



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting August 23, 2018

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 23, 2018. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Denise Hudec, Bruce Lester, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Nicholas Harkovich, Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, John Jasionowski, John Leach, Sydney Fitch, Gary Valente.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

Trustee Vincent Rangel entered the meeting at 7:01 p.m.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Kristen Graack asked to remove from the Consent Agenda C. Acceptance of Reports. 1. July 2018 Statistics Report.

Trustee Earl Wilson asked to remove from the Consent Agenda C. Acceptance of Reports 2. 2018 Circulation by Month and 3. Chart – Circulation Statistics

Trustee Nicholas Harkovich entered the meeting at 7:02 p.m.

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

- A. Approval of the Minutes of the Regular Board Meeting – July 19, 2018.
- B. Acceptance of Financial Report for July 2018.
- C. Acceptance of Reports.
 - 4. Chart - Computer Use Wired
 - 5. Chart - Computer Use Wireless
 - 6. Director's Report on Strategic Goals.
 - 7. 2018 Cash Budget Projection

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

Trustee Kristen Graack asked if there was a wait time for patron use of library computers and Library Director Holly Richards Sorensen responded that previously there had been a wait time, but not now. Head of Adult Services, Jo Bonell, stated that patrons are bringing their laptops, tablets and phones to the library and using the library's free Wi-Fi. Trustee Kristen Graack then asked if the library collects data on computer availability and if computers are sitting idle and Library Director Holly Richards Sorensen responded that there is not a way to track computers that are not in use, except manually.

Trustee Umair Qadeer entered the meeting at 7:04 p.m.

Trustee Kristen Graack stated that the statistics for Des Plaines Public Library mobile app had increased 472.22% and Assistant Library Director Roberta Johnson responded that patrons were downloading the new DPPL mobile app, Communico, and that was responsible for the increase in usage.

Trustee Earl Wilson asked if circulation statistics were inflated because of auto renewal and the move to Polaris and Head of Patron Accounts and Materials Services, Michelle Meyer-Edley, responded that auto renewal went into effect nearly two years ago and moving to Polaris did not have an effect on the circulation statistics.

The board discussed the usefulness of the charts included in the board packet and the consensus was to eliminate the monthly charts. The board asked that charts be included in the January board packet so that they could review statistics on a year to year basis.

MOTION by Bruce Lester, Vincent Rangel, to approve the following Consent Agenda items:

- C. Acceptance of Reports.
 - 1. July 2018 Statistics Report.
 - 2. 2018 Circulation by Month
 - 3. Chart – Circulation Statistics

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$250,943.94.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$250,943.94 as listed on the vendor checks report of July 2018 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Presentation by Gary Valente about the Nicor and ComEd Energy Audits.

Head of Building and Security Services, Gary Valente, reported that energy audits were completed by Nicor and ComEd. The ComEd audit resulted in a recommendation to change library lighting to LED. This would result in extending the maintenance cycle, which would result in less labor costs and the LEDs would use less energy. Sydney Fitch from Verde, a ComEd approved vendor, explained that current fixtures could be retrofitted for LED lighting. Library Director Holly Richards Sorensen explained that the cost for this project is part of the 2019 proposed library budget. The board discussed

adding LED lighting to the second floor offices and meeting room to the 2019 proposed budget. The board consensus was to increase the amount in the 2019 budget for lighting improvements to \$81,000.

C. Report Out Finance Committee Action, August 23, 2018 – Kristen Graack.

Chair of the Finance Committee, Kristen Graack, reported that the committee reviewed the proposed 2019 budget and there is no increase to the levy. The Finance committee recommends approval of the budget to the board.

MOTION by Committee, to approve the 2019 library budget, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel Sarlo. NAYS: Wilson. MOTION CARRIED.

MOTION by Bruce Lester, seconded by Umair Qadeer, to add to the approved budget an increase to the lighting upgrade in Capital Projects from \$35,400 to \$81,000. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Wilson, Sarlo. NAYS: None. MOTION CARRIED.

D. Per Capita Grant Requirements Review – Roberta Johnson.

Assistant Director Roberta Johnson stated that at the July board meeting she asked trustees to review chapters 6 -10 of Trustees Facts File. The board did not have any comments or questions about the chapters, so Assistant Director Roberta Johnson stated that the board is compliant for the Per Capita Grant application.

E. Declaration of Surplus Property. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER.

XII. ADJOURNMENT`

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

Meeting adjourned at 8:12 p.m.

Minutes prepared Carol Kidd.