

Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 16, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 16, 2007. President Noreen Lake called the meeting to order at 4:02 p.m.

ROLL CALL

Roll call indicated the following board members were present: Mary Bahamon, Eldon Burk, Mary Ellicson, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Margaret Scholl, Wally Meyer, Carol Kidd, Bree Pusey.

CONSIDERATION OF THE AGENDA

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

PUBLIC COMMENTS AND QUESTIONS

Wally Meyer, President of the Friends of the Library, thanked the Board for approving the purchase and installation of a keypad lock for the Friends book storage room. Wally stated that the Friends volunteers like the keypad and said that it works well. Wally also stated that he has suggestions on rewording the first paragraph of the “Guidelines for Use of Library Facilities and Personnel by Friends of the Library” and will give his written suggestions to Carol Kidd to be presented at the next Management Committee meeting.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman

Alderman Brookman was in attendance at the City Council meeting.

CONSENT AGENDA

Rhys Read asked that A. Approval of the Minutes of the Regular Board Meeting – December 20, 2006 be removed from the Consent Agenda.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

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

1. Over the Counter Receipts	\$10,830.50
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for December	\$491,136.84
4. Expenditures Year to Date	\$5,593,723.57
5. Revenue for December	\$11,204.71
6. Revenue Year to Date	\$6,188,738.34

MOTION by George Magerl, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

December 4, 2006	\$44,067.15
December 18, 2006	<u>\$82,506.58</u>
Total	\$126,573.73

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

MOTION by George Magerl, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

December 7, 2006	\$116,365.91
December 21, 2006	<u>\$119,253.88</u>
Total	\$236,619.79

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

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential information since my last report.

PERSONNEL

New employees for December/January: Kevin Luke, Page, Circulation Services and Joel Sawyer, Readers' Services Assistant.

Resignations/Separations: Rudolfo Espinoza, Technology Page and Leif Rasmussen, IT Assistant, Computer Services; Elyssa Salinas, Ancy Thomas, Pages, Circulations Services; and David Schousboe, Circulation Clerk.

STAFF DEVELOPMENT

All Department Heads, except Leslie Steiner who was on vacation, attended a program on buzz marketing at NSLS on January 10. This program is part of a series of programs on word of mouth or "buzz" marketing presented by NSLS through a grant program.

Coaching training will begin for all supervisors on January 29. Mary Jane Kepner will assist us in developing this program, thanks to one of the LSTA grants we received in October.

I have awarded tuition grants to the following employees for the Spring semester: Laura Adler, Adriana Avalos, Carol Kidd, Kathy Kyroutac, and Gwen LaCosse.

The following staff members received Employee Bonus Awards for the 4th quarter of 2006: David Ayala, Carolyn Cronin, and Phyllis Johnson.

PATRON SERVICES

Circulation for 2006 topped circulation for 2005 by 2.66%, once again going over 1 million. Of the total circulation for the year, circulation of childrens' materials accounted for 29% of the circulation from the main library and 50% of the Mobile Library circulation. Print materials make up 85% of our total collection and 52% of the circulation. That means that our AV collection, which is 15% of our total collection accounts for 48% of the items circulated in the past year.

Circulation staff encouraged and assisted the public in the use of the self-check machines, increasing the total uses of self-check in December to 35% of all items checked out of the main library.

Attendance at the library increased by 11%. We increased our number of cardholders by 560, up to 63% of the population.

OTHER PROFESSIONAL ACTIVITIES

I attended a SLURP (area library directors' group) luncheon on 12/22; a Library Cable Network Division meeting on 1/9; a program on Buzz (Word-of-Mouth) marketing at NSLS, a CCS Executive Committee meeting, and a meeting of the Oakton Literacy Council on 1/10; a Chamber of Commerce Board meeting and a female library directors' luncheon on 1/11; and a Chamber of Commerce Scholarship Committee meeting on 1/12.

I will be on vacation from January 17 through January 19, returning for the Centennial Reception on Saturday, January 20.

Rhys Read asked that the December 19, 2006 minutes be amended to read "Alma Read was elected President of the Des Plaines Hispanic Council."

MOTION by Rhys Read, seconded by George Magerl, to approve the Minutes of the Regular Board Meeting – December 19, 2006, as modified. **VOTE** : AYES: All. NAYS: None.

MOTION CARRIED

UNFINISHED BUSINESS

Sandra Norlin reported that a brokerage account was opened at the First Midwest Bank to be used for donations and that to draw funds from the account two signatures will be required.

NEW BUSINESS

MOTION by William Grice, seconded by Jerry Mahony, to have Board meetings recorded for television broadcasts for the months of April, July and October in 2007 and January in 2008.

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

Sandra Norlin reported that the cost to record a Board meeting may increase to \$400.00 when the library's current contract expires with Library Production Studios, formerly known as Library Cable Network at the end of June 2007. The current cost to record a Board meeting is \$300.00 and this is a reduced rate because the Des Plaines Public Library is a member of Library Production Studios.

Mary Ellicson will attend the February 5 City Council meeting, Maria Bahamon the March 5 meeting and Rhys Read the March 19 meeting. The 2nd City Council meeting in February is on Tuesday, February 20, 2007, the same date as the Library Board meeting.

Sandra Norlin reported that she did not recommend a surcharge for motor fuel for the Mobile Library at this time. The Board consensus was not to add a surcharge for motor fuel to the agreement with the Village of Rosemont for the Mobile Library. William Grice asked that a letter be sent to the Village of Rosemont stating that there would not be an increase due to fuel costs.

MOTION by William Grice, seconded by Jerry Mahony, to ask President Lake and a guest to attend the Chamber of Commerce annual dinner and installation of officers on February 9, 2007 and to ask Library Director Sandra Norlin and a guest to attend the dinner and that the library pay for the tickets. **ROLL CALL VOTE : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED .**

Sandra Norlin reminded the Board that National Library Legislative Day is being held in Washington, DC on May 1 and 2, 2007 and that a room has been reserved for a board member/s who would like to attend the conference. President Lake encouraged Board attendance and stated that Board members who attend the NSLS Legislative Breakfast on February 19, 2007 will have the opportunity to enter into a drawing for a \$500.00 scholarship to be used for attendance at National Library Legislative Day.

The next Management Committee meeting will be held on February 6, 2007 at 4:00 p.m. to discuss a policy for library volunteers and to review "Guidelines for Use of Library Facilities and Personnel by Friends of the Library."

Sandra Norlin reported that she and Gary Valente, Head of Building and Security Systems, met with City staff on January 11, 2007 to discuss a leak in the library's roof that began in 2003. It was decided that the City Manager will work with library and city staff to try and resolve this ongoing problem. Matt Dusckett, Head of Public Works, suggested that a professional building consultant be hired to assess the library building and mechanical systems and use the assessment as a template for an annual report. Matt Dusckett will contact a professional building consultant. Sandra Norlin stated she will inform the Board of the library's costs for these services and ask for their approval at an upcoming board meeting.

ANNOUNCEMENTS

President Lake stated that Library Director Sandra Norlin has been nominated for Staff Member of the Year. The awards banquet will be at the North Suburban Library System on March 16, 2007 and President Lake asked Board members to contact Carol Kidd if they were interested in attending.

Sandra Norlin reported that the library would host a Centennial Celebration kick-off party on Saturday, January 20, 2007 from 6:00 p.m. – 8:00 p.m. at the library.

Sandra Norlin distributed informational sheets to the Board members with health and dental costs for library employees for 2006 and 2007. This information was requested by Rhys Read at the December 19, 2006 Board meeting.

OTHER

Sandra Norlin reported that the company who services the library's elevators has not been responding to calls for repair from Gary Valente, Head of Building & Security Services or from his staff. Sandra reported that library elevators were inspected on 12/11/06 and that some violations were found by the inspector. Daily phone calls to the elevator company resulted in some repairs being made to the elevators, but not all repairs were made to satisfy the inspector. Gary Valente recommends cancelling the current contract and entering into an agreement with Great Lakes Elevator Company. The cost for service from the current company is \$300.00 per month and the cost quoted by Great Lakes is \$450.00 per month. Sandra Norlin also reported that the current elevator company had not invoiced the library for services since April 2005. Sandra explained to the Board that she does not have the authority to sign another contract because the cost exceeds \$5,000.00, but referenced the library's policy on library expenditures which states "Emergency purchases of goods or services \$5,000 and above that must be effected to protect the health and welfare of library personnel and patrons as well as library property may be made with the concurrence of two members of the Finance Committee." Rhys Read, Jerry Mahony and Elaine Tejcek concurred with the recommendation presented by Sandra Norlin to cancel the current elevator repair contract and enter into an agreement with Great Lakes Elevator Company and to ask the City Attorney to review the proposed contract with Great Lakes Elevator Company.

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

Meeting adjourned at 4:58 p.m.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 20, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 20, 2007. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, Mary Ellicson, William Grice, Noreen Lake, Rhys Read, Elaine Tejcek.

Members Absent: Jerry Mahony, George Magerl.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Wally Meyer, Carol Kidd.

CONSIDERATION OF THE AGENDA.

Sandra Norlin asked that L. Subject Matter for Foreword Column to be added to the agenda under VIII. New Business.

Sandra Norlin asked that C. Board Member Participation for Library Fundraising to be added to the agenda under XI. Other.

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

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance at the City Council meeting.

CONSENT AGENDA

Elaine Tejcek asked that D. Acceptance of Reports. 2. Friends of the Library Minutes be removed from the agenda.

Rhys Read asked that C. Approval of Library Expenditures 1. Warrant Register – January 02,

2007 - \$49,836.70 be removed from the agenda.

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

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

1. Over the Counter Receipts	\$12,649.55
2. Petty Cash Expenditures	\$9.90
3. Budget Expenditures for January	\$565,548.77
4. Expenditures Year to Date	\$565,548.77
5. Revenue for January	\$3,441.74
6. Revenue Year to Date	\$3,441.74

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:

January 02, 2007	\$49,836.70
January 16, 2007	<u>\$108,498.70</u>
Total	\$158,335.40

ROLL CALL VOTE: AYES: Bahamon, Burk, Ellicson, Grice, Lake, Read, Tejcek. 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:

January 04, 2007	\$117,222.05
January 18, 2007	<u>\$118,954.51</u>
February 01, 2007	\$114,650.78
Total	\$350,827.34

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

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since by last report.

PERSONNEL

New employees for January/February: Kevin Luke, Mary Mulcrone, and Jennifer Ortigoza, Pages, Circulation Services.

Resignations/separations: Leif Rasmussen, IT Assistant, Computer Services; David Schousboe, Circulation Clerk, Ancy Thomas, Page, and Melissa Gulley, Circulation Services Assistant.

STAFF DEVELOPMENT

The first session of coaching training for all supervisors was held with Mary Jane Kepner on January 29. The second session will be held on February 21. All staff will be introduced to the program at our All Staff meeting on March 13. The library received a grant for this training.

PATRON SERVICES

The Circulation staff has made a concentrated effort to assist and train patrons in use of the self-check machines. Their goal was to increase use of the self-check from 20% of circulation from the main library to 30% by July 1. The results of their efforts within one month are impressive. In January 37% of materials checked out of the main library were checked out on the self-check machines.

I believe that the unusually cold weather during January caused the decrease in use of the library in nearly all areas, from attendance to use of computers in the youth services department. Reference and Readers Services did experience an increase in requests for service as did adult computer use.

I decided to close the library at 5 PM on Tuesday, February 13 because of hazardous weather conditions.

OTHER PROFESSIONAL ACTIVITIES

My schedule of outside meetings was somewhat curtailed this past month because of a brief vacation and a lengthy illness. The meetings I did attend are: Library Production Studio Directors meeting on 1/24, the CCS Governing Board Annual Meeting on 1/31; the Chamber of Commerce Board Meeting on 2/8; the Chamber of Commerce Winter Garden Ball on 2/9; the CCS Executive Committee meeting on 2/14; the Library Production Studio Directors meeting on 2/15; and the NSLS Legislative Breakfast on 2/19.

Rhys Read asked why Baker & Taylor sends multiple invoices for orders placed in one day by one person and Sandra Norlin responded that she would look into this matter and report back to the board when she had an explanation.

MOTION by Rhys Read, seconded by William Grice, to accept the January 2, 2007 Warrant Register in the amount of \$49,836.70, as presented. **ROLL CALL VOTE: AYES: Bahamon, Burk, Ellicson, Grice, Lake, Read, Tejcek. NAYS: None. MOTION CARRIED .**

Sandra Norlin suggested that the Friends of the Library Minutes be moved to Other on the Library Board of Trustees Agenda. President Lake will ask Friends members whether they want their minutes included in the library board packet and report back to the Board at the March meeting.

MOTION by Rhys Read, seconded by Elaine Tejcek, to accept the Friends of the Library Minutes, as written. **VOTE: AYES: All. NAYS: None. MOTION CARRIED .**

NEW BUSINESS

President Lake reminded the Board that the Des Plaines Chamber of Commerce & Industry invited the Board to participate in their annual "Food Fight" Challenge.

MOTION by Rhys Read, seconded by William Grice, to approve payment to RosettaStone in the amount of \$5,102.00, is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Ellicson, Grice, Lake, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by William Grice , seconded by Elaine Tejcek, to affirm the decision to approve the contract with Great Lakes Elevator made at the January 15, 2007 Board of Trustees meeting. ROLL CALL VOTE: AYES: Bahamon, Burk, Ellicson, Grice, Lake, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

The next Board dinner will be on July 17, 2007 after the Board meeting. The Board will vote on changing their meeting time to 4:00 p.m. at the March 20, 2007 Board meeting.

Eldon Burk reported that the Management Committee met on Monday, February 12, 2007 and that the Committee reviewed “Guidelines for Use of Library Facilities and Personnel by Friends of the Library”, Policies and Procedures for the Des Plaines Public Library Volunteer Program, drafted by Library Director Sandra Norlin, and health emergency forms that could be used for library volunteers and Friends of the Library volunteers. Eldon asked for Board approval for these documents.

