



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting August 18, 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, August 18, 2016. President Sarlo called the meeting to order at 7:00p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Heather Imhoff, Dan Klobnak, Don Sofolo.

Absent: Denise Hudec, Bruce Lester, Patricia Thompson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Wilson asked to pull from the Consent Agenda the following items:

- B. Acceptance of Financial Reports for July 2016
- C. Acceptance of Reports.
 - 3. Chart- Circulation Statistics.
 - 6. Director's Report on Strategic Goals.

MOTION by Kris Graack, seconded by Vince Rangel, to approve the following items from the consent agenda:

- A. Approval of the Minutes of the Regular Board Minutes – July 21, 2016.
- B. 1. Treasurer's Report as of July 31, 2016.
- C. Acceptance of Reports.
 - 1. July 2016 Statistics Report.
 - 2. 2016 Circulation by Month.
 - 4. Chart- Computer Use Wired.
 - 5. Chart- Computer Use Wireless.
 - 7. 2016 Cash Budget Projection.

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

Trustee Wilson asked what happens when library materials are not returned to the library. Assistant Director Johnson responded that the missing items go on a list. The missing list includes materials that cannot be located in the library, materials that are long overdue and are not expected to be returned and materials that patrons cannot find and then pay for the item. Director Sorensen stated that not all missing items are replaced, so there is no replacement line in the budget.

Trustee Wilson asked what percentage of renewals are active, meaning patron comes to the library to renew the materials, versus passive, meaning patron's items are automatically renewed. Trustee Wilson stated that he wants to increase patron attendance by having patrons return to the library with their materials rather than have items renew automatically. Director Sorensen stated that renewals cannot be counted as

passive or active.

MOTION by Kris Graack, seconded by Earl Wilson, to approve the following Consent Agenda items:

- B. Acceptance of Financial Reports for July 2016
- C. Acceptance of Reports.
 - 3. Chart- Circulation Statistics.
 - 6. Director's Report on Strategic Goals.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$371,828.46.

MOTION by Rich Pope, seconded by Steve Mokry, to approve payment of vendor checks and ACH Payments in the amount of \$371,828.46 as listed on the vendor checks report of July 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, August 18, 2016 – Steve Mokry.

Trustee Mokry stated that the Building and Grounds Committee did not meet, but that he plans to schedule another meeting. He encouraged board members to tour the library to see all the changes that have been made and are in process.

- C. Report Out Finance Committee Action, August 17, 2016 – Rich Pope.

Trustee Pope stated that the Finance Committee met on August 17, 2016 to discuss the proposal 2017 budget and that the Committee is recommending that the budget be approved, as presented.

President Sarlo thanked the Finance Committee members, and other board members who attended, for their good work.

MOTION by Committee, to approve the 2017 library budget, as presented. ROLL CALL VOTE: AYES: Graack, Mokry, Pope, Rangel, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Approve Workstation Lifecycle Replacement.

Director Sorensen stated that workstation replacement is in the 2016 budget. The library is recommending the lowest responsible bidder, PCM, in the amount of \$37,800.00.

Trustee Mokry asked who the replacement workstations were for and Tim Haskell, Outsource Solutions Group, replied that half of the computers will be for public use and half will be for the staff.

Trustee Wilson stated that he did not agree with the lifecycle replacement process and stated that the library should have a computer fund that can be used when computers break down.

Don Sofolo, President, Outsource Solutions Group, replied that they have been a service provider to the library for ten years. He stated that when they began working for the library much of the equipment was out of date and needed to be replaced. At that time the library board decided to have a standard lifecycle for the computer equipment, which insures that patrons can use working, up-to-date computers with new programs.

MOTION by Kris Graack, seconded by Rich Pope, to approve PCM to provide Workstation Lifecycle Replacement in the amount of \$37,800.00. VOTE: AYES: Graack, Mokry, Pope, Rangel, Sarlo. NAYS: Wilson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

A. Petition – In the Matter of the Organization of the Fire Fighter Richard Heller Memorial Library District of Cook County, Illinois.

Director Sorensen reported that there will be a public hearing on September 8, 2016 regarding organizing a library district to service unincorporated areas in Des Plaines, Mount Prospect, Arlington Heights and Elk Grove Village. Director Sorensen and Assistant Director Johnson will attend on behalf of the library.

XI. OTHER.

XIV. ADJOURNMENT`

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

Meeting adjourned at 8:16p.m.

Minutes prepared Carol Kidd.