of 759 books in six weeks. Interlibrary loan transactions continue to increase each month, so it is time for us to address our lending protocols, so that our lending is similar to other CCS libraries. CCS has a new member library. The Evanston Public Library became a member in July and will become a full participant in 2005. This will add a good collection of materials for our patrons to access through the shared catalog. Please note the large increases in computer assistance provided by the Adult Services staff.

Project Next Generation is a continuing grant program through the office of Secretary of State Jesse White. This is our third year of offering this program to middle school students. This year eight children participated in creative learning activities to strengthen their problem-solving, reasoning, computer, and teamwork skills. Their final event is a bus trip to the Illinois State Fair, where they and their families will enjoy an evening of free entertainment courtesy of the grant and the Secretary of State.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the CCS Governing Board meeting on July 28. I participated in the Library's team entry for the Cancer Society's Relay for Life on July 30/31. Our team raised over \$2900 for the cause.

## **NEW BUSINESS**

Library Director Sandra Norlin introduced Richard D. Sem of Sem Security Management. Mr. Sem was hired in April 2004 to prepare a security assessment for the Des Plaines Public Library. He gave an overview of his report to the Board.

Alderman Brookman stated that she would ask the City Council to consider installing security cameras in the public parking garage.

**MOTION** by Committee, to budget additional funds to hire two full-time security monitors on the recommendation of the report from Sem Security Management and to begin the hiring process as soon as possible. **VOTE: AYES: All. NAYS : None. MOTION CARRIED.**

Eldon Burk reported that the Management Committee met on August 9, 2004 and discussed the library's Internet filtering policy.

**MOTION** by Committee, to:

" Filter all library computers for graphic depiction of sexual activity for six months.  
" Meet in six months to review the filtering process and determine whether the filtering has been successful in eliminating graphic depiction of sexual activity and if filtering has infringed on patrons access to legitimate research. Staff will track complaints from patrons regarding Internet access.  
" Have filters remain in place at all times and not be removed during the six-month period.

**MOTION** by Rhys Read, seconded by Susan Burrows, to open the discussion up to public comments. **VOTE: AYES: All. NAYS : None. MOTION CARRIED.**

Marty Moylan, 1405 Oakwood, asked when the Board would meet again to discuss the filtering issue. Eldon Burk responded that the Management Committee will meet in six months to review the filtering process and determine whether the filtering has been successful in eliminating graphic depiction of sexual activity and if filtering has infringed on patrons access to legitimate research.

Maureen Connaughton, 711 S. River Road, stated that she agrees with filtering all computers.

Vince Powers stated that freedom of information is the Board's responsibility and that he does not agree with filtering library computers.

Kimberley Bilotich, 1407 Oakwood, thanked the Board for their decision to filter all library computers.

**MOTION** by Committee, to:

" Filter all library computers for graphic depiction of sexual activity for six months.  
" Meet in six months to review the filtering process and determine whether the filtering has been successful in eliminating graphic depiction of sexual activity and if filtering has infringed on patrons access to legitimate research. Staff will track complaints from patrons regarding Internet access.  
" Have filters remain in place at all times and not be removed during the six-month period.  
**VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

**MOTION** by Susan Burrows, seconded by Susan Weinberg, to approve payment to Arlington Heights Memorial Library for the Des Plaines Public Library's share of Library Cable Network expenses for May 1, 2004 through April 30, 2005 in the amount of \$31,122.00, which will be paid for from the library Per Capita Grant funds. **VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

**MOTION** by Susan Burrows, seconded by Susan Weinberg, to adjourn the meeting at 7:55 PM for five minutes. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

**MOTION** by Susan Weinberg, seconded by Rhys Read, to resume the meeting at 8:03 PM. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Rhys Read explained that the fees to administer the Kenneth W. Downing Charitable Trust are much greater than the interest income and the principle will eventually be diminished. Sandra Norlin reported that she contacted Ellen Yearwood of Yearwood and Associates to inquire about the cost to the library for legal fees to initiate the proceedings to terminate the trust. Ms. Yearwood will charge \$150 per hour for her services.

**MOTION** by Committee, to initiate proceedings to terminate the Kenneth W. Downing Charitable Trust. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Hector Marino, Coordinator of Computer & Technical Services reported that four vendors

submitted proposals for the purchase of five black and white printers and three color printers. Hector Marino stated that the lowest proposal for the printers was Business Machine Agents in the amount of \$10,397 and that Business Machine Agents would service the printers for one year at a cost of \$85.00 per month.