The Board discussed the “Voluntary Medical History for Volunteers” form, changed the name of the form to “Volunteer Emergency Contact” and made changes to the layout of the document.

MOTION by Committee, to approve the form “Volunteer Emergency Contact”, as modified. VOTE: AYES: All. NAYS: None. **MOTION CARRIED** .

The Board discussed and made changes to “Guidelines for Use of Library Facilities and Personnel by Friends of the Library”.

MOTION by Committee, to approve the “Guidelines for Use of Library Facilities and Personnel by Friends of the Library”, as modified. VOTE: AYES: All. NAYS: None. **MOTION CARRIED** .

The Board discussed and made changes to the newly created Policies and Procedures for the Des Plaines Public Library Volunteer Program.

MOTION by Committee, to approve Policies and Procedures for the Des Plaines Public Library Volunteer Program, as modified. VOTE: AYES: All. NAYS: None. **MOTION CARRIED**.

The Board discussed their need for having personalized business cards and the consensus was to print business cards in-house for Board members who requested them. Board members were asked to inform Carol Kidd if they wanted business cards. Mary Ellicson, William Grice and Rhys Read declined the cards.

MOTION by William Grice, seconded by Maria Bahamon, to offer personalized business cards to Library Trustees and to print the business cards in-house or at the lowest cost. VOTE: AYES: All. NAYS: None. **MOTION CARRIED** .

Leslie Steiner prepared and distributed to the Board a Centennial Fact Sheet, which includes general information about the library and upcoming centennial programs.

The Planning Committee will meet on Tuesday, March 6, 2007 at 7:00 p.m. to begin review of

the Strategic Plan Objectives for 2008 – 2010.

Sandra Norlin asked for Board approval to declare 3 Dell Dimension 4300 computers surplus property.

MOTION by William Grice, seconded by Elaine Tejcek, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy.

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

Make-Model Tag Status

Dell Dimension 4300 18KP011 Working

Dell Dimension 4300 28KP011 Working

Dell Dimension 4300 48KP011 Working

MOTION by Rhys Read, seconded by Maria Bahamon, to approve payment to Donohue Elevator in the amount of \$6,300.00 to cover the cost of services provided from May 2005 – February 2007, as per the contract previously approved. ROLL CALL VOTE: AYES: Bahamon, Burk, Ellicson, Grice, Lake, Read, Tejcek. NAYS: None. **MOTION CARRIED**.

Sandra Norlin announced that the NSLS Membership Awards Banquet will be held in Palatine on Friday, March 16, 2007 and asked Board member interested in attending to contact Carol Kidd.

MOTION by Eldon Burk, seconded by William Grice, to ask President Lake and a guest to attend the NSLS Membership Awards Banquet and to ask Nominee Sandra Norlin and a guest to attend the banquet and that the library will pay for the tickets. VOTE: AYES: ALL. NAYS: None.

The Board discussed ideas for their next “Splinters from the Board” column and will decide on a topic at the March 20, 2007 meeting.

ANNOUNCEMENTS

Sandra Norlin stated that Elaine Tejcek and Eldon Burk are eligible to apply for a \$500 scholarship to be used to attend Advocacy Day in Washington, DC. This scholarship is being offered through the North Suburban Library Systems.

OTHER

Noreen Lake & Elaine Tejcek attended a Community Dinner at Harper College where they networked with people from other organizations.

Noreen Lake announced that the City of Des Plaines Special Events Commission will honor 11 volunteers at the Super Star Volunteer Awards Dinner on Thursday, April 26, 2007 at Casa Royale.

Noreen Lake gave a report on the North Suburban Library System Legislative Breakfast that was held on February 19, 2007.

Sandra Norlin asked for Board participation for fundraising efforts for the annual Do the Dewey fundraiser and for volunteers to work on the committee. Elaine Tejcek volunteered to

serve on the committee.

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

Meeting adjourned at 8:32 p.m.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 20, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 20, 2007. President Noreen Lake called the meeting to order at 7:08p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, Mary Ellicson, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Hector Marino, Carol Kidd, Gary Valente.

CONSIDERATION OF THE AGENDA.

Sandra Norlin asked that VIII. New Business. G. Progress Report on Roof and Ceiling Repair be discussed after Consideration of the Agenda.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.

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

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was present, but did not give a report.

CONSENT AGENDA

Noreen Lake asked that A. Approval of the Minutes of the Regular Board Meeting – February 20, 2007, be removed from the consent agenda.

MOTION by Eldon Burk, seconded by George Magerl, to accept the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

[The following items were removed from the Consent Agenda.]

Noreen Lake asked that the minutes from the meetings in September, October, November, December, 2006 and January, February 2007 be amended to correct the misspelling of Maria Bahamon's name under Roll Call.

MOTION by Rhys Read, seconded by George Magerl, to approve the minutes for September, October, November, December 2006 and January, February 2007, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

CONSENT AGENDA

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

1. Over the Counter Receipts	\$11,829.43
2. Petty Cash Expenditures	\$9.20
3. Budget Expenditures for February	\$408,851.28
4. Expenditures Year to Date	\$975,602.05
5. Revenue for February	\$18,890.09
6. Revenue Year to Date	\$98,668.18

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

February 05, 2007	\$19,763.31
February 20, 2007	<u>\$118,417.25</u>
Total	\$138,180.56

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

MOTION by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

February 15, 2007	\$120,683.35
March 01, 2007	<u>\$117,989.28</u>
Total	\$238,672.63

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

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for February/March 2007 are: Xuan Zhao, Part-time Page in Circulation Services and Michael Chiovari, Part-Time Technology Page in Computer Services.

Resignations/Separations: James Struck, Part-Time Circulation Clerk.

STAFF DEVELOPMENT

Our regular All-Staff Meeting was held on Tuesday, March 13. The topics covered during this meeting were Word of Mouth or Buzz Marketing and Coaching for Commitment. This is a required meeting for all staff, held three times a year from 8 AM to 10AM. We serve a light breakfast, make announcements, welcome new staff, and recognize the accomplishments of teams and individuals.

We are planning our spring retreat for Department Heads on May 16. We will all attend a day-long seminar at the North Suburban Library System headquarters on Decision-Making.

PATRON SERVICES

We experienced a decrease in nearly all direct patron service areas over a year ago in February. I surmise that the extremely cold weather contributed to this loss. Two areas of increase were Youth and Adult Reference and Readers Advisory and meeting room attendance.

This is the second month of our concerted efforts to encourage the use of the self-check machines by offering assistance to all patrons. In February we once again saw an increase in circulation through our self-check. This month the percent of items self-checked was 43%.

The portion of our circulation that were print materials was 52% overall; 68% of youth services materials and 43% of adult materials checked out were print. It is worth noting that although audio and visual materials make up just 15% of our collection, they account for 48% of the items checked out.

OTHER PROFESSIONAL ACTIVITIES

Since my last report I have attended the second meeting on Coaching for Commitment led by Mary Jane Kepner (2/21); met with Todd Wessell, editor and publisher of the Des Plaines Journal and Topics to discuss partnerships, sponsorships, and a special insert celebrating the library's centennial(3/2); attended the Des Plaines Police Department's St. Patrick's Day fundraiser; two meetings of city staff, Leopardo construction personnel, and a representative from the Firestone company to discuss the repair and possible replacement of the roof and damaged ceiling(3/5 and 3/7); the Advisory Committee of the Library Cable Television Division of the Library Production Studio(3/6); the Chamber of Commerce Board of Director's Meeting (3/8); the Oakton Community College's Cultural Sampling (3/8); the CCS Executive Committee meeting(3/14); the Library Production Studio Executive Committee meeting (3/16); and the North Suburban Library System Annual Awards Banquet (3/16).

NEW BUSINESS

Gary Valente, Head of Building and Security Services, gave a brief report on the roof leaks, which have been ongoing since 2003. Gary reported that representatives from the City of Des Plaines and the Library met with a field representative from Firestone, the manufacturer of the roofing materials, and the Firestone representative made an offer to the City of Des Plaines to provide free materials to replace a portion of the roof, if the City would pay for the labor costs. Gary Valente reported that the library is owned by the City of Des Plaines and their representatives will make the decision on what offer they will accept. After the repairs or

replacement of the roof is complete, the ceiling will have to be repaired. Gary explained that the sculpture, Skyword, will either be taken down or tied off before repairs can be made. Repairs will be made after regular library hours.

UNFINISHED BUSINESS

The Board will change the time for their July 17, 2007 meeting to 4:00 p.m.

MOTION by Rhys Read, seconded by Jerry Mahony, to change the time for the July 17, 2007 Board of Trustees meeting to 4:00 p.m. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The Board discussed ideas for their column for the next issue of the library newsletter, Foreword. President Lake will write the article on what each Board member is currently reading.

NEW BUSINESS

MOTION by George Magerl, seconded by William Grice, to approve payment to Cooperative Computer Services in the amount of \$5,158.67, which is in the best interest of the library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED**.

MOTION by Rhys Read, seconded by George Magerl, to approve the Illinois Public Library Annual Report, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Elaine Tejcek will attend the April 2 City Council meeting, Mary Ellicson the April 16 meeting and Jerry Mahony the May 7 meeting and Maria Bahamon the May 21 meeting.

Attendance at “Defending Access with Confidence” being held at NSLS on May 10, 2007 will be added to the April agenda.

Mary Ellicson, Chair of the Planning Committee, reported that the Committee met and discussed plans for writing a new Strategic Plan for 2008 – 2010. The Committee's recommendation is to hold an all-day retreat in September on either September 8 or September 15. The Board will decide on a date at their April meeting.

Sandra Norlin asked for Board approval to declare the following list of equipment surplus property. Hector Marino stated that the equipment is no longer in use and is not needed for replacement parts or emergency backup.

Printers

Make/Model Serial Number Status

HP Color LaserJet 4500

w/Parts & Toner JPCD01664 Working

NEC Superscript 1800 B1GN600580E Not Working

NEC Superscript 1800 B1GN600505B Not Working

Other Equipment

Make-Model Serial Number Status

ACT A317 Printer Controller N/A Not working

Citizen iDP3550 Receipt Printer 190338 Not working

Sony DVD Player – NS70H N/A Not working

Keyboards (2)

Computers

Make-Model Serial Number Status

Dell Inspiron Laptop VNXZJ Not working

Texas Instruments Extensa

Laptop 4514155 Not working

AST Ascentia 950N Laptop 445DPD718378 Not Working

Compaq Presario 4640 6810BQR4G538 Not Working

Liberty System N/A Not Working

Liberty System N/A Not Working

Unknown Brand 24248 Not Working

Compaq Deskpro 6945CJN4N261 Not Working

Dell Optiplex GXL GVNJB Not Working

Dell Optiplex GXL 9KWNV Not Working

Apple PowerMac G3 XA8081F5BBW Not Working

MOTION by George Magerl, seconded by William Grice, to declare the above mentioned equipment surplus and obsolete property and to dispose of the equipment according to library policy. **VOTE** : AYES: None. NAYS: None. **MOTION CARRIED** .

The Board will change the time for their April 17, 2007 meeting to 4:00 p.m.

MOTION by William Grice, seconded by George Magerl, to change the time for the April 17, 2007 Board of Trustees meeting to 4:00 p.m. **VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Tejcek. NAYS: Read. **MOTION CARRIED** .

Jerry Mahony stated that he will not attend the April Board meeting, because he will be out of town.

ANNOUNCEMENTS

Sandra Norlin reported that the library will celebrate National Library Workers Day on April 17 and cake and coffee will be served to staff to thank them for their service. The staff will be invited to attend the early Board meeting, where they will be acknowledged by the Board for their work in the library.

Elaine Tejcek, Eldon Burk and Sandra Norlin will attend National Library Legislative Day in Washington, DC from April 30 – May 2, 2007.

President Lake reported that the Illinois Library Association is recommending that libraries oppose House Bill 1727, Mandatory Internet Filters on All Public and School Library Computers. President Lake asked the Board if they were interested in writing a letter stating that the Des Plaines Public Library Board of Trustees is not interested in changing the law for internet filtering.

MOTION by Jerry Mahony, seconded by George Magerl, to ask Library Director Sandra Norlin to write a letter to Representatives Nekritz, Mulligan, Garrett and Kotowski stating that the Board of Trustees of the Des Plaines Public Library opposes House Bill 1727, Mandatory Internet Filters on All Public and School Library Computers. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

CORRESPONDENCE

Sandra Norlin reported that donation letters will be sent to local restaurants, grocery stores and bakeries asking for food donations for Do the Dewey.

OTHER

The Board discussed the Volunteer Emergency Contact form and will not make any changes to the form.

Eldon Burk stated that he attended the NSLS Membership Awards Banquet on Friday, March 16, 2007 with Board members and staff and is proud to be involved with the North Suburban Library System. Eldon also stated that it was a rewarding experience even if the Des Plaines Public Library did not receive an award.

Sandra Norlin reported that the Teen Advisory Board was the winner of an author visit to the library sponsored by Baker & Taylor Books.

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

Meeting adjourned at 8:18p.m.

Minutes prepared by Carol Kidd

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 17, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 17, 2007. President Noreen Lake called the meeting to order at 4:06 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, Mary Ellicson, William Grice, Noreen Lake, George Magerl, Elaine Tejcek.

Members Absent: Jerry Mahony, Rhys Read.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Hector Marino, Carol Kidd, Roberta Johnson, Jill Franklin, Susan Farid, Barbara Saletnik, Mei-Na Chen, Christine Posinger, Kelli Phillips, Judy Reiss, Judy Clar, Matthew Bogusz.

CONSIDERATION OF THE AGENDA.

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

INTRODUCTION OF STAFF MEMBERS – NATIONAL LIBRARY STAFF APPRECIATION DAY.

Sandra Norlin explained to the Board that the library was celebrating National Library Workers Day and introduced staff who were in attendance at the Board meeting. Sandra introduced Roberta Johnson, Readers' Services Manager, Jill Franklin, Librarian II, Susan Farid, Head of Circulation Services, Barbara Saletnik, Assistant Head of Circulation Services, Mei-Na Chen, Page Supervisor, Christine Posinger, Librarian II, Kelli Phillips, Youth Services Assistant and Judy Reiss Youth Services Assistant. Staff who attended the meeting gave a brief description of the work that they do in the library.

