



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting September 15, 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, September 15, 2016. Trustee Pope called the meeting to order at 7:06 p.m.

### II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Gary Valente, Heather Imhoff, John Jasionowski.

Absent: Vince Rangel, Gregory Sarlo, Earl Wilson.

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA.

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

### V. PUBLIC COMMENTS AND QUESTIONS.

John Jasionowski, President of Friends of the Library, stated that the September booksale netted over \$11,000. The Board thanked John and the Friends for their hard work.

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

Alderman Chester was not in attendance.

## VII. CONSENT AGENDA.

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

- C. Acceptance of Financial Report for August 31, 2016.

MOTION by Steve Mokry, seconded by Denise Hudec, to approve the following items from the Consent Agenda:

- A. Approval of the Minutes of the Regular Board Meeting – August 18, 2016.
- B. Approval of the Minutes of the Finance Committee Meeting – August 17, 2016.
- C. 1. Treasurer’s Report as of August 31, 2016.
- D. Acceptance of Reports.
  - 1. August 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 why the line item in Revenue, Library Donations, increased by \$37,050 and Director Sorensen responded that Rivers Casino donated \$37,000 to the library for Youth Services Intern positions and Early Literacy Area installations.

MOTION by Kris Graack, seconded by Bruce Lester, to approve the following item from the Consent Agenda:

- C. Acceptance of Financial Reports for August 2016.

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

## VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$451,960.97.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$451,960.97 as listed on the vendor checks report of

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August 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 Kris Graack, seconded by Denise Hudec, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## C. Approve Proposal for HVAC Maintenance.

Director Sorensen reported that the proposal for HVAC Maintenance is for a Comprehensive Maintenance Contract for HVAC. Six (6) vendors attended the mandatory pre-bid meeting and four (4) vendors' submitted proposals. Oakbrook Mechanical was the lowest responsible bidder and is being recommended by staff.

MOTION by Kris Graack, seconded by Bruce Lester, to approve Oakbrook Mechanical as the lowest responsible bidder for HVAC Maintenance. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## IX. ANNOUNCEMENTS.

Trustee Graack thanked Stephanie Spetter, Head of Youth Services, for her good work at the library and for applying for and receiving the \$37,000 donation from Rivers Casino.

## X. CORRESPONDENCE.

## XI. OTHER.

## XIV. ADJOURNMENT'

MOTION by Bruce Lester, seconded by Denise Hudec, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:50 p.m.

Minutes prepared Carol Kidd.