**MOTION** by Rhys Read, seconded by Susan Burrows, to purchase five black and white printers and three color printers from Business Machine Agents in an amount not to exceed \$10,397.00 and to purchase a service agreement for the printers from Business Machine Agents in the amount of \$85.00 per month, which is in the best interest of the Des Plaines Public Library. **VOTE: AYES:** Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED.**

**MOTION** by Committee, to purchase print management software for 61 computers, 5 release stations, installation and training from TBS, in an amount not to exceed \$8,300.00, which is in the best interest of the Des Plaines Public Library. **VOTE: AYES:** Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED.**

Library Director Sandra Norlin distributed copies of the preliminary 2005 budget.

**MOTION** by Rhys Read, seconded by Susan Burrows, to submit the 2005 preliminary library budget to City Manager, David Niemeyer and Director of Finance, Jim Egeberg. **VOTE: AYES:** All. **NAYS:** None. **MOTION CARRIED.**

President Lake asked Sandra Norlin to have staff research the pros and cons of having trustees elected, rather than appointed and to present this information to the Board at the October 19, 2004 meeting.

**MOTION** by Rhys Read, seconded by Elaine Tejcek, to adjourn the regular meeting. **VOTE: AYES:** All. **NAYS:** None. **MOTION CARRIED.**

The meeting adjourned at 8:37PM.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
September 20, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in second floor conference room on Tuesday, September 21, 2004. President Noreen Lake called the meeting to order at 7:04PM.

Members Present: Eldon Burk, Susan Burrows, Mary Ellicson, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Alderman Carla Brookman, Sue D'Hondt, Jim Wozny.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by William Grice, seconded by Eldon Burk, to amend the agenda by adding III. New Year's Eve Celebration.

**MOTION** by Susan Burrows, seconded by Rhys Read to accept the agenda as amended.  
**VOTE: AYES:** All. **NAYS:** None. **MOTION CARRIED.**

## **NEW YEAR'S EVE CELEBRATION.**

Jim Wozny from the Special Events Commission explained plans for the New Year's Eve celebration. Susan Burrows asked Mr. Wozny not to use helium balloons in the atrium, because they could become tangled in the hanging sculpture.

## **PUBLIC COMMENTS AND QUESTIONS.**

Leslie Steiner reported that the library's website now includes recent grant information.

Leslie Steiner reported that Margie Borris and Kelli Phillips completed an alphabetical listing of the engraved bricks on Library Plaza. Leslie explained that this listing will be available on the library's website later this year.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.**

Alderman Brookman was in attendance, but did not give a report.

## **CONSENT AGENDA**

Noreen Lake asked that V.A. Approval of the Minutes of the Regular Board Meeting, August 17, 2004 be removed from the Consent Agenda. Eldon Burk asked that V.D.3. Art Committee Report be removed from the Consent Agenda. Rhys Read asked that V.D.2. Friends of the Library Report be removed from the Consent Agenda.

Noreen Lake asked that the minutes from the August 17, 2004 Board of Trustee meeting be amended to read:

Library Director Sandra Norlin introduced Richard D. Sem of Sem Security Management. Mr. Sem was hired in April 2004 to prepare a security assessment for the Des Plaines Public Library.

**MOTION** by Susan Weinberg, seconded by Susan Burrows to approve the minutes of the Regular Board Meeting - August 17, 2004, as amended. **VOTE: AYES : All. NAYS: None. MOTION CARRIED.**

Elaine Tejcek asked that the Friends of the Library report be amended to read:

Noreen Lake and Sandra Norlin reported on the filtering process to be initiated at the Des Plaines Public Library with review of the implementation after 60 6 months of use.

**MOTION** by Rhys Read, seconded by Susan Weinberg, to approve the Friends of the Library Report, as amended. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Eldon Burk reported that artist, Kurt Mager, has offered to donate a 16th century etched metal map to the library for the Rotary Heritage Room. Eldon explained that art consultant, Patti Gilford, would be consulted to determine the proper placement of the map on the wall in the Rotary Heritage Room.

Eldon Burk also reported that the Art Committee was declining the offer of a donation of a model airplane from Mt. Prospect resident, Thomas G. Tezky.

Eldon Burk also reported that artist, Thomas Goleas, loaned the library a painting of the City of Des Plaines. Mr. Goleas asked that his painting be displayed where the public could view it. It was undecided whether or not the painting would be displayed by the library.