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was not in attendance.

CLICKABLE CONTENT DEMONSTRATION – Roberta Johnson & Jill Franklin.

Sandra Norlin introduced Roberta Johnson, Readers' Services Manager and Jill Franklin, Librarian II who demonstrated three components of the grant project “Clickable Content.” The new services are currently being previewed by library staff and will be available to the public later in the spring.

CONSENT AGENDA

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

CONSENT AGENDA

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

1. Over the Counter Receipts	\$11,776.03
2. Petty Cash Expenditures	\$34.29
3. Budget Expenditures for March	\$415,946.92
4. Expenditures Year to Date	\$1,390,536.31
5. Revenue for March	\$12,804.18
6. Revenue Year to Date	\$619,193.65

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

March 05, 2007	\$55,993.96
March 19, 2007	<u>\$51,226.79</u>
Total	\$107,220.75

ROLL CALL VOTE : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Tejcek.
NAYS: None. **MOTION CARRIED** .

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

March 15, 2007	\$117,601.62
March 29, 2007	<u>\$118,811.13</u>
Total	\$236,412.75

ROLL CALL VOTE : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Tejcek.
NAYS: None. **MOTION CARRIED** .

LIBRARY DIRECTOR'S REPORT

April 17, 2007

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for March/April 2007: Oswaldo Calvopina, Jr., IT Assistant, 03/29/07.

Resignations/Separations for March/April 2007: Naman Patel, Page, 04/06/07.

We have completed our interviews for the new Web Services Librarian position and have made an offer to our selected candidate.

STAFF DEVELOPMENT

Three staff members received Employee Bonus Awards for the first quarter of 2007. They are: Jill Franklin, Librarian II, Adult Services; Courtenay Simeone, Assistant Clerk, Circulation Services; and Becky Wenzel, Circulation Assistant, Circulation Services. They were nominated by other staff members and selected by me. They receive a cash award in addition to some small mementos.

The Inservice Day Committee is working on the plans for our annual Inservice Day on May 10. Martha Sloan is the committee chair.

We will be celebrating National Library Workers Day on April 17 with a brief reception with refreshments for the staff in the Library Conference Room immediately preceding the Board meeting.

We will continue our training for Coaching for Commitment on April 18. All supervisors attend these sessions led by Mary Jane Kepner.

Gail Bradley is the coach for the library's first book cart drill team. The team, as yet nameless, will give its first public performance at Des Plaines' Fourth of July Parade.

PATRON SERVICES

We have experienced a decrease in all areas of service except reference and readers' advisory in the youth services department. Use of the self-check has increased again, doubling its use from a year ago and increasing to 46% of the circulation of materials from the main library.

Circulation of materials continues its pattern of growth in use of non-print materials. In March, print materials represented 50% of the total items circulated. Of the youth services collection, print circulation represents 66% of the total circulation, and in the adult services collection, print circulation represents 41% of the total circulation. There were slight increases in circulation of DVDs and in foreign language fiction from the youth services collection.

There were 13,483 uses of our online reference sources during the month of March, but that, too, was a decrease (15%) from March 2006.

As you will see demonstrated, the Adult Services Department is addressing the potential for expanding library services to readers and researchers through our website. The Clickable

Content grant will add interactivity to our web-based services.

OTHER PROFESSIONAL ACTIVITIES

Since my last report I have attended the following meetings: Friends of the Library Roundtable (3/27), CCS Governing Board (3/28), Library Production Studio Videopalooza (3/29), and Chamber of Commerce Board Scholarship Committee (4/5). I gave a program on the library's history to the Women's Club at the Frisbie Senior Center on April 6. I will have attended the CCS Executive Committee (4/11) and the Chamber of Commerce Board of Directors (4/12).

UNFINISHED BUSINESS

Noreen Lake asked for Board participation at "Defending Access with Confidence" at North Suburban Library Systems on May 10, 2007 beginning at 8:30 a.m. Board members who are interested in attending will contact Carol Kidd.

NEW BUSINESS

MOTION by William Grice, seconded by George Magerl, to purchase two tickets to attend Super Star Volunteers Awards Program for Sandra Norlin and Maria Bahamon on April 26, 2007. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

President Lake asked Board members if they wanted Sandra Norlin to prepare a resolution that states that the Board of Trustees of the Des Plaines Public Library opposes state mandated internet filtering. The Board consensus was to "wait and see" what lawmakers propose in the Illinois House of Representatives.

The Board will participate in an all day retreat on Saturday, September 15, 2007.

President Lake asked for Board approval to purchase a wreath to be presented at the Des Plaines Memorial Day ceremony, which is held at the Lake Park.

MOTION by William Grice, seconded by Mary Ellicson, to authorize Library Director Sandra Norlin to purchase a wreath for the Memorial Day ceremony in an amount not to exceed \$100.00 and to present the wreath at the ceremony. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

President Lake asked Maria Bahamon, Eldon Burk and Mary Ellicson to send a letter to Mayor Arredia if interested in serving another term as Library Board Trustee.

Elaine Tejcek will resume writing a brief report about business conducted at the monthly Friends of the Library meetings, which will be included in the monthly board packets.

MOTION by Eldon Burk, seconded by Maria Bahamon, to approve payment to KD Repair in the amount of \$7,075.00 for a replacement generator for the mobile library, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by George Magerl, seconded by Elaine Tejcek, to approve the purchase of an APC Server Rack in the amount of \$11,878.50, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson,

Grice, Lake, Magerl, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by George Magerl, to approve the purchase of 80 Dell Computers in the amount of \$64,640.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Tejcek. NAYS: None. **MOTION CARRIED** .

Board members asked if preteens and teenagers could use laptop computers in study rooms to minimize the noise on the fourth floor. Sandra Norlin stated that the laptop computers will be available for patron use inside the library and that library security monitors noise levels in the library.

MOTION by Elaine Tejcek, seconded by Mary Ellicson, to approve the purchase of 12 Dell Laptop Computers in the amount of \$14,783.88, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Tejcek. NAYS: None. **MOTION CARRIED** .

ANNOUNCEMENTS

Sandra Norlin reported that the Des Plaines Public Library and Rotary Club of Des Plaines will host the “Do the Dewey” fundraiser on April 21, 2007. Sandra thanked Eldon Burk for procuring the food donations and Elaine Tejcek for acquiring raffles prizes and asked for volunteers to work at the “Dewey”.

CORRESPONDENCE

President Lake stated that she received a letter from State Representative Fred Crespo asking for Board support for House Bill 1434 to expand access to affordable higher education by enabling Harper College to offer bachelor degrees in Technology Management and Public Safety Administration/Homeland Security. The Board consensus was to support this legislation and to sign the petition sent by Representative Crespo and to ask Library Director Sandra Norlin to write a letter in support of the bill.

MOTION Elaine Tejcek, seconded George Magerl, to ask Library Director Sandra Norlin to compose a letter to State Representative Fred Crespo supporting House Bill 1434 and to send the letter to elected area officials in the House and Senate. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Noreen Lake informed the Board that in the April 2007 issue of the ILA Reporter that there was an article titled Electronic Attendance at Meetings and asked the Board if they wanted to discuss this or forward to the Management Committee. The Board asked that this subject be discussed at the next Management Committee meeting.

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

Meeting adjourned at 5:30 p.m.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 15, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 15, 2007. President Noreen Lake called the meeting to order at 7:02 p.m.

ROLL CALL.

Roll call indicated the following Board members were present: Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Members Absent: Maria Bahamon, Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Hector Marino, Carol Kidd, John Burke, Sue D'Hondt, Veronica Schwartz, Andrew Bohan, Caroline Bohan.

CONSIDERATION OF THE AGENDA.

Noreen Lake asked that I. Subject Matter for Foreword Column and J. Trustee Training and Certification Program be added to the agenda under IX. New Business.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.

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

RECOGNITION OF TEEN ADVISORY BOARD SUPER STAR VOLUNTEER AWARD WINNERS – Veronica Schwartz.

The Board congratulated Veronica Schwartz, Head of Youth Services, and Teen Advisory Board (TAB) volunteers, Andrew and Caroline Bohan, for being winners of a Super Star Volunteer Award from the City of Des Plaines.

PUBLIC COMMENTS AND QUESTIONS

John Burke, former Board member and Board President, stated that it was just ten years ago that the library board met and decided to send a delegation to talk to Mayor Paul Jung asking that the library be the anchor for the new downtown redevelopment. John asked the Board to continue doing good work for the citizens of Des Plaines and the library.

CITY COUNCIL COMMUNITY SERVICES

COMMITTEE – Alderman Carla Brookman.

Alderman Brookman did not give a report.

CONSENT AGENDA

Noreen Lake asked that A. Approval of the Minutes of the Regular Board Meeting – April 16, 2007 be removed from the agenda.

MOTION by Eldon Burk, seconded by Jerry Mahony, to accept the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

CONSENT AGENDA

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

1. Over the Counter Receipts	\$12,500.37
2. Petty Cash Expenditures	\$25.90
3. Budget Expenditures for April	\$413,164.74
4. Expenditures Year to Date	\$1,807,004.44
5. Revenue for April	\$18,187.43
6. Revenue Year to Date	\$2,426,258.06

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

April 02, 2007	\$52,487.95
April 16, 2007	<u>\$47,954.64</u>
Total	\$100,442.59

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

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

April 12, 2007	\$119,887.03
April 26, 2007	<u>\$121,627.46</u>
Total	\$241,514.49

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

LIBRARY DIRECTOR'S REPORT

May 15, 2007

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New Employees for April/May: Steven Giese, Reference Librarian, Crystal Kelham, Page.

Resignations/Separations: Xuan Zhao, Page.

I received notice of two retirements: Martha Sloan, June 30, 2007 and Leslie Steiner, July 24, 2007.

STAFF DEVELOPMENT

On April 18 I attended, with Department Heads and Supervisors, the third meeting of the training grant "Coaching for Commitment." Through this grant we are developing our skills of coaching and counseling our employees toward higher levels of performance and commitment to the goals of our organization. Mary Jane Kepner is facilitating this training.

On May 9, Gail Johnson of Face2Face Communications will return to meet with the Department Heads as a six month followup to our November team building retreat. We will review our group agreements and our individual goals.

On May 10, we will hold our annual Staff In-service Day. The theme is "Be the Best You" and will include a keynote speaker on this topic, lunch, and afternoon activities that emphasize personal health and wellness. The Friends of the Library will be presenting a cake in appreciation of the how helpful the staff is to the Friends.

PATRON SERVICES

We continue to experience decreases in direct patron services, including attendance, circulation (except DVDs), and patron assistance (except some reference services). We will continue to monitor this activity to discern a trend, if there is one, and incorporate this information into our planning for future services. One of these trends is the increasing percentage of audio-visual materials that make up our total circulation. In April, 66% of Youth Services materials checked out were print and 43% of Adult materials were print. We are beginning to evaluate our materials budget for 2008 with this trend in mind.

Patrons used SelfCheck to circulate 48% of the total items checked out from the main library. Our library is participating in a "Buzz Marketing" grant through NSLS and has selected our SelfCheck as a service to promote. Thus far, the results have exceeded our goal.

OTHER PROFESSIONAL ACTIVITIES

I chaired the Chamber of Commerce Board of Directors Scholarship Committee meeting at which we selected four high school seniors to receive college scholarships. (4/20) Do The Dewey, our annual fundraiser, planning took much of my time the week of 4/16, leading up to the event on 4/21. On 4/23 I attended the meeting of the NSLS Board of Directors at the University Center in Grayslake. On 4/24 I chaired the CCS Database Management TaskForce and attended the Friends of the Library Roundtable meeting. On 4/26 I attended the Library Production Studio Executive Committee meeting and the City of Des Plaines Superstar Awards banquet (at which our Teen Advisory Board won the award for teen volunteers!). On 4/27 the library hosted a reception with entertainment to honor the library's volunteers.

April 30 through May 2, along with Trustees Eldon Burk and Elaine Tejcek and Coordinator of Computer and Technical Services Hector Marino, I attended the annual Library Legislative Day in Washington, DC. We were able to learn about the national issues affecting libraries, from internet filtering to the LSTA budget, that we would like the congress to address. We were able to meet with representatives of Peter Roskam, Jan Schakowsky, Dick Durbin, and Barack Obama. Peter Roskam left a committee meeting to meet us in the hallway to discuss a variety of issues. Barack Obama's General Counsel spoke at the Illinois delegation's dinner on May 1.

On 5/8 I attended a CCS Governing Board Forum on Uniformity and Autonomy, on 4/9 the CCS Executive Committee meeting (my term on this body ends June 30), and on 5/10, the Chamber of Commerce Board of Directors meeting before the annual staff in-service day.

[The following items were removed from the Consent Agenda.]

Noreen Lake asked that the minutes from the April 16, 2007 be modified as follows:

Noreen Lake asked for Board participation at “Defending Access with Confidence” at North Suburban Library Systems on May 19 10, 2007 beginning at 8:30 a.m. Board members who are interested in attending will contact Carol Kidd.

President Lake asked Board members if they wanted Sandra Norlin to prepare a resolution that states that the Board of Trustees of the Des Plaines Public Library opposes federally state mandated internet filtering. The Board consensus was to “wait and see” what lawmakers propose in the Illinois House of Representatives.

MOTION by George Magerl, seconded by Rhys Read, to amend the April 16, 2007 meeting minutes. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

NEW BUSINESS

Sandra Norlin reported that she received a request from the Special Events Commission to hold a portion of the City of Des Plaines New Year's Eve celebration at the library.

MOTION by George Magerl, seconded by Jerry Mahony, to approve the request by the Special Events Commission to hold a portion of the City of Des Plaines New Year's Eve celebration at the library with the exception of allowing access to the lobby for telephone calls. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

George Magerl will attend the June 4 City Council meeting, Jerry Mahony the June 18 meeting and Rhys Read the July 2 meeting and Eldon Burk the July 16 meeting.

