



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting June 16, 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, June 16, 2016. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Alice Chrostowski, Brian Hatlen, Don Sofolo, Mike Reuter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Graack asked to remove from the Consent Agenda D. Acceptance of Reports. 1. May 2016 Statistics Report, 2. 2016 Circulation by Month and 4. Chart-Computer Use Wired.

MOTION Vince Rangel, seconded by Steve Mokry, to approve the following consent agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – May 19, 2016.
- B. Approval of the Minutes of the Building & Grounds Committee Meeting – May 19, 2016
- C. Acceptance of Financial Reports for May 2016.
 - 1. Treasurer’s Report as of May 31, 2016.
- D. Acceptance of Reports.
 - 3. Chart - Circulation Statistics.
 - 5. Chart - Computer Use Wireless.
 - 6. Director’s Report on Strategic Goals.
 - 7. 2016 Cash Budget Projection.

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

Trustee Graack questioned whether the decline in meeting room use was due to the fact that the library is being renovated and Director Sorensen responded that only one meeting room is available for programs due to the renovation. Trustee Graack also asked why there were not as many library sponsored programs in 2016 and Director Sorensen responded that it is due to the ongoing construction.

Trustee Graack also noted that patron attendance is down 15% from last year and asked if that was also due to the renovations. Director Sorensen responded that the library was not offering as many programs due to the construction and also that the gate count was not always accurate, due to equipment malfunction. Director Sorensen stated that new gates were installed in 2016, so the gate count will be more accurate.

Trustee Graack also noted that circulation has increased by 16% and Assistant Director Johnson stated that the library has instituted an automatic renewal policy, so materials are automatically renewed if there are no holds on the material.

MOTION by Kris Graack, seconded by Denise Hudec, to approve the following consent agenda items:

- D. Acceptance of Reports.
 - 1. May 2016 Statistics Report.
 - 2. 2016 Circulation by Month.
 - 4. Chart - Computer Use Wired.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$327,837.70.

MOTION by Rich Pope, seconded by Steve Mokry, to approve payment of vendor checks and ACH Payments in the amount of \$327,837.70 as listed on the vendor checks report of May 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. Report Out Building and Grounds Committee Action, May 19, 2016 – Steve Mokry.

Trustee Mokry, Chair of the Building and Grounds Committee, stated that the committee met and discussed options for the fourth floor terrace. Trustee Mokry stated that this was a follow-up meeting to the May 19, 2016 Building and Grounds meeting. Director Sorensen distributed new construction plans for the terrace that substituted brushed aluminum for the railings instead of the proposed glass panels. There will be 50 feet of raised elevation on the terrace for a better view of the City of Des Plaines. Changes to the library interior will include swapping books and computers to allow for a better view of the terrace from inside the library. The final cost of the project will be less than originally budgeted. President Sarlo thanked the Building and Grounds committee for their hard work.

Trustee Mokry suggested applying to the City of Des Plaines for a rebate of up to \$5,000 on the cost of the awning and the installation for the terrace. Director Sorensen stated that she would ask the City whether the library was eligible for the rebate.

MOTION by Committee, to approve the terrace plans, as presented, in an amount not to exceed \$157,000 and if contingency funds are not used during the terrace renovation, the money would be used for Voluntary Alternates #5. Awning replacement. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Mokry, Pope, Rangel, Thompson, Sarlo. NAYS: Wilson. MOTION CARRIED.

C. Approve Payment to Lynda.com - \$13,125.00.

MOTION by Kris Graack, seconded by Bruce Lester, to approve the purchase of Lynda.com in the amount of \$13,125.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Proposal for Back-up Disaster Recovery.

MOTION by Kris Graack, seconded by Vince Rangel, to approve BIT Direct for the Back-up Disaster Recover in the amount of \$12,166.04, as presented. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Mokry, Pope, Rangel, Thompson, Sarlo NAYS: Wilson. MOTION CARRIED.

E. Approve Library Board Meeting Dates.

MOTION by Vince Rangel, seconded by Bruce Lester, to approve library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Approve Non-Resident Fee.

MOTION by Bruce Lester, seconded by Steve Mokry, to approve a Non-Resident Fee in the amount of \$265.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

G. Report Out Nominating Committee Meeting, June 16, 2016 – Denise Hudec.

Trustee Hudec reported that the Nominating Committee met and recommends the following slate of officers for 2016/2017, Gregory Sarlo, President, Vince Rangel, Vice President, Rich Pope, Treasurer and Carol Kidd, Secretary.

H. Approve Slate of Officers – President, Vice President, Treasurer, Secretary.

President Sarlo asked for any nominations from the floor. There were no nominations.

MOTION by Committee to approve the slate of officers for 2016/2017, Gregory Sarlo, President, Vince Rangel, Vice President, Rich Pope, Treasurer and Carol Kidd for Secretary. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

A. July 21, 2016 Board of Trustees Meeting – 4:00 p.m.

The July 21, 2016 board meeting will be held in the second floor conference room at 4:00 p.m.

B. Semi-Annual Board Dinner, July 21, 2016.

The board consensus was to go to Sunrise Grill for the board dinner following the 4:00 p.m. board meeting.

X. CORRESPONDENCE.

XI. OTHER.

XII. EXECUTIVE SESSION – To Discuss

A. Semi-Annual Review of Executive Session Minutes.

MOTION by Kris Graack, seconded by Rich Pope, to enter into an Executive Session at 7:52 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:00 p.m. and was called to order by President Sarlo.

XIII. EXECUTIVE SESSION ACTION

MOTION by Kris Graack, seconded by Vince Rangel, 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:

December 17, 2015 – Semi-Annual Review of Executive Session Minutes.

January 21, 2016 – The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

February 18, 2016 - The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

And to concur with the consensus in Executive Session that the following minutes will be retained:

July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIV. ADJOURNMENT`

MOTION by Kris Graack, seconded by Vince Rangel, to adjourn the regular meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:03 p.m.

Minutes prepared Carol Kidd.