



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting April 21, 2016

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, April 21, 2016. President Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Denise Hudec, Steve Mokry, Vince Rangel, Earl Wilson, Patricia Thompson, Gregory Sarlo, Carol Kidd.

Absent: Rich Pope

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Gary Valente, John Jasionowski, Bruce Lester, Wayne Serbin, James Sulaka, Sadab Desai, Estefan Solagman.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Earl Wilson, seconded by Vince Rangel, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

James Sulaka, Des Plaines resident, stated that he was attending the board meeting as part of a group project for his American Government class. James asked what the difference was between services offered to incorporated residents versus unincorporated residents of Des Plaines. Director Sorensen stated that she could speak to him about libraries and that residents of unincorporated Des Plaines may be annexed into the Niles library district. Director Sorensen suggested that James and his classmates talk to a reference librarian on the fourth floor of the library for further information regarding city services.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Graack asked to remove B. Acceptance of Financial Reports for March 2016 from the Consent Agenda.

MOTION by Steve Mokry, seconded Vince Rangel, to approve the following Consent Agenda items.

- A. Approval of the Minutes of the Regular Board Meeting – March 17, 2016.
- B. 1. Treasurer’s Report as of March 31, 2016.
- C. Acceptance of Reports.
 - 1. March 2016 Statistics Report.
 - 2. 2016 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. Director’s Report on Strategic Goals.
 - 7. 2016 Cash Budget Projection.

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

Trustee Graack asked what the payment to Mid-America Charter Lines, Inc. was for, and if the charge was for a bus trip, whether the patron pays for the event. Director Sorensen responded that when the library charters a bus for a patron program, the cost for the bus is recouped by the cost charged to the patron for the event. The fees collected for the program are then deposited into the Special Programs and Events revenue account.

MOTION by Kris Graack, seconded by Steve Mokry, to approve VII. Consent Agenda. B. Acceptance of Financial Reports for March 2016. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$432,365.30.

MOTION by Gregory Sarlo, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$432,365.30 as listed on the vendor checks report of March 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Declaration of Surplus Property.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Proposal for Payroll Services.

MOTION by Kris Graack, seconded by Steve Mokry, to award the three- year proposal for payroll services to Prodata Payroll, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Report out Building and Grounds Committee Action, April 21, 2016 – Steve Mokry.

Trustee Mokry, Chair of Building and Grounds, reported that the committee met on Thursday, April 21, 2016 to tour the four floors of the library where construction was in process and to discuss the proposed renovation of the terrace. Trustee Mokry stated the building looks great. Director Sorensen stated the project is on time and on budget.

Trustee Mokry reported that the building renovations are near completion and he was asked to bring forward a discussion on moving ahead with renovations to the fourth floor

terrace. Trustee Mokry stated that the terrace space is underused because patrons do not know about the terrace space. Trustee Mokry suggested that the door to the terrace be moved to the center of the space, which will make the space more visible to patrons.

Director Sorensen stated that the terrace renovation was included in the initial construction bid, but architects Lohan/Wight asked contractor Troop to break out the cost from the total bid due to cost restraints. The terrace project can now be considered a change order, so there is no need to rebid the project. The work will take about three weeks to complete.

The board discussed the project and it was decided that the Building and Grounds committee will meet again before the regular board meeting on May 19, 2016 at 5:30 p.m. President Sarlo asked if Director Sorensen could get a quote for the installation of double doors at the current door location and a quote for a door installation in the center of the terrace space.

The Building and Grounds Committee will meet on Thursday, May 19, 2016 at 5:30 p.m.

IX. ANNOUNCEMENTS.

President Sarlo announced that Bruce Lester will be sworn in as a library trustee at the May 19, 2016 meeting. Trustees Mokry and Wilson will also take the oath of office for another three year term as trustees at the May 19, 2016 board meeting

X. CORRESPONDENCE.

Director Sorensen announced that Des Plaines Public Library entered and won a contest sponsored by Lyngsoe Systems to name the automated material handler. The Des Plaines Public Library entered Chewbooka as the name for the automated material handler and won \$500.00 in gift cards to use toward the purchase of Lego's.

Videos of previous board meetings are online the Des Plaines Public Library website: <http://dppl.org/about/board-of-trustees>.

XI. OTHER.

XII. ADJOURNMENT.

MOTION by Kris Graack, seconded by Steve Mokry, to adjourn the regular meeting.

Meeting adjourned at 8:06 p.m.

Minutes prepared by Carol Kidd.