President Noreen Lake asked for volunteers to serve on the nominating committee. George Magerl, Jerry Mahony and William Grice will serve on the Committee.

Library Director Sandra Norlin reported that the 2007 library fundraiser “Do the Dewey” was successful in raising funds for the library's donation account and asked if the Board would support fundraising activities in the future including hosting “Do the Dewey” in 2008. Board members asked Sandra Norlin questions on how the fundraiser was organized and who worked planning and implementing the event and the board consensus was to continue to have staff work on planning and hosting “Do the Dewey” and to discuss how the board could participate.

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to continue to have Des Plaines Public Library staff work on the fundraiser “Do the Dewey” and to continue the fundraiser in 2008. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Rhys Read suggested that the fundraising aspect of the “Dewey” be discussed at a Finance Committee meeting and that it be added to a Finance Committee agenda after budget meetings conclude for 2008.

Noreen Lake will attend the City of Des Plaines Memorial Day service being held at Lake Park and will present a fresh flower wreath donated by the library. President Lake asked the Board to attend.

The Board discussed House Bill 1727, Mandating Internet Filtering in Libraries, which was passed by the House of Representatives on May 2, 2007. The Board discussed how and if the library would comply if the bill passed. Noreen Lake explained that if the bill passes and the library does not comply, the library would not be eligible to apply for the state's Per Capita Grant, which is approximately \$70,000.

Rhys Read reported that the Planning Committee met and discussed the current Strategic Plan and how the goals had been met. The Committee also discussed hiring a facilitator to direct the Board in writing a new Strategic Plan. The Committee recommendation is to direct Sandra Norlin to begin the process of arranging for a facilitator for the Board retreat on September 15, 2007 and to present this information to the Board at their June 19, 2007 meeting.

Motion by Committee, to direct Library Director Sandra Norlin to begin the process to arrange for a facilitator for the Board retreat on September 15, 2007 and to present this information to the Board at their June 19, 2007 meeting. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED**.

MOTION by William Grice, seconded by George Magerl, to approve payment to Reference USA in the amount of \$11,890.00, which is in the best interest of the Des Plaines Public Library and a budgeted expenses. **ROLL CALL VOTE** : AYES: NAYS: **MOTION CARRIED** .

Leslie Steiner stated that the Board's column “Splinters from the Board” is due by July 1. Noreen Lake will contact previous Board presidents and ask them to be a part of the Board's column by writing about an experience they had while serving on the board as president.

President Lake announced that North Suburban Library System offers Trustee Training classes with certification awards issued upon completion.

ANNOUNCEMENTS

George Magerl and Noreen Lake attended “Defending Access with Confidence” at North Suburban Library System and gave an overview of the class.

Eldon Burk, Elaine Tejcek, Sandra Norlin and Hector Marino attended National Library Legislative Day in Washington, DC on May 1 and 2. Eldon Burk stated that it was a great experience and encouraged other Board members to attend.

CORRESPONDENCE

President Lake announced that Mary Ellicson will resign her position as Trustee effective June 30, 2007.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by William Grice, to enter into an Executive Session at 8:20 p.m. to discuss Compensation, Discipline or Performance of a Specific Employee. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

William Grice left the meeting at 8:30 p.m.

The regular session reconvened at 8:50 and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

Motion by Rhys Read, seconded by Jerry Mahony, to approve the recommendation made in Executive Session pertaining to Compensation and Performance for the Library Director. **ROLL CALL VOTE**: AYES: NAYS: None. **MOTION CARRIED** .

MOTION by George Magerl, seconded by Jerry Mahony, to eliminate the salary range for the position of Library Director and to state that the salary for the Director will be set by the Board. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

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

Meeting adjourned at 8:57 p.m.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 19, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 19, 2007. President Noreen Lake called the meeting to order at 7:02 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Hector Marino, Carol Kidd, Karen McBride, Margie Borris, Alderman Martin Moylan, Ralph Minnis, Matthew Bogusz.

Members Absent: Mary Ellicson, William Grice, Rhys Read.

CONSIDERATION OF THE AGENDA.

Jerry Mahony asked that K. Door Entry Buzzer System for Administrative Office be added to the agenda under X. New Business. Noreen Lake asked that B. Probable or Imminent Litigation be added to the agenda under XV. Executive Session.

MOTION by Eldon Burk, seconded by Jerry Mahony, to accept the agenda, as modified.
VOTE: AYES: All. NAYS: None. MOTION CARRIED

PUBLIC COMMENTS AND QUESTIONS

None

INTRODUCTION: KAREN MCBRIDE, WEB SERVICES LIBRARIAN.

Library Director Sandra Norlin introduced Karen McBride, Web Services Librarian, who demonstrated to the Board how patrons can sign up for an email notification about upcoming library programs. Karen is working on updating the library website and will soon debut "Plain Talk", the new library blog.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

President Lake introduced Alderman Martin Moylan. Alderman Moylan stated that he would help to keep the dialog open between the Des Plaines City Council and the Library Board of Trustees.

CONSENT AGENDA

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

CONSENT AGENDA

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

1. Over the Counter Receipts	\$10,855.73
2. Petty Cash Expenditures	\$24.66
3. Budget Expenditures for May	\$413,164.74
4. Expenditures Year to Date	\$1,807,004.44
5. Revenue for May	\$18,187.43
6. Revenue Year to Date	\$2,426,258.06

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

May 07, 2007	\$59,625.61
May 21, 2007	<u>\$88,160.72</u>
Total	\$147,786.33

ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

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

May 10, 2007	\$123,956.41
May 24, 2007	<u>\$122,979.38</u>
Total	\$246,935.79

ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

LIBRARY DIRECTOR'S REPORT

June 19, 2007

Please note: I have not received any official requests for confidential information since my last report.

PERSONNEL

New Employees for May/June are: Karen McBride, Web Services Librarian; Christopher Ponce, Page, Circulation Services; and Lynne Rubio, Circulation Assistant.

Resignations/Separations: Petra Hollibaugh, School Liaison, Youth Services. Martha Sloan, Coordinator of Public Services will retire on June 30, 2007.

STAFF DEVELOPMENT

We will hold a joint farewell reception for Martha Sloan and Leslie Steiner on Monday, June 18th from 4 to 6 PM in the Library's Friends Meeting Rooms B/C.

The library's bookcart drill team, the CartWheels, will be performing for the first time at the 4th of July Parade.

PATRON SERVICES

This month's statistical news is mixed. We are catching up in circulation transactions with a very healthy 4.5% increase for the month of May. Self-check now accounts for 50% of all items checked out of the main library, far exceeding our goal of 35% by July 1. Our patron attendance was down by 16% and our number of registered card holders decreased slightly. In person assistance increased in specific items requested, the virtual (online) reference, and Interlibrary Loans, but use of our databases has decreased significantly. We have had difficulty getting reliable figures from one of the most popular databases, the Gale Group. I hope to have clarification by June 19.

The balance of circulation between print and non-print materials continues to tilt toward increasing circulation of non-print. This month the overall balance was even. Sixty-three percent of the Youth Services materials circulated was print items, while 43% of the Adult Services materials was print.

We are experiencing very high registration for our summer reading clubs. In the week and a half since registration opened, 1015 children, 97 adults, and 35 teens have registered.

We have received honorable mention in the American Library Association LPercy awards for our centennial calendar. Hector Marino and Holly Sorensen will be present in Washington, DC during the ALA Annual Conference to receive this award on behalf of our library.

OTHER PROFESSIONAL ACTIVITIES

I will be on vacation from Monday, June 25 through Tuesday, July 3.

I attended the CCS Governing Board meeting on 5/23; the Library Production Studio Executive Committee meeting on 5/24; the City of Des Plaines Memorial Day Commemoration on 5/28; the Chamber of Commerce Scholarship Luncheon on 5/31; a farewell luncheon for City Manager Dave Niemeyer on 6/5; a , meeting on 6/7 with Mayor Arredia and City Clerk Donna McAllister regarding the physical arrangements and certification requirements to hold a

carnival with carousel for the Library's Centennial on Sunday, October 7; my last meeting of the CCS Executive Committee as Past President on 6/13; the Chamber of Commerce Directors' meeting and the Library Production Studio Executive Committee meeting on 6/14.

NEW BUSINESS

MOTION by George Magerl, seconded by Elaine Tejcek, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy.

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

Printers

Make/Model Serial Number Status

HP B/W LaserJet 5P USHB063107 Working

Other Equipment

Make-Model Serial Number Status

Compaq Proliant 3000 D918BVX500D1 Working

APC Smart UPS 2200XL WS0025000465 Not working

APC Smart UPS 2200XL WS0025000466 Not working

Keyboards (2)

Monitors

Make-Model Serial/Tag Number Status

Dell E151 – 15" Flat 1J78P11 Not Working

Dell E151 – 15" Flat 3G78P11 Not working

Dell E151 – 15" Flat 4F78P11 Not Working

Dell E151 – 15" Flat 5J78P11 Not Working

Dell E151 – 15" Flat 6F78P11 Not Working

Dell E151 – 15" Flat 8H78P11 Not Working

Dell E151 – 15" Flat 6G78P11 Not Working

Dell E151 – 15" Flat 8H78P11 Not Working

Dell E151 – 15" Flat 20YQT71 Not Working

ADI Provista 700 17" CRT 95004FL20B04511B Working

NEC 70 17" CRT 0531885YA Working

MOTION by Jerry Mahony, seconded by George Magerl, to approve payment to Arlington Heights Memorial Library for Library Cable Network for May 1, 2007 through April 30, 2008 in the amount of \$31,320.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Maria Bahamon, to approve payment to Corporate Concepts for 23 office chairs, 8 shelf clips and labor in the amount of \$5,492.63, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Maria Bahamon, to approve payment to Midwest Library Systems for book returns and carts in an amount not to exceed \$10,500.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl , seconded by Elaine Tejcek, to approve the regular monthly Board of Library Trustees meeting dates, every month except January and July 2008, which would convene at 4:00 PM, for the period August 2007 through July 2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by George Magerl, to increase the Non-Resident Fee from \$260.00 per family per year to \$274.00 per family per year for the period July 1, 2007 through June 30, 2008. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to authorize library staff to Request Proposals for RFID Equipment and Supplies. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Maria Bahamon, to hire Miriam Pollack of Miriam Pollack & Associates to facilitate the Strategic Planning Retreat on September 15, 2007 at a cost of \$4,000.00. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Elaine Tejcek to approve the proposal from Illinois Management Association for Salary Analysis and Structure Development in the amount of \$5,200.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by George Magerl, to ask one board member to attend the City of Des Plaines 2007 Annual Golf Outing and the library will pay for the ticket. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

Jerry Mahony recommends that a Door Entry Buzzer System be installed in the door to the Administrative offices. Sandra Norlin will obtain prices and have the door entry buzzer installed.

ANNOUNCEMENTS

Sandra Norlin asked the Management Committee to set a meeting date to review the Collection Development Policy and the Personnel Policy. A meeting will be called after the new committee assignments are determined.

The Board thanked Martha Sloan for the good work she has done for the library in her eleven years working at the library.

President Lake stated that Mary Ellicson could not attend the Board meeting due to work commitments.

The Board was invited to march in the Fourth of July parade.

The Board was encouraged to attend training classes at the North Suburban Library System geared toward Library Trustees.

Sandra Norlin stated that library staff will participate in Relay for Life on Friday, June 29 and invited the Board to attend.

NOMINATING COMMITTEE

George Magerl reported that the Nominating Committee voted to approve the slate of officers, Noreen Lake, President, Jerry Mahony, Vice President and Carol Kidd, Secretary, for 2007 - 2008.

EXECUTIVE SESSION

MOTION by Jerry Mahony, seconded by George Magerl, to enter into an Executive Session at 8:42 p.m. to discuss Semi-Annual Review of Executive Session Minutes and Probable or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:00 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by Eldon Burk, seconded by Elaine Tejcek, not to release any Executive Session Minutes on file because the need for confidentiality still exists as to all of the remaining Executive Session minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by George Magerl, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 9:02 p.m.

Minutes prepared by Carol Kidd

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
July 17, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 17, 2007. President Noreen Lake called the meeting to order at 4:02 p.m.

OATH OF OFFICE

President Noreen Lake administered the Oath of Office to Trustee Maria Bahamon, Trustee Eldon Burk and new Trustee Matthew Bogusz.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Leslie Steiner, Carol Kidd, Margie Borris, Gary Valente, Judy Clar, Wayne Serbin.

Members Absent: Jerry Mahony.

CONSIDERATION OF THE AGENDA.

Sandra Norlin asked that E. Library Comparison Report and F. Library Water Usage be added to the agenda under IX. New Business. George Magerl asked that A. Non-Resident Fee Calculations be added to the agenda under VIII. Unfinished Business.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.

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

PUBLIC COMMENTS AND QUESTIONS

Leslie Steiner, Head of Public Information, stated that she will retire on July 24 and that it was a pleasure to work with the board and the staff of the library

Wayne Serbin, 835 Pearson Street, asked what the library was doing to promote high school attendance and Sandra Norlin responded that the library currently has a teen advisory board that helps plan programs for teens and that programs for teens have included preparation for SAT and finals week study groups. William Grice stated that the Teen Advisory Board (TAB) won a Super Star Volunteer Award from the City of Des Plaines.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was not in attendance.

CONSENT AGENDA

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

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

1. Over the Counter Receipts	\$13,302.53
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for June	\$458,058.56
4. Expenditures Year to Date	\$2,756,280.45
5. Revenue for June	\$18,327.52
6. Revenue Year to Date	\$2,968,705.11

MOTION by George Magerl, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

June 04, 2007	\$59,672.52
June 18, 2007	<u>\$58,531.64</u>
Total	\$118,204.16

ROLL CALL VOTE : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek.
NAYS: None. **MOTION CARRIED** .

