

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
January 15, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 15, 2008. President Noreen Lake called the meeting to order at 4:05 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd, Karen McBride, Heather Imhoff, Wayne Serbin, William Brown.

Absent: Jerry Mahony.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Eldon Burk, seconded by William Grice, to accept the agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

## **PUBLIC COMMENTS AND QUESTIONS**

Wayne Serbin asked the Board to consider a “Food for Fines” donation program where patrons could donate non-perishable items in lieu of specific fines. President Lake stated that there are barrels in the atrium where patrons can make donations to the food pantry and donate non-perishable items for the troops in Iran.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.**

Alderman Moylan was not in attendance.

## **CONSENT AGENDA**

Elaine Tejcek asked that D. Acceptance of Reports 2. Management Committee Report be removed from the Consent Agenda.

Noreen Lake asked that D. Acceptance of Reports 1. Director's Report and A. Approval of the Minutes of the Regular Board Meeting – December 18, 2007 be removed from the Consent

Agenda.

**MOTION** by Rhys Read, seconded by George Magerl, to approve the Consent Agenda, as modified. **VOTE : AYES: All. NAYS: None. MOTION CARRIED.**

Noreen Lake stated that in the Minutes for December 18, 2007 on page 5, the Director's Report should read:

The computers on the fourth floor were used 7,818 times and the computers on the second floor (Youth Services) were used 1,501 times.

**MOTION** by George Magerl, seconded by Matthew Bogusz, to approve December 18, 2007 minutes, as modified. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

Noreen Lake also stated that in the Director's Report dated January 15, 2008 the following changes should be made:

Resignations/separations for December/January: Jairo Barbosa, Building and Security Assistant and Randall Lush, Part-time Monitor, Building and Security Services; Lisa Dyon, Processing Clerk, Technical Services; and Kerrin Riley, Circulation Clerk, Circulation Services.

Roberta Johnson has been appointed to the position of Head of Adult Services, effective January 1, 2008.

**MOTION** by William Grice, seconded by George Magerl, to accept the Director's Report, as modified. **VOTE : AYES: All. NAYS: None. MOTION CARRIED.**

The minutes from the December 18, 2007 Management Committee were modified to include Maria Bahamon's last name in the motion approving the Collection Development policy.

**MOTION** by George Magerl, seconded by Eldon Burk, to accept Management Committee meeting minutes, as corrected. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

## **CONSENT AGENDA**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$10,461.30
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for December	\$521,319.27
4. Expenditures Year to Date	\$5,972,680.06
5. Revenue for December	\$23,389.05
6. Revenue Year to Date	\$4,745,391.82

**MOTION** by Rhys Read, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:/p>

December 03, 2007	\$58,526.72
December 17, 2007	<u>\$86,976.64</u>
Total	\$145,503.36

**ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek.  
NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

December 05, 2007	\$116,692.86
December 19, 2007	<u>\$122,449.97</u>
Total	\$239,142.83

**ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek.  
NAYS: None. **MOTION CARRIED**.

## **DIRECTOR'S REPORT**

Please note: I have received no official requests for confidential patron information since my last report.

### **PERSONNEL**

Resignations/separations for December/January: Jairo Barbosa, Building and Security Assistant and Randall Lush, Part-time Monitor, Building and Security Services; Lisa Dyon, Processing Clerk, Technical Services; and Kerrin Riley, Circulation Clerk, Circulation Services.

Roberta Johnson has been appointed to the position of Head of Adult Services, effective January 1, 2008.

Heather Imhoff will begin her work as Head of Public Information Services on January 14, 2008. Heather is leaving her position as Executive Director of the River North Association (Chicago).

Carol Kidd and I held meetings with individual employees regarding the changes to the salary schedule that may affect their salaries in the future. The new salary schedule contains several changes in assigning positions to ranges as well as in salary ranges themselves. No current employees' salaries will be negatively affected, but some are outside of the new ranges set for their positions. These employees will continue to receive merit raises in the form of bonuses, but their base salaries will not exceed the ranges.

### **STAFF DEVELOPMENT**

Holly Sorensen and I have begun talks with Gail Johnson of Face2Face Communications to prepare a program for the development of the new Department Heads team.