**MOTION** Jerry Mahony, seconded by William Grice, to approve the Art Committee Report, as written. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Motion by William Grice, seconded by Susan Weinberg, to accept the Consent Agenda, as amended. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

**MOTION** by William Grice, seconded by Susan Weinberg, to approve the Financial Reports for August 2004. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$10,961.57
2. Petty Cash Expenditures	\$23.93
3. Budget Expenditures for August	\$469,799.39
4. Expenditures Year to Date	\$3,334,188.87
5. Revenue for August	\$14,560.22
6. Revenue Year to Date	\$2,573,310.85

**MOTION** by William Grice, seconded by Susan Weinberg, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

August 02, 2004	\$115,125.26
August 16, 2004	<u>\$75,308.92</u>
Total	\$110,362.17

**ROLL CALL VOTE: AYES:** Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED.**

**MOTION** by William Grice, seconded by Susan Weinberg, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

[DATE]	\$
[DATE]	<u>\$</u>
Total	\$

August 05, 2004	\$ 107,676.16
August 19, 2004	\$ 107,503.51
Total	\$ 215,179.67

**ROLL CALL VOTE: AYES:** Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED.**

**MOTION** by Committee to deposit funds from the Downing Trust into the Des Plaines Public Library Fund at Library Community Foundation and to set up a special fund named the Downing Fund and to allocate those funds at another time. **VOTE: AYES:** All. **NAYS:** None. **MOTION CARRIED.**

**MOTION** by Committee, to approve the request from the Special Events Commission to host a part of the City of Des Plaines New Year's Eve celebration at the library and that the library will provide 1) two security monitors and two housekeeping staff to keep the washrooms clean, 2) mats for the floors in the hallways and lobby areas and 3) that the Special Events Commission can use the corridor entrance and parts of the lobby for the celebration. The Special Events Commission will provide 1) stanchions and 2) clean-up after the celebration. **VOTE: AYES:** All. **NAYS:** None. **MOTION CARRIED.**

## **DIRECTOR'S REPORT**

No official inquiries or requests for confidential information have been received since the last report.

### **PERSONNEL**

New Employees for August: Adam Bartnik, Carolyn Romin, Fernando Martin, and Michael Puente, Part-time Page, Circulation Services.

Resignations/Separations: Linda Kleen, Part-Time Circulation Services Assistant, and Adam Bartnik, Page, Circulation Services.

### **STAFF DEVELOPMENT**

The Fall Quarterly All-Staff Meeting was held on September 14. The topics of discussion were the new evaluation and merit-based pay system, the bonus award program, and the security audit results and recommendations. Dick Sem attended the meeting to report and to answer questions.

We honored six employees who have worked at the library for 25 years or more: Lee Cho, Gail Bradley, Sue Pirie, Kelli Phillips, Margie Borris, and Diane Fellner.

Several staff members will attend the annual conference of the Illinois Library Association, September 28-30. Two of our staff, Margie Borris and Bob Blanchard will present information on our recent grant projects.

## **PATRON SERVICES**

We have experienced ongoing failures of the catalog system since the SIRSI upgrade of August 17. The technical and administrative staff of CCS are working diligently to expedite progress in addressing and correcting the problems with SIRSI personnel.

We experienced a small increase in circulation for August, with print materials accounting for 53% of the total circulation. For childrens' materials, print accounted for 63% and for adult materials, 48%. Patrons used self-check for 23% of the total items circulated.

Attendance is close to last year's. Adult Services staff assisted adults in use of the collection and services 166,499 times. Adult computers were used 7,810 times and children's 1,782 times in August. Our meeting rooms were occupied 58 times by 40 groups.

Since the filters were installed on the adult computers on August 20, we have recorded 24 comments/complaints. Sixteen of the complaints involved being blocked from Yahoo and Hotmail. That problem was corrected on August 26. The other comments involved a variety of situations, one was a deliberate testing of the filter, one angry complaint came from a person who wanted to view adult sites and could not, another from someone who was reported by another patron and felt his privacy and access rights were violated, and the others involved popups of various questionable sexual content reported by people who did not want to see them.

I received a Freedom of Information Act request for information about salaries and benefits of all current staff. Carol and I worked with the city legal, human resources, and finance departments to provide the information that we had that was not confidential.

## **PROFESSIONAL ACTIVITIES**

I attended the City Holiday Lighting Ceremony Committee meeting on 8/18, the Library Cable Network Executive Committee meeting on 8/19, the Chamber City Advisory Committee meeting on 8/26, a luncheon for women library directors on 9/9, the Friends of the Library Wishlist Committee meeting on 9/13, the Library Cable Network EXCOMM meeting on 9/16, and SLURP (area library directors discussion group) on 9/17.

## **NEW BUSINESS**

Jerry Mahony will attend the October 4 City Council meeting, Mary Ellicson the October 18 meeting, Eldon Burk the November 1 meeting and Elaine Tejcek the November 15 meeting.