MOTION by George Magerl, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

June 07, 2007	\$124,061.91
June 21, 2007	<u>\$121,884.08</u>
Total	\$245,945.99

ROLL CALL VOTE : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek.
NAYS: None. **MOTION CARRIED** .

DIRECTOR'S REPORT July 17, 2007

Please note: I have received no official requests for confidential information since my last report.

PERSONNEL

New employee for June/July, 2007: Jonathan D. Oswald, Page.

Resignations/Separations: Liezl Oliveros, Technology Page; Carolyn Romin, Melissa Zulaski, Jennifer Ortigoza, Stephen Galt, Christopher Ponce, and Meghan McQuillan, Pages; Allen Cummins, Processing Clerk.

STAFF DEVELOPMENT

Several department heads are attending the Trends Discussion Meetings conducted by Miriam Pollack. Ms. Pollack will be facilitating our Board Staff Strategic Planning retreat on September 15.

I have approved Tuition Reimbursement awards to six staff members for the fall semester.

PATRON SERVICES

I hope you all had the pleasure of seeing the debut performance of CartWheels, the library's centennial book cart drill team, led by Gail Bradley. Brief video clips of the practice and the parade are available on the library's Website. Karen McBride has introduced PlainTalk, a blog for conversations on a variety of topics of interest to Des Plaines residents.

Plans for the Harry Potter Extravaganza on July 20/21 are in place. Registration for the event is going well, with 52 children registered to date.

All of our Summer Reading Clubs have excellent participation, exceeding the enrollment of last year at this time. In Youth Services, 1795 children have registered; in the Adult department, 131 adults and 59 teens have registered. The Friends of the Library are sponsoring programming and prizes for all of the SRCs.

The circulation count is down slightly from June, 2006, but it is good to see that the use of fiction is up in the Youth Services department. DVD circulation from the Adult Collection continues to increase. Please note the significant drop in use of our video collections. Self Check was used for 48% of our circulation from the main library in June. The numbers from use of our online reference products are being adjusted. The Gale Group was not able to provide us with accurate counts for the past three months. Computer use also remains active, with over 8,000 uses in the Adult department and nearly 1800 in Youth Services for the month of June.

OTHER PROFESSIONAL ACTIVITIES

I was on vacation from June 25 through July 3. Since my return I have attended the North Suburban Library System Board Management Affairs Committee meeting on 7/9, the Library Production Studio Advisory Committee meeting on 7/10, and the Chamber of Commerce Board of Directors Meeting on 7/12.

UNFINISHED BUSINESS

George Magerl stated that he thought the formula for determining the Non-Resident Fee was stated incorrectly. Sandra Norlin stated that she would review the formula with Carol Kidd.

NEW BUSINESS

MOTION by Eldon Burk, seconded by William Grice, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy.

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

Maria Bahamon asked what would happen to the bookdrops and Sandra Norlin responded that they will be offered for sale to other libraries. Sandra also stated that the Friends of the Library would be asked if they wanted to use the book drops for collecting donated books.

Make- Model Description Status

(2) Kingsley Ultra capacity 500 books Useable

Legend Series #0315 All steel and welded construction

Side door with padlock and key

Tan color

52”L x 43” W x 46” H 277 Wt.

(4) transport carts

George Magerl will attend the August 6 City Council meeting, Maria Bahamon the August 20 meeting and Noreen Lake the September 4 meeting and Elaine Tejcek the September 17 meeting.

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, 2007, unless either party terminates the agreement.

Sandra Norlin recommended that service be offered to Rosemont for another year at an increase of 3.7%, which is the latest increase shown in the Consumer Price Index for the Chicago area. The new cost would be \$12,237.00.

Eldon Burk suggested that the amount be rounded to \$12,300.00 and asked that the agreement be reviewed in six months and adjusted to reflect changes in fuel costs.

MOTION by Eldon Burk, seconded by Rhys Read, to renew the agreement to provide Mobile Library Service to the Village of Rosemont for 2007/2008 in the amount of \$12,300.00, which is an increase of 4.2%, and to review the contract in six months and adjust the amount of the contract to reflect changes in fuel costs. **VOTE** : AYES: All. NAYS:

President Lake invited members of the Board to attend the 2007 First Lady's Luncheon on September 8, 2007. The proceeds go to the Healthy Community Partnership Foundation

MOTION by William Grice, seconded by George Magerl, to pay for tickets for Library Director Sandra Norlin and Board President Noreen Lake to attend the 2007 First Lady's Luncheon and if they cannot attend to offer the tickets to a board member or library staff member. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Sandra Norlin explained the library comparison report that was included in the Board packet and distributed a Management Profile with statistical information for the Des Plaines Public Library from 1995 – 2006. The Board directed Sandra Norlin to send the statistical information to the Aldermen.

President Lake stated that at the July 16, 2007 City Council meeting, Alderman Walsten stated that a Des Plaines resident was concerned that the library's water usage was excessive due to

toilets that flush twice. Gary Valente, Head of Building and Security Services, explained that the newer toilets use less water and the double flush helps to keep the drains clear, which results in fewer plumbing problems.

ANNOUNCEMENTS

The library will host a party for children on Friday night, July 20 to celebrate the release of the final Harry Potter book.

The Relay for Life team raised over \$9,000.00 at the all-night fund raiser held at Maine West High School.

Noreen Lake congratulated the CartWheels on their great performance while marching in the Fourth of July parade.

Noreen Lake and the Board of the Trustees thanked Leslie Steiner for her many years of service.

NOMINATING COMMITTEE

MOTION by Eldon Burk, seconded by William Grice, to close nominations for slate of officers for the Library Board of Trustees for 2007/2008. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by Elaine Tejcek, to reaffirm the slate of officers, Noreen Lake, President, Jerry Mahony, Vice President and Carol Kidd, Secretary, by acclamation. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Noreen Lake took the oath of office for President and Carol Kidd took the oath of office for Secretary. Jerry Mahony was not in attendance and will take the oath of office at another meeting.

President Lake distributed the new committee assignments.

The Management committee will meet Wednesday, August 15 at 4:15 p.m. to discuss policy review, position descriptions, and recommendations from the Management Association salary survey.

The Finance committee will meet on Wednesday, September 5 at 5:30 p.m. to discuss recommendations for the 2008 budget.

The Planning committee will meet on Tuesday, August 21 at 5:30 p.m. to finalize plans for the board retreat on Saturday, September 15.

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

Meeting adjourned at 5:22 p.m.

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Board Minutes

BOARD OF TRUSTEES Minutes of the Regular Meeting August 21, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 21, 2007. President Noreen Lake called the meeting to order at 7:02 p.m.

OATH OF OFFICE

President Noreen Lake administered the Oath of Office to Trustee Vice President Jerry Mahony.

ROLL CALL

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Carol Kidd, Gary Valente, Wally Meyer. Mary Ellicson, Karen McBride, Roberta Johnson, Alderman Martin Moylan.

CONSIDERATION OF THE AGENDA

Eldon Burk asked that XVII. Management Committee Report be moved to F. under XI. New Business and that XI. New Business. F. Contract for Services from Outsource Solutions Group - \$13,500.00 [Action Item] be moved to XVII. Matthew Bogusz asked that H. Continuing Education be added to XI. New Business.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.

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

PRESENTATION TO MARY ELLICSON

President Noreen Lake thanked former trustee, Mary Ellicson, for serving on the library board from 2004 – 2007.

PUBLIC COMMENTS AND QUESTIONS

Wally Meyer, President of the Friends of the Library, congratulated library staff on hosting the popular Harry Potter Extravaganza on July 20, 2007, which the Friends of the Library sponsored. Wally Meyer stated that the Friends of the Library would like to support other programs of this caliber.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

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

CONSENT AGENDA

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

Matthew Bogusz asked Library Director Sandra Norlin why she thought circulation was down in July 2007 compared to July 2006 and Sandra responded that she thought that it may be that patrons are going to the library's website to reserve materials or gather information rather than coming to the library and it may be that we are beginning to experience a new usage pattern.

Matthew Bogusz also asked why the percentage of use of online reference products was down 47% and Sandra Norlin responded that the library is tracking the usage in a different way to better reflect how patrons are utilizing the databases.

Matthew Bogusz asked if the statistics for use of online reference products could be included in the board packet as another chart and Sandra Norlin responded that the chart will be in the September packet.

CONSENT AGENDA

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

1. Over the Counter Receipts	\$12,626.15
2. Petty Cash Expenditures	\$18.95
3. Budget Expenditures for July	\$477,354.11
4. Expenditures Year to Date	\$3,251,578.76
5. Revenue for July	\$11,220.59
6. Revenue Year to Date	\$3,003,708.70

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

July 02, 2007	\$58,270.72
July 16, 2007	<u>\$89,840.95</u>
Total	\$148,111.67

ROLL CALL VOTE : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

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

July 05, 2007	\$123,731.70
July 19, 2007	<u>\$118,560.01</u>
Total	\$242,291.71

ROLL CALL VOTE : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential information since my last report.

PERSONNEL

New Employees for July/August 2007 are Olivia Gugalo, Page, 07/03/07 Cuyler Jenkins, Page, 07/16/07 Elliott Rowe, Circulation Services Clerk, 07/09/07 Angel Matias, Page, 07/09/07 Nancy Stewart, Page, 07/26/07.

Resignations/Separations for July/August 2007 are Susan Holstrom, PT Reference Librarian, 07/31/07 Kimberly McDuffee, Technology Page, 08/06/07, Mary Mulcrone, Page, 08/10/07 Leslie Steiner, Head of Public Information Services, 07/24/07.

STAFF DEVELOPMENT

The next All-Staff meeting will be held on Wednesday, September 12 at 8 AM. The featured event will be a presentation, "Movement Matters," given by a personal trainer and fitness coach who will describe how everyday movements can affect our health and wellness.

Four staff members have applied for grants to attend FIL, the annual book fair in Guadalajara.

Jill Franklin will take part in the Sister Library staff exchange program in February, 2008.

PATRON SERVICES

Our Summer Reading Clubs were very active this summer. The Adult and Teen SRC had 133 adults and 75 teens participating. The children's program had 2009 enrolled and 1054 who completed all requirements. Look for the Carnival of Reading t-shirts the finishers are wearing. The pre-readers listened to 13,376 and our independent readers read for 10,176 hours in June and July. The attendance at the programs was also high.

The highlight of the summer was the Harry Potter extravaganza held on July 20/21 from 9:30 to just after midnight. It's hard to tell from the reports and fan letters who appreciated the evening most, the 96 kids, their parents, or the staff and volunteers who worked on the planning and the night at Hogwarts. For a taste of this splendid event, please look at the video on our website.

The month in numbers shows a decline in use and attendance, except for attendance at programs and meetings. Just over half of all items circulated in July were print, with DVDs as the only medium gaining in use. Patrons used self check to circulate 48% of all items checked out of the main library.

OTHER PROFESSIONAL ACTIVITIES

I was on vacation July 20 through 27 and August 9 through 13.

I attended the Library Production Studio Executive Committee meeting on July 19. On August 2, I participated in a Trustee Training seminar at NSLS with Noreen Lake. We were part of a four-person panel discussing budget and finance matters for trustees. I also attended the Chamber of Commerce After Hours event at Duncan Flooring on August 14.

PRESENTATION ON OPEN MEETINGS ACT – Carol Kidd.

Carol Kidd presented information on recent changes to the Open Meetings Act.

Roberta Johnson, Readers' Services Manager, invited the Board to attend the library Croquet Tournament on Saturday, September 8, 2007. The board will form a team consisting of Matt Bogusz, Elaine Tejcek and Noreen Lake.

NEW BUSINESS

MOTION by Eldon Burk, seconded by George Magerl, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy.

Computers

Make-Model Serial Number Status

Dell Dimension 8100-P4-40G-256K-DVD 51ZRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 2YYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD BWYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD HYYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD HWYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD DYYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 90ZRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 9YYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 10ZRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD F1ZRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 32ZRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD G3ZRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 2XYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD BXYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 4ZYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 5WYRM01 Working
Dell Dimension 8100-P4-40G-256K-DVD 6XYRM01 Working

Monitors

Make-Model Serial/Tag Number Status

Dell E771 – 17” CRT MX-0419TG-47801-279-B4Z8 Working
Dell E771 – 17” CRT MX-0419TG-47801-1BN-B138 Working
Dell E771 – 17” CRT MX-0419TG-47801-278-B2TC Working
Dell E771 – 17” CRT MX-0419TG-47801-278-B2VH Working
Dell E771 – 17” CRT MX-0419TG-47801-279-B4YW Working
Dell E771 – 17” CRT MX-0419TG-47801-279-B4Z4 Working
Dell E771 – 17” CRT MX-0419TG-47801-279-B2VD Working
Dell E771 – 17” CRT MX-0419TG-47801-279-B4YZ Working

Dell E771 – 17” CRT MX-0419TG-47801-279-B4Z7 Working
Dell E771 – 17” CRT MX-0419TG-47801-279-B4YU Working
Dell E771 – 17” CRT MX-0419TG-47801-279-B4YV Working

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

MOTION by William Grice, seconded by Jerry Mahony, to declare (1) building automation system computer and (1) monitor surplus and obsolete property and to dispose of the equipment according to library policy. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

Sandra Norlin will present the first draft of the 2008 budget to the Finance Committee on Wednesday, September 5, 2007 and to the Board on September 18, 2007. The final budget is scheduled to be approved at the October Board meeting.

George Magerl reported that the Planning Committee met to discuss the all-day board retreat on Saturday, September 15, 2007. Miriam Pollack of Miriam Pollack and Associates will be the facilitator for the meeting.

The request to purchase a new ICN 10 Mbps Line in the amount of \$15,600.00 was postponed. The Board asked that additional information be gathered about other technology.