### **PATRON SERVICES**

The total items circulated for 2007 was 1,088,404, or 31 items per card holder or 19 per resident of Des Plaines. 66% of the items checked out from the Youth Services collection were print (books or magazines) and 43% of the items checked out from the Adult Services collection were print items. Although the usage in nearly all areas of service was down in 2007 as compared to 2006, we still have a very good rate of service to our community. For example, over 100,125 requests for service were answered by staff at the public service desk on the first

floor; 75,805 requests were served on the second floor; and 113,255 requests were served on the 3rd and 4th floors. With a total of 289,185 person-to-person services provided, that is an average of 5 per resident. Our public meeting rooms were used 1,489 times by 78,891 people throughout the year. That number of people would fill Soldier Field, with 17,000+ people in standing room. It would fill US Cellular Field or Wrigley Field twice or the United Center 3 ½ times. I am proud of both the high numbers we serve and the high level of service we provide.

In answer to a question from Eldon Burk at the November Board Meeting regarding the usage rates of the Gale Reference Products, Christina Tropea reports the following: Literature Resource Center use increased 18% from 2006 to 2007; Contemporary Authors use decreased 13.6%; and LitFinder use decreased 17%.

## **OTHER PROFESSIONAL ACTIVITIES**

I was elected Secretary of the Chamber of Commerce Board of Directors and began my one-year term this month. I rang the bell for the Salvation Army red kettle program at Jewel on Oakton and Lee on Friday, December 14. I attended the Chambers Executive Committee meeting on January 3, the LCN Division of Library Production Studio meeting on January 8, the Chamber of Commerce Board meeting on January 10, and the NSLS Board meeting on January 14.

## **NEW BUSINESS**

**MOTION** by Eldon Burk, seconded by William Grice, to have Board meetings recorded for television broadcasts for the months of April, July and October in 2008 and January in 2009.

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

Elaine Tejcek will attend the February 4 City Council meeting, Eldon Burk the March 3 meeting and Matthew Bogusz, the March 17 meeting. The 2nd City Council meeting in February is on Tuesday, February 19, 2008, the same date as the Library Board meeting.

Sandra Norlin reported that she did not recommend a surcharge for motor fuel for the Mobile Library at this time. The Board consensus was not to add a surcharge for motor fuel to the agreement with the Village of Rosemont for the Mobile Library.

**MOTION** by Rhys Read, seconded by George Magerl, not to recommend a surcharge for motor fuel for the Mobile Library at this time and to review at the time that the agreement renews in July 2008. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

Sandra Norlin asked for Board approval to accept a proposal from Lohan Anderson for Lobby and Workroom Remodeling that includes Design Development and Construction Documents in an amount not to exceed \$51,000.00. Sandra stated that this is a budgeted expense. The timeframe for this project would be 7 – 9 weeks to develop the design and 6 – 8 weeks to complete a bid set.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the proposal from Lohan Anderson for Lobby and Workroom Remodeling that includes Design Development and Construction Documents in an amount not to exceed \$51,000.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

# ANNOUNCEMENTS

Sandra Norlin introduced Heather Imhoff, the new Head of Public Information, to the Board of Trustees.

The Management Committee will meet on February 12, 2008 at 4:00 p.m.

The Planning Committee will meet on February 19, 2008 at 6:00 p.m.

The Art Committee will meet on February 12, 2008 at 5:30 p.m.

Sandra Norlin stated that Eldon Burk has been nominated for Trustee of the Year through the North Suburban Library System. Sandra asked Board members to contact Carol Kidd if they would like to attend the dinner.

Eldon Burk gave an overview of how the old library building at 841 Graceland was prepared for auction through the Sheldon Good Company. Eldon explained that the Library Board followed the lawful procedures for selling the building. The building was ultimately purchased by the City of Des Plaines.

Sandra Norlin reported that the Firestone Company, manufacturer of the roofing materials used on the library roof, will replace the damaged section of the library roof in spring and that Firestone will pay for materials and labor. The interior ceiling repairs will be made after the outside work has been completed. Sandra reported that the atrium sculpture will not have to be removed for the ceiling repair work.

William Grice thanked Alderman Moylan and the City of Des Plaines Public Works Department for the removal of the old signs in the parking garage.

Matthew Bogusz asked Sandra Norlin if the installation of Comcast cable for the library's Internet service had been completed. Sandra Norlin responded that the cable has been installed and that the Comcast line would triple to quadruple the bandwidth for the public.

