



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting January 19, 2017

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, January 19, 2017. President Sarlo called the meeting to order at 4:00 p.m.

II. ROLL CALL.

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

Absent: Denise Hudec.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Steve Mokry, to approve the Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

None.

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 B. Acceptance of Financial Reports for December 2016.

Trustee Mokry asked to remove from the Consent Agenda C. 1. December 2016 Statistics Report.

MOTION by Kris Graack, seconded by Steve Mokry, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – December 15, 2016.
- C. Acceptance of Reports.
 - 2. 2016 Circulation by Month
 - 3. Chart – Circulation Statistics 2012 – 2016
 - 4. Chart – Computer Use Wired
 - 5. Chart - Computer Use Wireless

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

Trustee Graack asked why copy fees revenue increased in December 2016. Director Sorensen responded that staff could review the monthly copy fees, but speculated that many businesses stopped offering copying services and the library charges a very reasonable fee.

Trustee Graack asked why interest revenue received for 2016 was budgeted lower than interest actually received for 2016. Director Sorensen responded that interest rates have been historically low and that revenue is difficult to predict. Trustees Wilson and Lester offered to investigate other options for investing some library revenue. President Sarlo appointed Trustees Wilson and Lester to a task force to investigate a possible increase in interest for library funds. President Sarlo appointed Trustee Wilson to head the task force.

Trustee Graack asked why the line item for Property/Liability Insurance was overspent in 2016 and Director Sorensen responded that some invoices for 2017 are included in the December Expense Report. Director Sorensen also stated that the January Expense Report will be adjusted to reflect expenses paid in 2016 for 2017.

Trustee Mokry stated that he read in the local newspaper that library attendance was down in 2016. Director Sorensen responded that the gate counter was not reporting accurately and the attendance numbers were extrapolated from the previous year's attendance totals. Heather Imhoff, Head of Marketing and Communication, stated that due to renovations in 2016 that there were fewer library programs to attract patrons and that renovations to the computer area also affected attendance numbers.

MOTION by Bruce Lester, seconded by Rich Pope, to approve the following Consent Agenda items:

- B. Acceptance of Financial Reports for December 2016.
- C. Acceptance of Reports
 - 1. December 2016 Statistics Report

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$505,137.40.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$505,137.40 as listed on the vendor checks report of December 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

- A. Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

Director Sorensen invited the board to participate in the annual Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT", which supports the local food pantry.

- B. President's Day Library Legislative Breakfast, Monday, February 20, 2017.

Director Sorensen invited board members to attend the President's Day Library Legislative Breakfast on Monday, February 20, 2017. Board members who would like to attend should contact Carol Kidd.

- C. Filing Statement of Economic Interest begins March 2017.

Board members will be required to file their Statement of Economic Interests and will be notified by email by the Cook County Clerk's Office.

D. 2017 ILA Trustee Workshop, Saturday, February 18, 2017.

Director Sorensen invited board members to attend the 2017 Illinois Library Trustee Forum Workshop on Saturday, February 18, 2017. Board members interested in attending should contact Carol Kidd.

X. CORRESPONDENCE.

Assistant Director Johnson reported that the library received an e-rate grant in the amount of \$32,264.00. This is an annual grant program that is offered to schools and libraries to increase connectivity.

Assistant Director Johnson also reported that the library applied for the Live and Learn Construction Grant for \$25,200 and the library will be notified by March 2017 if the library has been awarded the grant money. If the grant money is awarded to the library, the money will be spent on more flexible shelving in Youth Services and to update all internal signage.

XI. ADJOURNMENT.

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

Meeting adjourned at 4:51 p.m.

Minutes prepared Carol Kidd.