MOTION by William Grice, seconded by Rhys Read, to postpone the purchase of a new ICN 10 Mbps Line and to direct staff to investigate all alternative technology and to talk to the City of Des Plaines staff and Des Plaines schools to inquire about the possibility of a partnership with them on the new ICN line. **VOTE : AYES: All. NAYS: None. MOTION CARRIED.**

MOTION by Rhys Read, seconded by William Grice, to approve payment to Cooperative Computer Services in the amount of \$11,207.74, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED .**

MANGAGEMENT COMMITTEE MEETING

MOTION by Committee, to approve changes to library policy C-1 Registration Eligibility, Company Courtesy Cards as follows:

Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. The card is issued for the circulation of work-related materials only. A courtesy card shall be offered to elected officials, according to policy.

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

MOTION by Committee, to pay the service club membership fees for two employees, which is in the best interest of the Des Plaines Public Library.

MOTION by Rhys Read, seconded by Maria Bahamon to amend the motion to read:

“to pay the service club membership fees for two employees in an amount not to exceed

\$500.00”, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Committee, to approve the addition of the following policy to the library policy:

Employment of Relatives

It shall be the policy of the Des Plaines Public Library that immediate family or relatives of a serving Board of Trustee will not be hired. The immediate family shall include spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, step parent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian. The definition of relative for the purpose of this section shall include those relatives identified under the immediate family plus aunts, uncles, nieces, nephews, first cousins and spouses of any of them.

Further, the Des Plaines Public Library does not allow two (2) or more relatives to work in the same department/division in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement, or other personnel decisions. If such situations occur, the Des Plaines Public Library will assign the more recently hired or promoted employee to a different department, division, work unit or shift, as appropriate.

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

Sandra Norlin reported to the Board that she is concerned that the library building is slowly deteriorating due to the lack of proper cleaning by the cleaning companies who are hired using the bid process. Sandra stated that the companies bid low and after a short period of time try to clean the 82,000 sq ft building with only 2 – 3 people for a few hours each evening. The results are that valuable library staff time is spent calling the cleaning companies reporting problems that should have been addressed by the cleaning company. The library has changed cleaning services several times and the results are the same. Sandra asked for Board approval to waive the bid process and enter in an agreement with Mueller Building Services to clean the library building. Mueller has been highly recommended by other libraries for their attention to detail.

MOTION by Eldon Burk, seconded by Maria Bahamon, to give seven days notice to the current cleaning company and enter into an agreement with Mueller Building Services, Inc. and to reconsider the contract at any time, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Tejcek. NAYS: Read. **MOTION CARRIED** .

Matthew Bogusz asked the Board to consider a continuing education program sponsored by the library offering SAT, GED and other classes to help students and adults prepare for tests. Matthew referred to the Atlanta-Fulton Public Library System in Atlanta, GA, who offers these services to their patrons. Sandra Norlin stated that she thinks that the library may be able to offer these services to patrons and will pursue with Board approval.

ANNOUNCEMENTS

Noreen Lake stated that North Suburban Library System offers training courses for library trustees and encouraged the Board to attend.

Noreen Lake received a letter of complaint from a patron regarding the level of noise in the building, how the toilets flush and how the meeting rooms are used. Noreen distributed a copy

of the letter from Reme C. Aleck and Rose B. Lisnek to trustees and stated that she and Sandra Norlin will meet with the patrons making the complaint.

Sandra Norlin reported that the library received a grant in the amount of \$2,800 from Target for the support of Centennial Reading for the Family. The donation will be used to sponsor a storyteller for the October 7 Centennial Celebration and to purchase bilingual books to give away on that day.

Elaine Tejcek congratulated library staff on the grand Harry Potter Extravaganza on July 20. Elaine said that the Friends of the Library were very involved in the program.

George Magerl and Matthew Bogusz stated that they were interested in attending the ILA Conference in Springfield in October and will contact Carol Kidd, who will make their reservations.

Sandra Norlin reported that the library roof has not been repaired. Gary Valente stated that the roof is not leaking at this time, but the temporary patches will not last. The Board is concerned due to the large amount of rain that has fallen in the past week.

William Grice left the meeting at 9:31 p.m.

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by Jerry Mahony, to enter into an Executive Session at 9:38 p.m. to discuss Deliberations Concerning Salary Schedules for One or More Classes of Employees. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The regular session reconvened at 10:39 p.m. and was called to order by President Noreen Lake.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Members Absent: William Grice.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Elaine Tejcek, seconded by George Magerl, to recommend the new salary schedule effective January 1, 2008 prepared by the Management Association of Illinois, to bring employees who are below the minimum range up to the minimum and to adjust the salary schedule yearly as of January 1. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: Bogusz, Read. **MOTION CARRIED**.

MOTION by Eldon Burk, seconded by George Magerl, to recommend that staff salary increases remain the same as in 2007. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Burk, Lake, Magerl, Mahony, Read. NAYS: Tejcek. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by Jerry Mahony, to recommend that the following positions be exempt from Civil Service:

Head of Public Information Services

Head of Building and Security Services

to take effect upon approval of the Des Plaines Civil Service Commission.

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

MOTION by Eldon Burk, seconded by Jerry Mahony, to recommend that the following positions be exempt from the Fair Labor Standards Act, based on the recommendation from the Management Association:

IT Manager

Head of Public Information Services

Head of Building & Security Services

Page Supervisor

Assistant Head of Circulation Services

to take effect August 22, 2007.

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

CONTRACT FOR SERVICES FROM OUTSOURCE SOLUTIONS GROUP

MOTION by Jerry Mahony to approve payment to Outsource Solutions Group to build a firewall in the amount of \$13,500.00, which is in the best interest of the Des Plaines Public Library.

MOTION failed for lack of a second.

MOTION by Rhys Read, seconded by Jerry Mahony, to approve payment to Outsource Solutions Group to extend the existing contract to build a firewall in the amount of \$13,500.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE : AYES:** Bahamon, Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. **NAYS: None. MOTION CARRIED .**

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to adjourn the regular meeting.

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

Meeting adjourned at 10:50 p.m.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 18, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 18, 2007. President Noreen Lake called the meeting to order at 7:02p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Carol Kidd, Holly Richards Sorensen, Karen McBride, Alderman Martin Moylan, Matthew Bellamy, Michael Lake.

Absent: Matthew Bogusz.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

Karen McBride, Web Services Librarian, showed a video of the September 8 Croquet Tournament.

CONSENT AGENDA

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

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

1. Over the Counter Receipts	\$12,655.10
2. Petty Cash Expenditures	\$32.47
3. Budget Expenditures for August	\$657,876.29
4. Expenditures Year to Date	\$3,913,167.99
5. Revenue for August	\$800.00
6. Revenue Year to Date	\$2,089,840.93

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

August 06, 2007	\$124,007.00
August 20, 2007	<u>\$64,233.22</u>
Total	\$188,240.22

ROLL CALL VOTE : AYES: Bahamon, Burk, Grice, Lake, Magerl, 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 Director as follows:

August 02, 2007	\$120,380.71
August 16, 2007	\$116,331.25
August 30, 2007	<u>\$117,253.65</u>
Total	\$353,965.61

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

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for August/September, 2007 are Anton Tsybulsky, and Lino Vestidas, Technology Pages; and Shabana Usufishaq, Carolyn Romin, and Melissa Zulaski, Circulation Pages.

Resignations/Separations for August/September, 2007 are Travis Jones, Circulation Page, and Kathleen Konopasek, Circulation Services Clerk.

STAFF DEVELOPMENT

Our Fall All-Staff meeting was held on September 12. "Movement Matters", a presentation on the physiology of everyday movements was given by Mary Albrecht, trainer and owner of the Fitness Loft in Libertyville. The second portion of the meeting included a presentation on the new salary schedule, the Green Team's recycling suggestions, and the arrangements for the October 7 Centennial Carnival.

PATRON SERVICES

We charted a slight increase in circulation over August 2006, but remain behind in circulated items for the year, to date. Patrons used Self-Check for 46% of the items checked out of the main library. The print/non-print ratio continues to shift toward audio-visual items. This month 62% of the youth services circulation was for print materials; 43% of the items circulated from the adult collection was for print material. Overall, print materials account for 49% of the total

number of items circulated in August.

Carol Kidd has added a chart indicating the use of public computers during the past two and the current years. Christina Tropea has submitted a report explaining the reasons that our database use statistics show a decline. The essence of her report is to state that we now have a more accurate and appropriate way of counting the uses of our databases, but that they will show a decline for the next year when compared with the earlier way the information was collected and reported. Her report is included in the board packet.

OTHER PROFESSIONAL ACTIVITIES

I attended two Chamber of Commerce events: a fundraiser on 8/22 and the monthly board meeting on 9/13. I attended the Friends of the Library Roundtable meeting on 8/28, a Holiday Lighting Committee meeting on 9/6, an Executive Committee meeting of the Library Production Studio on 9/7, and NSLS Board meeting on 9/10, the 9/11 Commemoration at City Hall, and the Rotary Golf Outing on 9/11. On Saturday, 9/8 I attended a Board retreat for NSLS in the morning, the First Lady's Luncheon at noon, and the Croquet Tournament during the afternoon.

NEW BUSINESS

Rhys Read, Chair of the Finance Committee, presented the first draft of the 2008 budget.

Sandra Norlin gave an overview of the 2008 budget, which included the new RFID equipment and the atrium and workroom remodeling project.

MOTION by Committee, to approve the first draft of 2008 budget, as presented. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

Sandra Norlin explained to the Board that RFID equipment that is UL certified is only offered by the 3M Company. Sandra asked Board members if they would still require a Request for Proposal. The Board consensus was to ask staff to prepare a request for proposal.

MOTION by Rhys Read, seconded by George Magerl, to move F. Approve Des Plaines Public Library Disaster Plan 2007 to C. under VIII.New Business. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The Board reviewed the Des Plaines Public Library Disaster Plan for 2007.

MOTION by Rhys Read, seconded by Maria Bahamon, to approve the Des Plaines Public Library Disaster Recovery Plan for 2007, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by George Magerl, to approve the Per Capita Grant, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

Eldon Burk will attend the October 1 City Council meeting; Noreen Lake the October 15 meeting; Jerry Mahony the November 5 meeting and Rhys Read the November 19 meeting.

MOTION by Eldon Burk, seconded by William Grice, to approve payment to Midwest Library Systems in the amount of \$2,713.21 for freight charges for book returns and carts. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS:

None. **MOTION CARRIED.**

Sandra Norlin introduced Karen McBride, Web Services Librarian, and explained that Karen was the project leader for the library's Website Redesign Project. Karen reported that she prepared a Request for Proposal for the Website Redesign and made the following hiring recommendations to the Board:

Scott Pitol, an independent contractor from Roselle, IL, for the majority of the Des Plaines Public Library Web site redesign - \$17,000.00.

In-Sight Marketing of Des Plaines, IL, is recommended to design the Children and Teen sections, with experience with Flash-based Web design - \$2,500.00.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Website Redesign Project recommendations of Karen McBride, Web Services Librarian, and to enter into an agreement with Scott Pitol and In-Sight Marketing for Website Redesign, in the amount of \$19,500.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

Hector Marino, Coordinator of Computer and Technical Services, proposed installation of Comcast cable for the library's Internet service. The cost for a two-year contract is \$1,187.00 per year and will increase bandwidth from 3 Mbps to 8 Mbps.

MOTION by Eldon Burk, seconded by George Magerl, to enter into a two-year agreement with Comcast at a cost of \$1,187.00 per year to increase bandwidth to 8 Mbps for the library's internet connection. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED.**

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan stated that the City of Des Plaines will not change their current parking agreement with the 701 Lee Street tenants and therefore parking spaces in the parking garage will not be reduced for library staff.

ANNOUNCEMENTS

The Board will not write an article for the next library newsletter.

We will continue to send a liaison to the Friends of the Library meetings who will provide reports to the library board.

George Magerl, Chair of the Planning Committee, thanked Library Board members and Department Heads for attending an all-day Board Retreat. A new Strategic Plan will be presented to the Board for their approval at their October meeting.

Sandra Norlin introduced Holly Richards Sorensen, the new Coordinator of Public Services. Holly previously worked as the Head of Adult Services.

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

Meeting adjourned at 8:25p.m.

Minutes prepared by Carol Kidd

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Board Minutes

BOARD OF TRUSTEES Minutes of the Regular Meeting October 16, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 16, 2007. President Noreen Lake called the meeting to order at 7:02 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Matthew Bogusz, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Carol Kidd, Holly Richards Sorensen, Karen McBride, Alderman Martin Moylan, Michael Lake, Jan Provenzano.

Absent: Maria Bahamon, Eldon Burk, William Grice.

CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded by Elaine Tejcek, to accept the agenda, as written. **VOTE** :
AYES: All. NAYS: None. **MOTION CARRIED** .

PUBLIC COMMENTS AND QUESTIONS

Jan Provenzano, a representative of Commissioner Elizabeth Doody Gorman, read a proclamation from the Cook County Board of Commissioners congratulating the Des Plaines Public Library on reaching its one hundredth birthday.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Martin Moylan reported that after speaking with President Lake and Library Director Norlin he was made aware of several needed repairs in the parking garage and clean-up in the park area adjacent to the library. Alderman Moylan stated that the repairs and clean-up had been completed by the Public Work department. President Lake thanked Alderman Moylan for his assistance.

CONSENT AGENDA

Elaine Tejcek asked that D. Acceptance of Reports 1. Director's Report and 2. Friends of the Library Report be removed from the Consent Agenda.

MOTION by George Magerl, seconded by Jerry Mahony, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Elaine Tejcek asked Sandra Norlin if the total number of registered borrowers for Des Plaines was normal when compared to other communities and if so, to what do we owe the low number of registered borrowers. Sandra Norlin responded that one of the ways the library tries to encourage new users is by asking businesses to offer a discount to library users who use their library cards. This promotion benefits both the businesses and the library. Sandra also stated that the library is in the process of trying to encourage Des Plaines business owners to get a library card.

Elaine Tejcek also asked Sandra Norlin if she was concerned with the decrease in the use of interlibrary loan and Sandra responded that two new libraries joined the North Suburban Library System, Evanston and Glenview, so there are more books available for transfer between libraries.