Eldon Burk asked Sandra Norlin how the Outsource Solutions Group was doing in providing the library with Information Technology services and Sandra Norlin responded that Outsource Solutions is providing an objective point of view about the status of the library's computer system in addition to onsite implementation of planned upgrades to our network.

Noreen Lake reported that the library received a generous donation of \$1,000.00 from the wife of a former library patron who had passed away.

**MOTION** by Rhys Read, seconded by Elaine Tejcek, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Meeting adjourned at 4:52 p.m.

Minutes prepared by Carol Kidd

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
February 19, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 19, 2008. President Noreen Lake called the meeting to order at 7:02 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Ann Kruckmeyer, Sue D'Hondt, Dan Klobnak, Don Sofolo.

Absent: Eldon Burk, Jerry Mahony.

## **CONSIDERATION OF THE AGENDA.**

MOTION by George Magerl, seconded by William Grice, to accept the agenda, as written.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## **PUBLIC COMMENTS AND QUESTIONS**

Rhys Read entered the meeting at 7:03 p.m.

Sandra Norlin, Library Director, introduced Friends of the Library representative Sue D'Hondt, practicum student Ann Kruckmeyer, and Dan Klobnak and Don Sofolo from Outsource Solutions Group.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.**

Alderman Moylan was in attendance at the City Council meeting.

## **CONSENT AGENDA**

George Magerl asked that the D. Acceptance of Reports 1. Director's Report be removed from the Consent Agenda.

Rhys Read asked that B. Acceptance of Financial Reports for January 2008, be removed from

the Consent Agenda.

**MOTION** by William Grice, seconded by George Magerl, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Rhys Read asked why the financial reports for January 2008 did not include the budget amounts. Sandra Norlin responded that the City Council was scheduled to approve the 2008 budget appropriations at tonight's meeting.

**MOTION** by Rhys Read, seconded by William Grice, to accept the Financial Reports for January 2008. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

George Magerl asked that the Circulation Services Report for January 2008, Reciprocal Borrowing, NSLS % Change, be changed to 3.0.

**MOTION** by George Magerl, seconded by Maria Bahamon, to accept the Director's Report, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

## **CONSENT AGENDA**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$12,109.44
2. Petty Cash Expenditures	\$20.41
3. Budget Expenditures for January	\$347,616.42
4. Expenditures Year to Date	\$347,616.42
5. Revenue for January	\$13,153.21
6. Revenue Year to Date	\$13,153.21

**MOTION** by Rhys Read, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

January 07, 2008	\$89,964.35
January 22, 2008	<u>\$106,128.72</u>
Total	\$196,093.07

**ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

**MOTION** by Rhys Read, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

January 03, 2008	\$108,721.00
January 17, 2008	<u>\$108,932.18</u>
Total	\$217,653.18

**ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

# **DIRECTOR'S REPORT**

Please note: I have received no official requests for confidential patron information since my last report.

## **PERSONNEL**

New employees for January /February, 2008: Heather Imhoff, Head of Public Information Services; Jacob Post, Part-time Reference Services Assistant; Richard Simon, Part-time Monitor; Garrett Beelow and Ruth Noonan, Part-time Pages.

Resignations/separations: Carolyn Romin and George Hatzis, Pages.

## **STAFF DEVELOPMENT**

Staff will receive training from Linda Hoeck, from the Northwest Suburban Special Education Association on the autism spectrum, with guidance in how to effectively communicate with and serve students with autism. She will give a workshop on February 21 from 1 to 4 PM and another, brief presentation to the whole staff at our quarterly all-staff meeting on March 6. This training is part of the grant project funded by the ISL with LSTA funds for 2008.

The library's Relay for Life team will hold a bake sale on Valentine's Day to help raise funds toward their goal of \$8000 in 2008.

The library staff will participate in the United Way Campaign as a separate entity this year. Heather Imhoff is coordinating this effort with the Northwestern Suburban United Way staff.

## **PATRON SERVICES**

Although in-person attendance at the library was down by 9%, overall circulation was up by 3% over January a year ago. Circulation from the Mobile Library was up a nice 11%. Patrons used self-check to check out 42% of the items from the main library. Circulation of adult fiction and DVD was up in the main library and increased in both fiction and nonfiction books from the Mobile Library.

Patrons who logged onto our PlainTalk blog from our website received a wonderful Valentine's Day gift from our clever and talented staff, led by Web Services Librarian Karen McBride. The site went up on Monday, February 12 and has had quite a healthy "hit rate." This is one way that our patrons can experience our library in new and unexpected ways.

