



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 20, 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, April 20, 2017. Vice President Vincent Rangel called the meeting to order at 7:02 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Denise Hudec, Bruce Lester, Steven Mokry, Vincent Rangel, Patricia Thompson, Earl Wilson, Carol Kidd.

Absent: Richard Pope, Gregory Sarlo.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steven Mokry, seconded by Kristen Graack, 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 Malcolm Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Earl Wilson asked to remove from the Consent Agenda B. Acceptance of Financial Reports for March 2017.

Trustee Kristen Graack asked to remove from the Consent Agenda C. Acceptance of Reports. 1. March 2017 Statistics Report.

MOTION by Bruce Lester, seconded by Denise Hudec, to approve the following Consent Agenda items: VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- A. Approval of the Minutes of the Regular Board Meeting – March 16, 2017.
- B. 1. Treasurer’s Report as of March 31, 2017.
- C. Acceptance of Reports.
 - 2. 2017 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. 2017 Cash Budget Projection.

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

Trustee Earl Wilson asked why a vendor check payable to a library employee had a description that stated it was a Barnes & Noble Refund. Library Director Holly Richards Sorensen responded that it was a reimbursement check to an employee who purchased magazines for the Quick Pick display on the first floor and that the check description will be changed to Barnes & Noble Reimbursement.

Trustee Earl Wilson asked for an explanation of a \$1,500 check made payable to Sally M. Walker. Library Director Holly Richards Sorensen replied that the check was for a two-day children’s author event. The library partners with School District 62 and hundreds of children participate in this annual event.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve the following Consent Agenda items:

B. Acceptance of Financial Reports for April 2017.

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

Trustee Kristen Graack stated that circulation statistics for Outreach increased by 114% compared to last year and that the year-to-date increase was 40%. Trustee Kristen Graack asked what contributed to the increase. Stephanie Spetter, Head of Youth Services, responded that the library applied for and received a grant from Rivers Casino, which funds an outreach internship at the Early Learning Center at School District 62. Interns visit approximately 600 children each week.

VIII. NEW BUSINESS.

A. Approve Payment of Vendor Checks Report and ACH Payments - \$209,946.90.

MOTION by Vincent Rangel, seconded by Kristen Graack, to approve payment of vendor checks and ACH Payments in the amount of \$209,946.90 as listed on the vendor checks report of March 2017 and authorize Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

B. Approve Proposal for Forum Projectors and Touchscreen Controls.

Library Director Holly Richards Sorensen stated that Forum Projectors and Touchscreen Controls were a budgeted line item in the 2017 budget and that quotes were obtained from three vendors. The recommendation is to accept the lowest bid from Abt Electronics in the amount of \$24,334.34.

Trustee Earl Wilson asked if there was the opportunity for "price matching" on the proposed equipment. Trustee Bruce Lester asked whether Abt would install equipment that was purchased from another vendor. The board consensus was to table the discussion until the May 18 board meeting and to direct Library Director Holly Richards Sorensen to make a price inquiry from Abt, the lowest bidder, through the IT department.

C. Approve Change to Library Closing Dates.

Library Director Holly Richards Sorensen asked the board to approve changes to Library Closing Dates for January 2017 – January 2018. The changes as follows:

Wednesday, June 7, 2017 Library open as scheduled

Monday, June 26, 2017 Library closed for Staff Inservice Day

MOTION by Bruce Lester, seconded by Patricia Thompson to approve the following changes to Library Closing Dates for January 2017 – January 2018:

Wednesday, June 7, 2017 Library open as scheduled

Monday, June 26, 2017 Library closed for Staff Inservice Day

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

IX. ANNOUNCEMENTS.

Heather Imhoff, Head of Marketing and Communications, stated that the library would host “Meet Your Muslim Neighbor” on May 13, 2017 from 2:00 p.m. – 4:00 p.m. and invited the board to attend.

X. CORRESPONDENCE.

Library Director Holly Richards Sorensen reported that she received an award letter from the Office of the Secretary of State stating the Des Plaines Public Library was awarded a FY2017 Illinois Public Library Per Capita Grant in the amount of \$45,316.14.

Library Director Holly Richards Sorensen reported that the library participated in the Self-Help Closet & Pantry of Des Plaines “Food Fight” and received a thank you from the food pantry.

Library Director Holly Richards Sorensen reported that she received a thank you letter from David Orr, County Clerk, for offering Early Voting at the library.

XI. Other.

Trustee Steven Mokry stated that he will resign his library trustee position and may attend the May board meeting, but will not participate in the meeting. The board thanked Trustee Steven Mokry for his good service.

Trustee Patricia Thompson expressed concerns regarding an issue addressed in the last Executive Session. Her concerns surrounded a potential violation of the Open Meetings Act.

XII. ADJOURNMENT.

MOTION by Steven Mokry, seconded by Kristen Graack, to adjourn the regular meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:18 p.m.

Minutes prepared Carol Kidd.