Matthew Bogusz asked Sandra Norlin if statistics for online database use could be separated to differentiate between resident and non-resident library cardholders. Sandra was not sure if this request was possible because of the way the information is gathered. She will inquire and report her finding to the Board.

Matthew Bogusz also asked Sandra Norlin if she thought the increase in the use of the Virtual Reference Desk indicated that patrons are moving away from using library computers and are using their home computers to do their research. Holly Richards Sorensen, Coordinator of Public Services, responded that more patrons are finding the link to our website where they have the opportunity to “chat” online with a librarian who will help to answer their question or to direct them where to look for the answer. Holly also stated that when school starts, students use this service and the number of users increases.

MOTION by Rhys Read, seconded by George Magerl, to accept the Director's Report, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Elaine Tejcek stated that in the Friends of the Library report it was incorrectly stated that the new SARA (Scanning and Reading Appliance) machine was approved, but this will not be approved until the next Friends meeting.

MOTION by George Magerl, seconded by Matthew Bogusz, to accept the Friends of the Library report, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

CONSENT AGENDA

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

1. Over the Counter Receipts	\$11,105.97
2. Petty Cash Expenditures	\$43.50
3. Budget Expenditures for September	\$652,560.26
4. Expenditures Year to Date	\$4,565,728.25
5. Revenue for September	\$218,753.59
6. Revenue Year to Date	\$3,307,966.78

MOTION by George Magerl, seconded by Jerry Mahony, to approve, subject to audit,

expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

September 04, 2007	\$59,792.96
September 17, 2007	<u>\$51,429.93</u>
Total	\$111,222.89

ROLL CALL VOTE : AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None.
MOTION CARRIED .

MOTION by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

September 13, 2007	\$117,527.86
September 27, 2007	<u>\$134,949.78</u>
Total	\$252,477.64

ROLL CALL VOTE : AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None.
MOTION CARRIED .

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New Employees for September/October 2007

Resignations/Separations for September/October 2007

Monica Benz, Part-time Youth Services Librarian, 09/15/07

John Haliotis, IT Manager, 9/7/07

STAFF DEVELOPMENT

Carol Kidd and Roberta Johnson attended a two-day seminar on Crucial Conversations held at NSLS.

Four staff members are attending the Illinois Library Association Annual Conference in Springfield October 10 – 13.

PATRON SERVICES

Patron service numbers are down in all categories, with a slight decline in circulation both for the month and year to date. Nearly 67% of the items checked out from the Youth Services collection was from the print collection, whereas 43% of the circulation of adult collection items was print, bringing the overall total print circulation to 52%. Attendance was down significantly, although over 3300 people attended meetings and programs during the month. Attendance at library programs was very healthy. In-house computer use was high at 8557 for adults and 1589 for youth, although overall the use is less than last year at this time.

OTHER PROFESSIONAL ACTIVITIES

I attended the School Media Coordinators and Principals reception on September 19, the Library Production Studio Executive Committee meeting on September 20, the NSLS Board meeting on September 24, the Friends of the Library meeting on September 25, the CCS Governing Board meeting on October 3, and the Chamber of Commerce Board meeting on October 4.

NEW BUSINESS

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to approve payment to Library Partnership Trust for Annual Membership for the Gale Virtual Reference Library in the amount of \$6,629.00. **ROLL CALL VOTE** : AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by George Magerl, to approve payment to Proquest in the amount of \$16,502.14, which is a budgeted item and is in the best interest of the library. **ROLL CALL VOTE** : AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to approve a 10:00 a.m. opening for All Staff Day on December 13, 2007, which is the best interest of the Des Plaines Public Library and staff. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Jerry Mahony, seconded by Matthew Bogusz, to approve Thomson Gale in the amount of \$9,850.83, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

Rhys Read, Chair of the Finance Committee, reported that several changes to the 2008 budget were suggested by the City of Des Plaines Finance Director at the September 25, 2007 budget meeting.

Rhys Read reported that the Finance Committee reviewed the City of Des Plaines Finance Director's comments, investigated his concerns and based on that review, recommend that we keep the budget as presented.

MOTION by Committee, to approve the final FY2008 Library Budget. **ROLL CALL VOTE** : AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

The library budget will be presented to the City Council on November 7, 2007 at 6:30 p.m. Board members were invited to attend.

President Lake reported that she attended the October 15 City Council meeting with Sandra Norlin and Karen McBride to present information on the proposed RFID system to the City Council. President Lake stated that according to the library lease, any building changes must be approved by the City Council. The City Council approved the proposed changes to the building to accommodate the new system.

ANNOUNCEMENTS

Sandra Norlin reported that the proposal from the Outsource Solutions Group was being postponed and will be presented to the Board at a later date.

George Magerl reported that he attended the Illinois Library Association conference in Springfield and encouraged Board members to attend in 2008 when the conference will be held in Chicago at Navy Pier.

Noreen Lake thanked Library staff, the Board of Trustees and the City of Des Plaines for hosting and helping with the Centennial Celebration.

Sandra Norlin asked for Board approval to change the Board meeting date in September, 2008. The Board meeting dates will be approved at the November Board meeting and the date for September, 2008 will be Tuesday, September 23, 2008.

Noreen Lake stated that she invited Alderman Walsten to attend the November Board meeting.

Sandra Norlin reported that the Planning Committee did not meet in October. George Magerl, Chair of the Planning Committee, suggested that the Committee meet on Tuesday, November 20, 2007 at 6:00 p.m.

OTHER

MOTION by Jerry Mahony, seconded by George Magerl, to suspend the rules of order to allow Michael Lake to speak on behalf of the Veteran's of Foreign Wars. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Michael Lake thanked Sandra Norlin for providing space in the library to place a barrel for donations for American troops stationed in Iraq and Afghanistan.

ADJOURNMENT

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

Meeting adjourned at 8:10 p.m.

Minutes prepared by Carol Kidd

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 20, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 20, 2007. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Karen McBride, Michael Lake, Stan Zimmerman, Susan Garland.

Absent: Elaine Tejcek.

CONSIDERATION OF THE AGENDA.

President Lake asked to amend the agenda by adding XIII. Executive Session to discuss Compensation, Discipline or Performance of a Specific Employee.

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

PUBLIC COMMENTS AND QUESTIONS

Stan Zimmerman asked if library employees receive a pension. Library Director Sandra Norlin responded that library employees participate in the Illinois Municipal Retirement Fund and contribute 4.5% of their salary toward their pension. Sandra Norlin gave Mr. Zimmerman information on the IMRF plan.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was not in attendance.

CONSENT AGENDA

Elaine Tejcek asked that D. Acceptance of Reports 1. Director's Report and 2. Friends of the Library Report be removed from the Consent Agenda.

MOTION by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

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

1. Over the Counter Receipts	\$11,408.11
2. Petty Cash Expenditures	\$80.00
3. Budget Expenditures for October	\$417,960.47
4. Expenditures Year to Date	\$4,983,688.72
5. Revenue for October	\$106,087.4
6. Revenue Year to Date	\$3,414,035.19

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

October 01, 2007	\$41,678.33
October 15, 2007	<u>\$67,729.97</u>
Total	\$109,408.30

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read.
NAYS: None. **MOTION CARRIED.**

MOTION by Eldon Burk, seconded by George Magerl , to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

October 10, 2007	\$114,098.36
October 25, 2007	<u>\$116,426.25</u>
Total	\$230,524.61

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read.
NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by George Magerl, to accept the Director's Report, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

Resignations/Separations for October/November 2007: Monica Benz, Part-Time Youth Services Librarian and Hector Marino, Coordinator of Computer and Technical Services.

Interviews will begin on November 19 for the position of Head of Public Information Services. We received 78 applications for this position. Applications for the IT Manager position closed on November 12. A decision about filling this position will be made after a decision on filling the Coordinator's position. I hope to have a recommendation following my meeting with Don

Sofolo of Outsource Solutions Group on November 19.

STAFF DEVELOPMENT

Three staff members, Christina Tropea, Jill Franklin, and Veronica Schwartz will be traveling to Guadalajara, Mexico to attend the annual book fair. They will select materials in Spanish to be added to our collection in 2008. Jill Franklin will be in touch with the personnel from our Sister Library to make arrangements for her exchange visit to the Benjamin Franklin Public Library in February.

Our annual Staff Holiday Party will be held December 13 from 8-10 AM. Library Trustees are cordially invited to join us.

PATRON SERVICES

There were several increases in public use of our facilities and services during October, as compared to October 2006. A 4.05% increase in items circulated included fiction and DVDs from the Youth Services collection and small increases in non-fiction, CDs and DVDs from the Adult Collection. Please note the low circulation of videocassettes, which will be weeded out during the coming year. The low use of the collection does not justify the large share of shelf space it requires. Overall, the print materials accounted for 52% of the circulation. AV items account for 15% of the total collection and 48% of the circulation.

The door count increased from last October by 14% and meeting room attendance significantly (60%). I find the use of our meeting rooms remarkable at 160 times in a month when we were open for 31 days. The staff time involved in planning, scheduling, setting up and cleaning the rooms is worth noting.

Patron used our online reference sources 9,895 times in October. They used our computers 10,375 in the Adult Services Department and 1,622 times in the Youth Services Department.

OTHER PROFESSIONAL ACTIVITIES

I attended the Mayor's Prayer Breakfast and a meeting of the Library Production Studio Executive Committee on October 18; an NSLS Board of Directors meeting on October 22; a luncheon of North Suburban woman directors and the Oakton Area Planning Council on November 1; the Library Production Studio Advisory Committee meeting on November 6; the Chamber of Commerce Board of Directors meeting on November 8, another Library Production Studio Executive Committee meeting on November 12; and a meeting with representatives of the regional United Way campaign on November 14.

I was on vacation from November 15 through November 18.

NEW BUSINESS

MOTION by George Magerl, seconded by Matthew Bogusz, to approve payment to Ebsco Information Services in the amount of \$35,509.16, which is a budgeted expense and is in the best interest of the library. **ROLL CALL VOTE: AYES:** Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read. **NAYS: None. MOTION CARRIED.**

MOTION by Jerry Mahony, seconded by George Magerl, to approve payment to Gale Literature Resource Center in the amount of \$6,605.00, which is a budgeted item and is in the best interest of the library. **ROLL CALL VOTE: AYES:** Bahamon, Bogusz, Burk, Grice,

Lake, Magerl, Mahony, Read. **NAYS: None. MOTION CARRIED.**

Eldon Burk asked if the Gale Literature Resource Center usage was increasing and Sandra Norlin responded that she would look into this request and report back to the board at the December board meeting.

MOTION by Eldon Burk, seconded by William Grice, to approve Cooperative Computer Services in the amount of \$5,243.99, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Matthew Bogusz, to approve a change to the Library Board of Trustees 2008 meeting date from Tuesday, September 16, 2008 to Tuesday, September 23, 2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Rhys Read will attend the December 3 City Council meeting; Eldon Burk the December 17 meeting; George Magerl the January 7 meeting and Maria Bahamon the January 22 meeting.

MOTION by George Magerl, seconded by Jerry Mahony, to approve library closings for the period January 2008 through January 2009. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION FROM NORTH SUBURBAN LIBRARY SYSTEM - Susan Boatman Garland and Sandra Norlin.

Susan Garland from the Winnetka-Northfield Public Library and Library Director Sandra Norlin gave a presentation on the services offered by the North Suburban Library System to the Des Plaines Public Library. Susan Garland and Sandra Norlin serve on the Board of the North Suburban Library System. Sandra presented statistical information about the ways that the Des Plaines Public Library is served by NSLS, through interlibrary loan, trustee training, staff training and the ability to advertise job postings on their website.

Rhys Read stated that he will attend the November 7, 2007 City Council meeting with President Lake and Library Director Norlin when the library budget is scheduled to be approved. The Board discussed the City Council's request to postpone purchasing RFID equipment and the consensus was to approve the library budget with the increases proposed by the City of Des Plaines Finance Department for employee benefits and property liability insurance in the amount of \$8,018. The Board consensus was to ask President Lake, Library Director Norlin and Rhys Read to write a letter to the City Council explaining the budget decisions reached by the Board.

MOTION by Rhys Read, seconded George Magerl, to accept the 2008 library budget with benefit changes, as presented to the board. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

George Magerl, Chair of the Planning Committee, reported that the Planning Committee met and discussed the new goals and objectives for the Strategic Plan for 2008 - 2010 and recommend that these goals and objectives be approved by the Board.

MOTION by Committee, to approve the goals and objectives for the Strategic Plan for 2008 - 2010, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked that the new photocopier/print lease discussion be postponed until the December board meeting, when she will have more information about the equipment and terms of the proposed leasing agreement.

MOTION by George Magerl, seconded by Rhys Read, to table the Photocopier/Print lease agreement proposal until next month and to place the item under Unfinished Business. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Sandra Norlin reported that because there are two open positions in the Information Technology department she had asked Outsource Solutions Group to prepare a proposal to maintain the current levels of services to both patrons and staff, as well as deal with project management and implement several key objectives for a period of three months. The cost for these services will not exceed \$67,600.00.

Matthew Bogusz left the meeting at 8:24 p.m.

Sandra explained that Outsource Solutions Group would provide 1 full-time person and 1 part-time person. Rhys Read asked if Outsource had provided resumes for the persons who would be working at the library and if Outsource had the appropriate insurance coverage. Rhys also asked if the results of criminal background checks were provided to the library. Sandra Norlin responded that she would ask for this information.

MOTION by Rhys Read, seconded by Jerry Mahony, to accept the proposal from Outsource IT Solutions Group in an amount not to exceed \$67,600 for a 3-month period and to obtain resumes for the employees from Outsource IT Solutions Group who will work at the library confirming that they have the appropriate experience and that they have passed a criminal background check, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.**

MOTION by William Grice, seconded by Eldon Burk, to ask President Lake and a guest to attend the Chamber of Commerce annual dinner and installation of officers on February 8, 2008 and to ask Library Director Sandra Norlin and a guest to attend the dinner and that the library pay for the tickets. **ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.**

ANNOUNCEMENTS

Board members made a contribution to fund the Staff Holiday party, which will be held on December 13, 2007 beginning at 8:00 a.m. Sandra Norlin invited the Board to attend.