The use of our online reference resources increased by nearly 24% over last year at this time.

## **OTHER PROFESSIONAL ACTIVITIES**

On January 17 I attended the Executive Committee meeting of the Library Production Studio, on 1/22 I attended the Friends of the Library roundtable Meeting, on 1/28 a meeting of the Oakton Area Planning Council in Skokie, and the Board Development Committee and the Board of Directors meeting of the North Suburban Library System. I chaired the first organizing meeting of Do the Dewey 2008 on Monday, February 4. On Wednesday, February 5 and Thursday, February 6 I reported to the Federal District Court for Jury Duty. I was



dismissed from that jury at the end of the day on 2/6. On March 3, I may have to report for another trial, but will not know until the weekend of 2/29. Each of these trials are expected to last three months, so Carol, Holly, and I have met to develop contingency plans in case I am selected for the second trial. I attended the Chamber of Commerce Winter Garden Ball on Friday, February 8. I will attend the Chamber of Commerce Board of Directors meeting on 2/14 and the NSLS Legislative Breakfast on 2/18.

## **NEW BUSINESS**

George Magerl reported that the Planning Committee met on Tuesday, February 19 and discussed different ways that Board members could participate in the new Strategic Plan goals, which are Work, Learn and Play. Board members will be encouraged to participate by:

1. Attending one Ward meeting a year. (Strategic Plan – Work)
2. Attending one program/seminar devoted to trustee development. (Strategic Plan – Learn)
3. Attending one or two library programs and wearing their name badge. (Strategic Plan – Play)

Board members discussed having a bookmark printed with their name and email address on the bookmark so that they would be more accessible to library patrons and citizens of Des Plaines. It was decided that email addresses would be created for the Board members and that they would be able to access their email remotely.

**MOTION** by Committee, to approve the following Strategic Plan goals for Board members:

1. Attending one Ward meeting a year. (Strategic Plan – Work)
2. Attending one program/seminar devoted to trustee development. (Strategic Plan – Learn)
3. Attending one or two library programs and wearing their name badge. (Strategic Plan – Play)

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

George Magerl asked where the surplus property items were donated and Sandra Norlin responded “Computers for Schools.”

**MOTION** by William Grice, seconded by Maria Bahamon to accept the list of miscellaneous surplus property, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by William Grice, seconded by George Magerl, to approve the list of computers and monitors as surplus property, as presented. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by William Grice, seconded by Elaine Tejcek, to approve payment to Cooperative Computer Services in the amount of \$6,263.74, which is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

**MOTION** by William Grice, seconded by Elaine Tejcek, to add the following verbiage to the above motion “in the best interest of the library.” VOTE: AYES: All: NAYS: None.

**MOTION CARRIED .**

Sandra Norlin introduced Don Sofolo, President, Outsource IT Solutions Group, who gave an overview of the work that his company has performed for the library.

**MOTION** by Rhys Read, seconded by George Magerl, to approve payment to Outsource Solutions Group in the amount of \$9,300.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

Dan Klobnak, Outsource IT Solutions Group, explained that the current Local Area Network Infrastructure was budgeted to be replaced in 2008 and that he submitted four quotes to Sandra Norlin for the required equipment and recommends CDW-G as the lowest responsible bidder at a cost of \$89,818.00. This is a budgeted expense.

**MOTION** by George Magerl, seconded by Rhys Read, to approve the Local Area Network upgrade, and to purchase the required equipment through CDW at a cost not to exceed \$90,000.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

## **ANNOUNCEMENTS**

Sandra Norlin introduced Heather Imhoff, the new Head of Public Information, to the Board of Trustees.

The Management Committee will meet on February 12, 2008 at 4:00 p.m.

The Planning Committee will meet on February 19, 2008 at 6:00 p.m.

The Art Committee will meet on February 12, 2008 at 5:30 p.m.

Sandra Norlin stated that Eldon Burk has been nominated for Trustee of the Year through the North Suburban Library System. Sandra asked Board members to contact Carol Kidd if they would like to attend the dinner.

Eldon Burk gave an overview of how the old library building at 841 Graceland was prepared for auction through the Sheldon Good Company. Eldon explained that the Library Board followed the lawful procedures for selling the building. The building was ultimately purchased by the City of Des Plaines.