**MOTION** by Rhys Read seconded by Eldon Burk, to approve the Per Capita Grant

application. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Sandra Norlin distributed revised FY2005 budget documents and reported that the 2005 budget will require an increase of \$319,588, which is a 6.6% increase over taxes collected in 2004.

**MOTION** by Susan Burrows, seconded by Eldon Burk, to approve the amended FY2005 budget, as written. **ROLL CALL VOTE: AYES:** Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS: None. MOTION CARRIED.**

President Lake reported that Committee assignments would not change for 2004/2005.

Eldon Burk reported that job description changes were discussed and approved in Committee for the following positions:

Readers' Services Manager  
Reference Librarian II  
Part-time Reference Librarian  
Readers' Services Assistant  
Reference Assistant  
Technical Services Assistant  
Technical Services Processing Clerk  
Head of Building & Security Services  
Monitor, Full-time  
Monitor, Part-time  
Head of Circulation Services  
Assistant Head of Circulation Services  
Circulation Services Assistant  
Circulation Services Clerk  
Eldon Burk asked for Board approval.

**MOTION** by Committee to approve the changes to the following job descriptions:

Readers' Services Manager  
Reference Librarian II  
Part-time Reference Librarian  
Readers' Services Assistant  
Reference Assistant  
Technical Services Assistant  
Technical Services Processing Clerk  
Head of Building & Security Services  
Monitor, Full-time  
Monitor, Part-time  
Head of Circulation Services  
Assistant Head of Circulation Services  
Circulation Services Assistant  
Circulation Services Clerk

**VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Eldon Burk reported that the Head of Building and Security Services will be supervising two additional full-time employees and that this increase in staff changed the salary range for this position and asked for Board approval to make this salary range change.

**MOTION** by Committee, to approve a change in the salary group for the Head of Building and Security Services from Group 5 to Group 4, to begin at the time the two full-time security monitors begin working at the library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**



Eldon Burk reported that the Management Committee reviewed and revised library policies C-8, Rules of Conduct and A-13, Internet Access Policy and asked the Board to approve these changes.

**MOTION** by Committee to approve changes to library policy C-8, Rules of Conduct. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

**MOTION** by Committee, to approve change to library policy A-13, Internet Access Policy. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Eldon Burk asked for Board approval to enter into an agreement with Sem Security, Inc. to provide security training for the staff in the Building and Security Services department. The cost of the training includes a manual specifically written for the Des Plaines Public Library. The cost of the training is \$6,000.00.

**MOTION** by Committee, to enter into an agreement with Sem Security, Inc. to provide security training for the staff in the Building and Security Services department and to provide a security training manual written specifically for the Des Plaines Public Library at a cost of \$6,000.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

Eldon Burk reported that the Compensation Task Force reviewed and revised the performance evaluation system for library staff. New guidelines for employee raises will begin January 1, 2005.

Eldon Burk asked the Board to adopt the Salary and Classification Schedule for three years ending December 31, 2006.

**MOTION** by Committee, to adopt the Salary and Classification Schedule for three years ending December 31, 2006 and to review the Salary and Classification at that time. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Sandra Norlin reported that the Part Time Reference Librarian position was reclassified to Group 6 and this will result in a salary range change. The Board discussed when to implement the change and agreed that a change in salary for Part Time Reference Librarians will begin January 1, 2005.

**MOTION** William Grice, seconded by Susan Burrows, to approve the salary range change for Part Time Reference Librarian beginning January 1, 2005. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

The Building and Grounds Committee will meet on October 19, 2004 at 5:00PM for a walk through of the library facilities. The Board was invited to attend. Sandra Norlin will provide checklists for the Committee.

**MOTION** by Susan Weinberg, seconded by Jerry Mahony, to approve payment to Thomson Gale in the amount of \$9,208.00, which is in the best interest of the Des Plaines Public Library. **VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

Sandra Norlin reported that some older chairs were moved to the new library and that they were in disrepair. Sandra asked for Board approval to order 15 chairs for staff at a cost of \$6,113.85. The chairs will be ordered through Knoll to match the chairs owned by the library.

**MOTION** by Eldon Burk, seconded by Susan Weinberg, to approve the purchase of 15 Knoll chairs from Corporate Concepts at a cost of \$6,113.85, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES:** Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED.**

**MOTION** by Rhys Read, seconded by Susan Burrows, to approve payment to Three M, Inc. for an annual maintenance agreement in the amount of \$12,745.88, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES:** Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

Sandra Norlin reported that six employees celebrated 25 years or more working at the Des Plaines Public Library.

Sandra Norlin also reported that 227 people were registered to vote by library staff.