The 2008 annual Legislative Breakfast will be held on February 18, 2008 at the Arboretum Club. Eldon Burk, Noreen Lake and George Magerl will attend the breakfast.

President Lake reminded board members that National Library Legislative Day in Washington, D.C. will be on May 13 and 14, 2008. Sandra Norlin reported that the budget allows for two trustees to attend.

Maria Bahamon stated that she was a panelist for a Latino Summit at Harper College.

EXECUTIVE SESSION

MOTION by William Grice, seconded by George Magerl, to enter into an Executive Session at 8:40 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

The regular session reconvened at 8:56 p.m. and was called to order by President Noreen Lake.

MOTION by Jerry Mahony, seconded by William Grice, to adjourn the regular meeting.

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

Meeting adjourned at 8:58 p.m.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 18, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 18, 2007. President Noreen Lake called the meeting to order at 7:15 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Alderman Martin Moylan, Margie Borris, Doris Wagner.

Absent: Matthew Bogusz.

CONSIDERATION OF THE AGENDA.

George Magerl asked to amend the agenda by adding L. to New Business to discuss the proposed RFID (Radio-Frequency Identification Device) system.

Sandra Norlin asked to amend the agenda by removing H. Salary Schedule 2008. The salary schedule was approved at the August 21, 2007 Board of Trustees meeting.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.

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

PUBLIC COMMENTS AND QUESTIONS

Doris Wagner, a trustee at the Indian Trails Public Library, stated that she was an observer at the meeting.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan stated that all repairs in the parking garage and clean-up in the park adjacent to the library have been completed. Alderman Moylan also stated that the park will be designed as an enabling garden.

CONSENT AGENDA

MOTION by George Magerl, seconded by William Grice, to approve the Consent Agenda, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

CONSENT AGENDA

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

1. Over the Counter Receipts	\$12,268.85
2. Petty Cash Expenditures	\$23.16
3. Budget Expenditures for November	\$467,672.07
4. Expenditures Year to Date	\$5,451,360.79
5. Revenue for November	\$26,520.40
6. Revenue Year to Date	\$3,440,555.59

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

November 05, 2007	\$81,679.61
November 19, 2007	<u>\$65,873.34</u>
Total	\$147,552.95

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

MOTION by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

November 07, 2007	\$117,293.63
November 20, 2007	<u>\$113,487.12</u>
Total	\$230,780.75

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

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for November/December are: Rachel Kamin, Preschool Liaison, Youth Services. And Brett Larson, Technology Page, IT Services.

Resignations/Separations: Hector Marino, Coordinator of Computer & Technical Services, and Laura House, Circulation Clerk.

We have completed our interviews for the Head of Public Information Services and have selected a candidate. She has accepted and her appointment is pending her background check. If all goes well, she will begin by mid-January.

STAFF DEVELOPMENT

The annual staff meeting and holiday party will take place on December 13, from 8-10 AM. The food is furnished through donations from the Friends of the Library, Department Heads, and the Board of Trustees. Thank you all for your generosity.

The Department Heads have been discussing the library's organizational structure and are recommending two divisions: Public Services and Administrative Services. Under this plan, the Technical Services Department will be the responsibility of the Coordinator of Public Services and the IT Department will be the responsibility of the Library Director. Web Services will also be part of the Public Services Division.

PATRON SERVICES

Our patrons once again checked out over a million items from the library in the first eleven months of 2007. We had a slight increase for the month over last year, but remain behind in overall circulation for the year to date. The ratio of print to non-print circulation has changed little, with 51% from our print collection overall. From the Youth Services Department 66% of the circulation is of print materials, whereas from the Adult Services collection the print circulation is only 43% of all items circulated. Patrons used Self Check to check out 45% of all items from the main library.

The meeting rooms continue to be well-used. In November they were used 127 by nearly 3000 people, representing 60 different groups, including library-sponsored programs.

The computers on the fourth floor were used 7,818 times and the computers on the second floor (Youth Services) were used 1501 times.

OTHER PROFESSIONAL ACTIVITIES

I attended the following meetings in November and December: NSLS Board meeting on 11/26, the Friends of the Library on 11/27, the CCS Governing Board Meeting on 11/28, the Public Library Administrators Forum on 11/30, the Women Library Directors luncheon on 12/13, and the area library directors group known as SLURP on 12/14.

UNFINISHED BUSINESS

Eldon Burk explained that the Management Committee met and discussed a proposal for a new lease agreement for library copiers and asked Holly Richards Sorensen to explain the proposal. Holly Richards Sorensen made a recommendation for leasing new copiers from United Business Solutions and explained that the current lease payment will be reduced by \$681.00 per month and that there will be a reduction in price for copies. The current cost for a black and white copy is 15 cents and will be reduced to 10 cents. The current cost for a color copy is \$1.00 and will be reduced to 50 cents. The term for the new lease is five years.

MOTION by Committee, to approve an agreement with United Business Solutions for the lease of 9 new Panasonic Copiers at a cost of \$2,005.00 per month, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice,

Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Committee, to reduce the cost of black and white copies for patrons from 15 cents to 10 cents and to reduce the cost of color copies from \$1.00 to 50 cents. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

NEW BUSINESS

MOTION by Eldon Burk, seconded by William Grice, to approve payment to Thomson Gale in the amount of \$12,388.39, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by William Grice, seconded by Jerry Mahony, to approve payment to Proquest LLC in the amount of \$14,040.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Jerry Mahony, seconded by George Magerl, to approve payment to Newsbank in the amount of \$10,750.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Jerry Mahony, seconded by William Grice, to approve payment to 3M Library Systems Service Agreement in the amount of \$10,029.19 for the period 01/01/08 through 09/30/08, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve payment to Roscor for a Sound System Upgrade in the amount of \$21,873.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Jerry Mahony, to approve the transfer of funds within the 2007 Library Budget to cover all 2007 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2008. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by George Magerl, to approve the 2008 appropriation and the 2007 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by Elaine Tejcek, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MONITOR CHECKLIST

**Make & Model
Number**

Serial Number

Works Bad Location

Dell E151FP	CN-06R644-47804-38M-N2W0	x		Storage
Dell E151FP	CN-06R644-47804-377-L7C2	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6AX	x		Storage
Dell E151FP	CN-06R644-47804-38M-N37B	x		Storage
Dell E151FP	CN-06R644-47804-38M-N2TR	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N4HN	x		Storage
Dell E151FP	CN-06R644-47804-386-N4XS	x		Storage
Dell E151FP	CN-06R644-47804-386-N4VY	x		Storage
Dell E151FP	CN-06R644-47804-386-N4XU	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6C2	x		Storage
Dell E151FP	CN-06R644-47804-387-L5QE	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N79N	x		Storage
Dell E151FP	CN-06R644-47804-386-N4WU	x		Storage
Dell E151FP	CN-06R644-47804-386-N4VH	x		Storage
Dell E151FP	CN-06R644-47804-38M-N2V0	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6CD	x		Storage
Dell E151FP	CN-06R644-47804-38M-N2RF	x		Storage
Dell E151FP	CN-06R644-47804-37P-L17L		x	Storage
Dell E151FP	CN-06R644-47804-38M-N259	x		Storage
Dell E151FP	CN-06R644-47804-3B6-N54S	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6B3	x		Storage
Dell E151FP	CN-06R644-47804-377-L5FL	x		Storage
Dell E151FP	CN-06R644-47804-387-L5QA	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6B1	x		Storage
Dell E151FP	CN-06R644-47804-37P-L14C	x		Storage
Dell E151FP	CN-06R644-47804-387-L2PL		x	Storage
Dell E151FP	CN-06R644-47804-387-L5QG		x	Storage
Dell E151FP	CN-06R644-47804-3AF-N6BD		x	Storage
Dell E151FP	CN-06R644-47804-37P-L13N		x	Storage
Dell E151FP	CN-06R644-47804-39K-N2DF		x	Storage
Dell E151FP	CN-06R644-47804-387-L5QW	x		Storage
Dell E151FP	CN-06R644-47804-387-L5QU		x	IT Workroom
Dell E151FP	CN-06R644-47804-37P-L14G		x	IT Workroom
Dell E153FP	CN-OY4413-72201-484-7FAL	x		Storage
Dell E153FP	CN-OD5421-46633-55A-0JUU	x		Storage
Dell E1503FP	KR-032DVX-47602-15A-AAUR	x		Storage
Dell E1503FP	MX-032DVX-47605-27F-B0CF	x		Storage
Dell E1503FP	MX-032DVX-47605-27F-AAU6	x		Storage
Dell E1504FP	KR-05R408-47602-26J-A13U		x	Storage

MISCELLANEOUS CHECKLIST

Make & Model Number Serial Number Works Bad Quantity Location

Apple Keyboard M2452		1	Storage
Apple Keyboard M2980		1	Storage
Apple Keyboard M7803		1	Storage
Compaq Keyboard KB-3923		2	Storage
Compaq Keyboard RT-101		2	Storage
Compaq Keyboard RT-7A56TW		1	Storage
Dell Keyboard RT-7D20		3	Storage
Dell Keyboard SK-8100		1	Storage
Dell Keyboard SK-8100		4	Storage
Gateway Keyboard P/N 7001459		10	Storage
Gateway Keyboard P/N 7001628		5	Storage
Gateway Keyboard P/N 7002237		3	Storage
Gateway Keyboard SK-9921		1	Storage
Mitsumi Keyboard		1	Storage
NMB Keyboard		11	Storage
Ortek Keyboard		1	Storage
NEC Laser Printer Superscript 1800	B1GN600580E	1	Storage
HP Laserjet Printer 2100TN	USGR064985	1	Storage
SMC-EZ1016M	T184900079	1	IT Workroom
Smart-UPS 2200XL	WS0025000465	1	IT Workroom
Adtran TSU	T801A9466	1	IT Workroom
Adtran DSU III AR	E339A6887	1	IT Workroom
AT&T Paradyne 3510	DDSUJL7AAA	1	IT Workroom

COMPUTER CHECKLIST

Make & Model Number	Serial Number	Works	Bad	Location
Dell Optiplex GX260	GH78P11		x	Storage
Dell Optiplex GX260	6QR6P11		x	Storage
Dell Optiplex GX260	9F78P11	x		Storage
Dell Optiplex GX260	BG78P11	x		Storage
Dell Optiplex GX260	6F78P11	x		Storage
Dell Optiplex GX260	1J78P11	x		Storage
Dell Optiplex GX260	1D8V971	x		Storage
Dell Optiplex GX260	F4TKG31	x		Storage
Dell Optiplex GX260	8H78P11	x		Storage
Dell Optiplex GX260	0NR6P11	x		Storage
Dell Optiplex GX260	4QR6P11	x		Storage
Dell Optiplex GX260	CH78P11	x		Storage
Dell Optiplex GX260	JGH78P11	x		Storage

Dell Optiplex GX260	4F78P11	x	Storage
Dell Optiplex GX260	6PR6P11	x	Storage
Dell Optiplex GX260	JF78P11	x	Storage
Dell Optiplex GX260	DF78P11	x	Storage
Dell Optiplex GX260	7NR6P11	x	Storage
Dell Optiplex GX270	94TKG31	x	Storage
Dell Optiplex GX270	9MQZH31	x	Storage
Dell Optiplex GX270	73TKG31	x	Storage
Dell Optiplex GX270	B5TKG31	x	Storage
Dell Optiplex GX270	75TKG31	x	Storage
Dell Optiplex GX270	BKQZH31	x	Storage
Dell Optiplex GX270	7VLWW31		x Storage
Dell Optiplex GX270	64TKG31		x Storage
Dell Optiplex GX270	2MQZH31		x Storage
Dell Optiplex GX270	H3TKG31		x Storage
Dell Optiplex GX270	6X75831		x Storage
Dell Optiplex GX270	FFLWW31	x	Storage
Dell Optiplex GX280	GB8V971		x IT Workroom

MANAGEMENT COMMITTEE REPORT – Eldon Burk.

Eldon Burk explained that the Committee reviewed and made recommended changes to the Collection Development Policy and asked the Board to review and accept the changes.

MOTION by Committee, to approve the Collection Development Policy, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Eldon Burk explained that the Committee reviewed two new job descriptions, Readers' Services Supervisor and Public Information Assistant, and asked for Board approval to approve the job descriptions.

MOTION by Committee, to approve two new job descriptions, Readers' Services Supervisor and Public Information Assistant, as presented. **VOTE** : AYES: All NAYS: None. **MOTION CARRIED** .

Eldon Burk reported that the Management Committee discussed Electronic Attendance at Meetings and the Committee recommends no changes to library policy at this time.

George Magerl, after speaking with library employees from other libraries at the ILA Annual Conference in Springfield, stated he had concerns about the way the new RFID system will work with some library materials. Sandra Norlin responded that Warren Newport and Oak Park libraries have a RFID system and that Susan Farid, Head of Circulation Services and Barbara Saletnik, Assistant Head of Circulation Services will visit libraries that have the RFID system and invited George Magerl to accompany them to these libraries.

ANNOUNCEMENTS

Sandra Norlin stated that Eldon Burk has been nominated for Trustee of the Year through the

North Suburban Library System.

Noreen Lake thanked the citizens of Des Plaines for their generosity in contributing items to be sent to the troops in Iraq.

EXECUTIVE SESSION

MOTION by Jerry Mahony, seconded by George Magerl, to enter into an Executive Session at 8:12 p.m. to discuss Semi-Annual Review of Executive Session Minutes. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 8:24 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by Eldon Burk, seconded by William Grice, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

June 17, 2003 – Compensation of Specific Employee

December 19, 2006 – To Discuss Semi-Annual Review of Executive Session Minutes

And further concur with consensus in Executive Session that the need for confidentiality still exists as to all or part of the remaining Executive Session minutes. **ROLL CALL VOTE** :

Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

8:15

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

Meeting adjourned at 8:25 p.m.

Minutes prepared by Carol Kidd

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