Sandra Norlin reported that the Firestone Company, manufacturer of the roofing materials used on the library roof, will replace the damaged section of the library roof in spring and that Firestone will pay for materials and labor. The interior ceiling repairs will be made after the outside work has been completed. Sandra reported that the atrium sculpture will not have to be removed for the ceiling repair work.

William Grice thanked Alderman Moylan and the City of Des Plaines Public Works Department for the removal of the old signs in the parking garage.

Matthew Bogusz asked Sandra Norlin if the installation of Comcast cable for the library's

Internet service had been completed. Sandra Norlin responded that the cable has been installed and that the Comcast line would triple to quadruple the bandwidth for the public.

Eldon Burk asked Sandra Norlin how the Outsource Solutions Group was doing in providing the library with Information Technology services and Sandra Norlin responded that Outsource Solutions is providing an objective point of view about the status of the library's computer system in addition to onsite implementation of planned upgrades to our network.

Noreen Lake reported that the library received a generous donation of \$1,000.00 from the wife of a former library patron who had passed away.

## **ANNOUNCEMENTS**

The Board discussed who would attend National Library Legislative Day in Washington on May 13, 14. Sandra Norlin stated that a \$500.00 scholarship is available through North Suburban Library System for interested trustees to defray trip expenses. Matthew Bogusz and Elaine Tejcek stated that they may be interested in attending as representatives of the board this year.

## **CORRESPONDENCE**

William Grice stated that he will resign from the Board effective February 29, 2008. William Grice invited Board members to attend a retirement party being held on Sunday, March 2, 2008 at Friendship Park Conservatory.

Sandra Norlin reported that the deadline to donate food for the annual Des Plaines Chamber of Commerce & Industry February Food Fight is February 29. Sandra reported that the Friends of the Library made a very generous donation to the "Food Fight."

George Magerl and Noreen Lake were in attendance at the 2008 North Suburban Library System Legislative Breakfast.

Sandra Norlin reported that the North Suburban Library System will host their Awards Banquet on Friday, March 14.

Sandra Norlin also reported that Illinois Library Day 2008 will be held in Springfield on Thursday, April 10.

The goal for the Des Plaines Public Library Relay for Life team will be \$8,000.00 this year. The team raised \$195.00 by hosting a Valentine's Day bake sale.

The Do the Dewey fundraiser will be held on Saturday, April 26. Sandra Norlin reported that Glenview State Bank and America United Bank have given generously to support the Dewey programs.

Rhys Read asked that the March agenda include "approval levels on invoices."

**MOTION** by William Grice, seconded by Elaine Tejcek, to adjourn the regular meeting.

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

Meeting adjourned at 8:32 p.m.

Minutes prepared by Carol Kidd

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
March 18, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 18, 2008. President Noreen Lake called the meeting to order at 7:00 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read.

Also Present: Sandra Norlin, Carol Kidd, Heather Imhoff, Wally Meyer, Alderman Martin Moylan, Thomas Christiansen, Carol Shannon, Veronica Schwartz, Gail Bradley.

Absent: Matthew Bogusz, Elaine Tejcek.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Eldon Burk, seconded by George Magerl, to accept the agenda, as written.  
**VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

## **PRESENTATION TO WILLIAM GRICE.**

President Noreen Lake thanked former trustee, William Grice, for serving on the library board from 1999 – 2008. The Reverend Dr. Grice expressed his appreciation.

## **SPECIAL EVENTS COMMISSION.**

Thomas Christiansen and Carol Shannon, representatives from the Special Events Committee, presented an award to the library for participation in the City of Des Plaines 2007 Fourth of July parade for the best non-musical unit.

## **PUBLIC COMMENTS AND QUESTIONS**

Wally Meyer, President of Friends of the Library, invited the Board to attend the Friends booksale the weekend of April 4.

## **SPECIAL FAMILIES NEED SPECIAL LIBRARIES GRANT – Veronica Schwartz.**

Veronica Schwartz, Head of Youth Services, reported that the library applied for and received a grant from the Illinois State Library for a project that offers services and programs to autistic children and their families. The library received a check in the amount of \$13,517.00.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.**

Alderman Moylan stated that he is willing to work with the library board on concerns they may have about the outside maintenance of the building. Sandra Norlin said the library would like to work with the city to enhance the parking garage entrance into the library.

### **CONSENT AGENDA**

Rhys Read asked to remove Acceptance of Financial Reports for February 2008.