President Lake thanked Margie Borris and Kelli Phillips for their hard work compiling an alphabetical listing of the 1,022 engraved bricks on Library Plaza.

Noreen Lake thanked Eldon Burk for serving as chair of the Management Committee and his work during the many discussions on Internet filtering.

Eldon Burk stated that he wrote a letter to the Friends of the Library thanking them for their support .

## **EXECUTIVE SESSION**

**MOTION** by William Grice, seconded by Mary Ellicson, to enter into an Executive Session at 8:45 PM to discuss Compensation of Specific Employees. **VOTE: AYES:** All. **NAYS :** None. **MOTION CARRIED.**

The regular session reconvened at 9:17 PM and was called to order by President Noreen Lake.

**MOTION** by Jerry Mahony, seconded by Susan Weinberg, to adjourn the regular meeting. **VOTE: AYES:** All. **NAYS:** None. **MOTION CARRIED.**

The meeting adjourned at 9:18PM.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
October 19, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in second floor conference room on Tuesday, October 19, 2004. President Noreen Lake called the meeting to order at 7:00 PM.

**Members Present:** Eldon Burk, Susan Burrows, Mary Ellicson, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

**Also Present:** Sandra Norlin, Martha Sloan, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Alderman Rosemary Argus, Kimberley Bilotech, Brian Mulcrone.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Eldon Burk, seconded by Susan Burrows, to accept the agenda as written.

## **PUBLIC COMMENTS AND QUESTIONS.**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.**

Alderman Brookman was in attendance, but did not give a report.

## **CONSENT AGENDA**

**Motion** by Eldon Burk, seconded by Elaine Tejcek, to accept the Consent Agenda, as written.

**VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the Financial Reports for September 2004. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,451.37
2. Petty Cash Expenditures	\$37.14
3. Budget Expenditures for September	\$423,462.98
4. Expenditures Year to Date	\$3,761,168.40
5. Revenue for September	\$10,836.13
6. Revenue Year to Date	\$2,592,070.07

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

September 07, 2004	\$40,326.97
September 20, 2004	<u>\$99,914.16</u>
Total	\$140,241.13

**ROLL CALL VOTE:** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

September 02, 2004	\$106,875.82
September 16, 2004	<u>\$105,425.72</u>
Total	\$212,301.54

**ROLL CALL VOTE:** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

## **NEW BUSINESS**

### **DIRECTOR'S REPORT**

Sandra Norlin distributed her director's report to the Board.

No official inquiries or requests for confidential information have been received since the last report.

### **PERSONNEL**

New employee for September/October: Ivan Ruiz, Part-time Page, Circulation Services.

Resignations/Separations: Devesh Shah, Part-time Circulation Assistant.

We received 83 applications for the two new full-time Security Monitor positions. The screening process has begun and interviews will be scheduled in late October or early November.

### **STAFF DEVELOPMENT**

Bob Blanchard, Margie Borris, and Chris Posinger presented Poster Sessions during the Illinois Library Association Annual Conference September 28 - October 1. Several other staff members attended the Conference at Navy Pier in Chicago.

Veronica Schwartz attended the ALSC (Association for Library Services to Children) Conference in Minneapolis, MN, September 28 - October 1.

Heidi Krueger attended the second training retreat for Synergy Leadership Training at Pere

Marquette State Park near Grafton, IL. The topics of this retreat were strategic planning, organizational and professional change.

Planning for the Security Monitor Training Program began with a meeting of Gary Valente, Dick Sem, and me on October 7.

Hector Marino will be the featured speaker at the Des Plaines Sister Cities General Meeting on October 29.

Christina Tropea has been selected to participate in the International Book Fair in Guadalajara under the ALA Free Pass Program November 27-December 1. Participants receive free registration, lodging, and \$100 travel reimbursement.

## **PATRON SERVICES**

The decrease in items circulated came as a surprise this month. The only areas of increase were DVDs in both Adult and Children's collections. There was a slight increase in adult audio book circulation. Audiovisual circulation accounted for 44% of the total circulation, 32% of children's and 51% of adult materials. We also experienced a slight decrease in attendance. It is interesting to follow the changes in adult patron assistance, with decreases in some areas of service demand and large increases in others, notably ready and in depth reference services, even with increased use of the internet. We experienced increases in youth services in the same areas.

We registered 350 people to vote in a concerted effort by all staff. These are the figures from September. We continued registration through October 5.

The Youth Services Department hosted four programs with excellent attendance, including Chess Club and Power Poetry for middle schoolers, Stories and More for K-2 graders, and Story Explorers for 3rd and 4th graders. We also visited 5 preschools and 2 grade school open houses and participated in the Rebecca Caudill book discussion at Plainfield School. We hosted the annual school media specialists' tea on 9/23.

Several adult programs are successful. The evening book discussion group has attracted a regular attendance of 8-12, the Memoir Writing program was so successful that it is repeated this fall and a men's group is forming. Computer classes have resumed and are well attended. The reports of incidents regarding pornography and filtering on the Internet have diminished significantly. There were 7 reported incidents in September.

Lutheran General is scheduled to provide flu shots at the Library on November 23 from 10AM to 3 PM. Because of the vaccine shortage, all reservations are filled, and no walk-ins will be served.

On September 28 and 30, Amber Creger and Cathy Friedman participated in Freshman Orientation at the library at Maine East High School.

## **PROFESSIONAL ACTIVITIES**

I applied for and was appointed to the North Suburban Library System Board of Directors. I will attend regular meetings on the fourth Monday of every month for a two-year term.

I attended the Annual Conference of the Illinois Library Association on September 30 and October 1. I attended two meetings on advocacy, one on children's programming, one on Open URL, and the very enjoyable Illinois Authors Luncheon.

I attended the CCS Governing Board meeting on 9/22, the School Media Specialists Tea on 9/23, a farewell luncheon for retiring Fire Chief Farinella on 9/28, the Friends of the Library meeting on 9/28, and the Library Directors' discussion of library trends at Northbrook PL on 10/8.

I was on vacation from October 9 through October 18. Hector Marino was Librarian in Charge during my absence.

**MOTION** by Rhys Read, seconded by Susan Burrows, to approve payment to Ebsco Subscription Services in the amount of \$33,916.53, which is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Weinberg to declare the following items surplus property:

- 143 Large metal Princeton files
- 4 Small metal Princeton files
- 11 Printers
- 7 Computers
- 7 Monitors
- 1 Scanner
- 23 Desk Chairs

**VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Susan Burrows, seconded by Jerry Mahony, to approve the purchase of E\*vents Software for Online Calendar and Registration and E\*roomreserve Software for Online Meeting Room Reservation and Management up to 8 Rooms from Total Business Solutions, in the amount of \$4,200.00, which is in the best interest of the Des Plaines Public Library.

**VOTE:** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to approve the purchase of eight Kyocera 3820N black and white laser printers and one Kyocera KM-C2230 color copier/printer/scanner from ABM Office Equipment, Inc, in the amount of \$15,809.00, which is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

Eldon Burk reported that the Management Committee met and discussed current library procedures for loaning feature film DVDs. The Committee consensus was that the library purchase multiple copies of new feature film DVDs and that holds be limited to Des Plaines library patrons only. Sandra Norlin reported that 42% of the library circulation is now audio/visual materials.

Eldon Burk reported that the Management Committee reviewed information on library district conversion. Library Director Sandra Norlin reported that estimated ongoing costs for a District Library not covered in the current budget would be between \$215,000 - 389,500 per year.

Alderman Rosemary Argus stated that she attended the board meeting to listen to the Board's discussion on library district conversion. Alderman Carla Brookman stated that there has been no outcry by Des Plaines residents to convert the library to a district. President Lake stated that a conversion would be costly to Des Plaines residents.

William Grice entered the meeting at 8:04PM.

William Grice reported that the Building and Grounds Committee toured the library and answered questions about the building and how well it functions as a library. The Committee will discuss the results of the tour at their next meeting on Tuesday, November 16, 2004 at 6:00PM. William Grice invited the Board to attend.

**MOTION** by Susan Burrows, seconded by Rhys Read, to amend the agenda by adding VII. New Business I. Veteran's Day Vigil. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

Brian Mulcrone, President of the Vietnam Veterans of America, Chapter 311, asked the Board to approve a meeting room request for meeting rooms B and C for Wednesday, November 10, 2004. Brian Mulcrone explained that the Vietnam Veterans of America would show the documentary film, "Be Good, Smile Pretty" and would use the meeting rooms from 5:30pm until 9:15pm. Brian stated that the DVD would be donated to the library.

**MOTION** by Eldon Burk, seconded by Susan Burrows, to allow the Vietnam Veterans of America, Chapter 311, to use library meeting rooms B and C on Wednesday, November 10, 2004 from 5:30pm until 9:15 to show the documentary film "Be Good, Smile Pretty". VOTE: AYES: Burk, Burrows, Ellicson, Grice, Mahony, Read, Tejcek, Weinberg. NAYS: None. Lake abstains. **MOTION CARRIED.**

**MOTION** by Susan Burrows, seconded by Elaine Tejcek, to approve payment to ProQuest in the amount of \$15,662.85, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

President Lake reported that the Friends fall book sale was very successful. The Friends have donated approximately \$78,000 to the library for services and equipment since the library opened in 2000.