**MOTION** by George Magerl, seconded by Rhys Read, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Rhys Read asked Sandra Norlin to request clarification from the City of Des Plaines Finance Department on how the Property Taxes for 2006 were reported in the Revenue Status Report for February 2008 and the Revenue Status Report for period 13.

### **CONSENT AGENDA**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$10,373.88
2. Petty Cash Expenditures	\$29.94
3. Budget Expenditures for February	\$538,455.84
4. Expenditures Year to Date	\$893,361.64
5. Revenue for February	\$11,482.52
6. Revenue Year to Date	\$519,538.92

**MOTION** by George Magerl, seconded by Rhys Read, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

February 04, 2008	\$39,645.96
February 19, 2008	<u>\$56,323.79</u>
Total	\$95,969.75

**ROLL CALL VOTE** : AYES: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None.  
**MOTION CARRIED .**

**MOTION** by George Magerl, seconded by Rhys Read, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

January 31, 2008	\$122,067.79
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February 13, 2008	\$116,015.15
February 27, 2008	<u>\$115,718.00</u>
Total	\$353,800.94

**ROLL CALL VOTE** : AYES: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None.  
**MOTION CARRIED** .

## **DIRECTOR'S REPORT**

Please note: I have received no official requests for confidential patron information since my last report.

### **PERSONNEL**

New employees for February/March 2008 are Christina Pagan, Debra Hendricks, and Kishan Patel, Circulation Services Pages and Kintu Patel, Technology Page.

Resignations/Separations for the same period: Anton Tsybulsky, Technology Page.

### **STAFF DEVELOPMENT**

We have held two training sessions for staff on the understanding and service to children with autism. Linda Hoeck, NSSEO Autism Coordinator, conducted both sessions. This program is part of our LSTA Grant "Special Families Need Special Libraries."

Our All-Staff meeting was held on March 6. In addition to the Autism program, staff learned about the Library's United Way Campaign, which will be held separately this year, and viewed the premiere of the Green Team's new video "It's Easy Bein' Green."

Heather Imhoff launched a daily update of library news and events for library staff. It's called The Morning Report and uses an enewsletter format.

### **PATRON SERVICES**

February was an interesting month. Although attendance was down by 8% over February, 2007, circulation increased by 8.27%. The circulation from the main library increased by 8% and from the Mobile Library by 13%. Self-check was used for 44% of the items checked out of the main library. Print circulation accounted for 51% of the total circulation, 68% of the Youth Services circulation and 42% of the Adult Services circulation. Current registration for library cards represents 62.2% of the population of Des Plaines, a slight (123) decrease from 2007.

If we divide the use of the library equally among the 29 days we were open in February, we get a picture of a "typical" day at the library. In February, that would be 249 uses of the computers in the adult services department, 53 uses of computers in the youth services department; 31 people using the group study rooms; 128 items reserved for patrons to pick up; 518 uses of our electronic databases; and 129 people attending meetings or programs; and 3208 items checked out. That's just one day in February.

Please note the new information about programming and other services provided outside the library by library staff. In February, 1078 people had contact with the library through these

services.

I want to call attention to the extraordinary generosity of the Friends of the Library. The Friends have recently agreed to fund several new initiatives and programs, including our new reusable “shopping” bag program, design services for a special home page for the teens, and an additional program through the Friends Family Sunday series.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended a meeting to discuss cooperative grant potential at the Frisbie Senior Center on 2/27 and a meeting of the Executive Committee of the Library Production Studio on 2/28. I was a guest reader at Central School on 2/29. I attended the Library Cable Network Advisory Committee meeting and met (along with Heather Imhoff) with Debra Whisler, Public Information Head at Arlington Heights Memorial Library on 3/4. I attended the Chamber of Commerce Executive Committee meeting on 3/5, the NSLS Board Management Affairs Committee meeting on 3/10. I will attend the Chamber of Commerce Board meeting and (along with Heather Imhoff) travel to Elgin to meet with the Library Director and Director of Public Information at the Gail Borden Library on 3/13, the NSLS Awards Banquet on 3/14, and film a segment for “What's New in Libraries” on the Learning Organization on 3/17.

I was not selected for jury duty for the trial that began March 5.

## **NEW BUSINESS**

Eldon Burk reported that the Management Committee met on Tuesday, March 4 and reviewed the Emergency Exception to the Illinois Library Records Confidentiality Act and asked the Board to approve the use of this form in the event that information is requested by a law enforcement officer without a court order.