The Board recessed for 10 minutes.

## **EXECUTIVE SESSION**

**MOTION** by Rhys Read, seconded by Mary Ellicson, to enter into an Executive Session at 8:35 PM to discuss Compensation of Specific Employees. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 8:47 PM and was called to order by President Noreen Lake.

**MOTION** by William Grice, seconded by Jerry Mahony, to respectfully decline employee's request for specific compensation. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by William Grice, seconded by Rhys Read, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

The meeting adjourned at 8:49PM.

Minutes prepared by Carol Kidd.

[back](#)



# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
November 16, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in second floor conference room on Tuesday, November 16, 2004. President Noreen Lake called the meeting to order at 7:13PM.

**Members Present:** Susan Burrows, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

**Members Absent:** Eldon Burk, Mary Ellicson.

**Also Present:** Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Jeannette Jacoby, Kimberly Bilotech.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Rhys Read, seconded by Susan Weinberg, to amend the agenda by adding under VII. New Business. F. Buy A Brick and G. Foreword Article.

**MOTION** by Rhys Read, seconded by Susan Weinberg, to accept the agenda, as amended.  
**VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

## **PUBLIC COMMENTS AND QUESTIONS.**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.**

Alderman Brookman in attendance. No report.

## **CONSENT AGENDA**

**MOTION** by Rhys Read, seconded by William Grice, to accept the Consent Agenda, as written. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

**MOTION** by Rhys Read, seconded by William Grice, to approve the Financial Reports for October 2004. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts \$11,793.50

2. Petty Cash Expenditures	\$6.12
3. Budget Expenditures for October	\$435,280.86
4. Expenditures Year to Date	\$4,196,449.26
5. Revenue for October	\$14,173.71
6. Revenue Year to Date	\$2,606,243.78

**MOTION** by Rhys Read, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

October 04, 2004	\$101,270.85
October 18, 2004	<u>\$47,766.24</u>
Total	\$149,037.09

**ROLL CALL VOTE** : AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg.  
 NAYS: None. **MOTION CARRIED.**

**MOTION** by Rhys Read, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

October 06, 2004	\$110,312.22
October 14, 2004	\$109,913.59
October 27, 2004	<u>\$109,613.19</u>
Total	\$329,839.00

**ROLL CALL VOTE:** AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg.  
 NAYS: None. **MOTION CARRIED.**

## **DIRECTOR'S REPORT**

I have received no official requests for confidential patron information since the last report.

### **PERSONNEL**

New employees since last report: Lalu Palamattam, Part-time Reference Assistant, Adult Services Department.

Gary Valente and I interviewed 14 candidates for the two full-time security monitor positions. The City Human Resources staff are managing the background check procedures. We hope to offer a position within the next two weeks.

### **STAFF DEVELOPMENT**

Hector Marino is participating in a training session in Seattle, WA, sponsored by the Gates Foundation through a grant to the Illinois State Library. The goal of the project is to increase access to public access computers to Spanish-speaking patrons. Hector will take be a presenter at an upcoming program at North Suburban Library System, "Empowering Library Staff to Meet the Needs of the Spanish Speaking Community."

Our Youth Services Department staff are being trained to participate in the Public Library

Association's initiative "Every Child Ready to Read."

The meeting room software was installed and staff was given training in its use on November 15.

I joined two meetings of the page staff to discuss their responses to sexual harassment and other negative patron interactions. They are encouraged to leave the unsafe condition or area immediately and to report it to other library staff and security.

Four staff members will attend the Illinois Unicorn Users Group (SIRSI) meeting in Joliet on 11/17.

We will combine our quarterly All-Staff Meeting with our staff Holiday Party on December 9.

## **PATRON SERVICES**

Circulation decreased from October 2004 by 3.87%. AV circulation represented 45% of the total circulation, 32% of children's material circulation and 52% of adults'. Computer use and printing both increased.

From 9/15 through 11/18 the Youth Services staff will have visited 20 preschools in Des Plaines; 2 preschools have visited the library; and 3 tours for parents were conducted. Staff attended 3 school open houses and hosted 5 school classes.

Margie Borris wrote a column for the Maine Source, the newsletter for the Maine Community Youth Assistance Foundation September issue.

American Libraries November issue included photographs of our staff and display for Banned Books Week.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Library Cable Network Executive Committee meeting on 10/21, my first meeting of the NSLS Board on 10/25, the Friends of the Library Roundtable on 10/26, the Des Plaines First Ladies' Tea on 11/7, an NSLS Board committee meeting on 11/8, and the CCS Executive Committee meeting on 11/10.

## **NEW BUSINESS**

Noreen Lake will attend the December 6 City Council meeting, Rhys Read the December 20 meeting, Jerry Mahony the January 3 meeting and Susan Weinberg the January 17 meeting.

Susan Burrows reported that the Art Committee met with art consultant Patti Gilford on November 9, 2004. The Art Committee recommends the library purchase an antique quilt for the Rotary Heritage Room through Patti Gilford Fine Arts at a cost not to exceed \$6,000.00. The cost of the quilt will include restoration and installation. The Art Committee also recommends framing and hanging the 16th Century etched metal map donated to the library by Kurt Mager and framing and hanging the five prints currently hanging in the Rotary Heritage Room. Susan Burrows stated that all art purchases are paid for by donations to the Des Plaines Library Fund through the Library Community Foundation.

**MOTION** by Committee, to purchase an antique quilt through Patti Gilford Fine Arts at a cost not to exceed \$6,000.00, which includes restoration and hanging in the Rotary Heritage Room,

and to ask Patti Gilford to prepare costs to frame and hang the 16th Century Map donated by Kurt Mager and to prepare costs to frame and hang the five prints currently hanging in the Rotary Heritage Room. **ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

Susan Burrows reported that Patti Gilford presented several types of artwork for placement on the wall located in the Administration reception area for Committee review.

**MOTION** by Committee, to authorize Patti Gilford to begin the process of contracting the services of Joe Walters to sculpt original art pieces for the wall in the reception area on the second floor at a cost not to exceed \$10,000.00, and that payment to Joe Walters be made through the Des Plaines Library Fund at the Library Community Foundation. **ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED .**

Susan Burrows reported that proceedings to terminate the Downing Trust are progressing.

Sandra Norlin reported that costs to build into the fourth floor walls invisible hanging devices for some of the sculpture pieces would be in excess of \$6,000.00. Sandra Norlin also reported that artist Fred Nagelbach would charge \$800.00, which includes the cost of a lift, to remove and re-hang the sculpture pieces. This was sent back to the Art Committee for review and to try and find other alternatives that are less costly.

Sandra Norlin reported that funds would almost be depleted in the Des Plaines Library Fund at the Library Community Foundation after the current art purchases. The remaining funds would be approximately \$1,500.00.

William Grice reported that the Building and Grounds Committee will meet on January 11, 2005 at 6:00PM to review several building issues discussed at the Committee of the Whole meeting on November 16, 2004.

Sandra Norlin reported that she received a list of fees that the City of Des Plaines proposes to charge the library for services currently being provided. The fees include services provided to the library from the city's finance, human resources, legal and public works departments, as well as utility bills. The proposed costs to the library would be approximately \$32,900.00. The Board asked Library Director Sandra Norlin to contact local municipal libraries to ask if they are paying fees for city services and if they are, what are their costs. Sandra Norlin was also asked to inquire about the last day that the library can change their levy request. The matter was referred to the Finance Committee for further review. The Finance Committee will meet on Wednesday, December 1, 2004 at 6:00PM.

**MOTION** by William Grice, seconded by Susan Burrows, to approve payment to Thomson Gale in the amount of \$8,000.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED .**

Noreen Lake stated that the current Buy A Brick form does not include any restrictions on the brick inscriptions. Noreen Lake suggested that the form state that all inscriptions are subject to approval.

**MOTION** by Susan Weinberg, seconded by William Grice, that Buy A Brick forms include the wording " inscription subject to approval." **VOTE: AYES: All. NAYS: None. MOTION CARRIED .**

Noreen Lake reported that the article the Board will write for the library newsletter, Foreword,

will be due no later than February 1, 2005.

## **ANNOUNCEMENTS**

Sandra Norlin reported that the staff holiday party would be held on December 9, 2004 between 8:00 am and 10:00 am and the Board was invited to attend.

Sandra Norlin also reported that the Board holiday dinner will be held on Tuesday, January 18, 2005 at 5:30 pm at the Black Ram restaurant.

The Vietnam Veterans of America, Chapter 311, donated a copy of the documentary film Be Good, Smile Pretty to the library.

## **CORRESPONDENCE**

The library has purchased 15 new office chairs for the circulation workroom. The used chairs will be made available to schools and other government agencies for \$25.00 each. All remaining chairs will be available to staff for \$25.00 each.

## **OTHER**

Santa arrives at the library on December 4, 2004.

**MOTION** by Jerry Mahony, seconded by William Grice, to adjourn the regular meeting.  
**VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

The meeting adjourned at 8:27 PM.

Minutes prepared by Carol Kidd.

[back](#)