**MOTION** by Committee, to approve the use of the form “Officer's Request for Confidential Library Information.” **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Sandra Norlin asked the Board to approve a request for reorganization of staff which came from a recommendation by the Department Heads. The reorganization will improve customer service to both patrons and staff.

**MOTION** by Committee, to approve the proposal for reorganization of staff, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Eldon Burk reported that the Management Committee met on Tuesday, March 11 and discussed and made changes to the Library Policy, Section A – General Policies and Section C – General Regulations and asked for Board approval for these changes to policy.

Rhys Read asked the Board to increase the limit the Library Director is allowed to make on single item purchases of goods or services from less than \$5,000.00 to \$10,000.00 to keep pace with inflation.

The Board agreed to discuss agenda item X. New Business B. Approval on Levels on Invoices in conjunction with the discussion on changes to Library Policy – Section A.

The Board discussed increasing the limit the Library Director is allowed to make on single item purchases of goods or services to more than \$5,000.00, but agreed not to change the amount or the policy.



**MOTION** by Committee, to approve changes to Library Policy, Section A – General Policies.  
**VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Committee, to approve changes to Library Policy, Section C – General Regulations. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by George Magerl, to add the following sentence to Section A – General Policies, A-8 Policy on Library Expenditures:

If contracts are approved in the manner indicated in above items 1 or 2, approval would be for all subsequent invoices up to the total amount of the contract.

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

Eldon Burk will attend the April 7 City Council meeting, Jerry Mahony the April 21 meeting, George Magerl, the May 5 meeting and Rhys Read the May 19 meeting.

**MOTION** by Rhys Read, seconded by Jerry Mahony, to approve payment to Outsource Solutions Group in the amount of \$18,200.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED**.

**MOTION** by Jerry Mahony, seconded by Rhys Read, to approve payment to Outsource Solutions Group in the amount of \$18,250.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED**.

**MOTION** by Eldon Burk, seconded by George Magerl, to approve payment to Today's Business Solution in the amount of \$5,046.99, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED**.

**MOTION** by Jerry Mahony, seconded by Maria Bahamon, to approve payment to Cooperative Computer Services in the amount of \$5,140.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED** .

Sandra Norlin asked for Board approval to declare two Dell computers surplus property and to donate the computers to the Frisbie Senior Center.

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to declare the following computers surplus property and to donate these computers to the Frisbie Senior Center:

Make & Model Number	Serial Number
Dell Optiplex GX270	CKQZH31
Dell Optiplex GX270	F07HS31

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

Sandra Norlin asked for Board approval to extend the contract with Outsource Solutions Group for one additional month to cover the time between the end of the current contract and a new annual contract with the outsource IT company that Sandra will recommend to the Board at the April meeting.

**MOTION** by Rhys Read, seconded by George Magerl, to extend the contract with Outsource Solutions Group for one additional month in an amount not to exceed \$20,995, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED** .

## **ANNOUNCEMENTS**

Elaine Tejcek and Noreen Lake will attend National Library Legislative Day in Washington, DC on May 13 and 14, 2008.

Elaine Tejcek stated that she will not attend the March Friends of the Library meeting.

Heather Imhoff, Head of Public Information Services, reminded the Board that the Do the Dewey fundraiser will be held on Saturday, April 26 from 7:00 p.m. – 10:00 p.m. at the library.

## **CORRESPONDENCE**

George Magerl reported that he visited the Warren Newport Library with library staff to observe a working RFID system. He reported several concerns he had about the operation of the new system.

**MOTION** by Rhys Read, seconded by George Magerl, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Meeting adjourned at 8:55 p.m.

Minutes prepared by Carol Kidd

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
April 15, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 15, 2008. President Noreen Lake called the meeting to order at 7:03p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present:  
Maria Bahamon, Matthew Bogusz, Eldon Burk, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek.

**Also Present:** Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Alderman Martin Moylan, Dan Klobnak, Don Dofolo, Stan Zimmerman.

**Absent:** George Magerl.

## **CONSIDERATION OF THE AGENDA.**

Noreen Lake asked that X. New Business. A. Art Committee Report, be removed from the Consent Agenda.

Sandra Norlin asked to add X. New Business. L. Review and Recommendation of IT Services Proposal and Schedule Date for Special Meeting to Award Contract for IT Services Proposal.

**MOTION** by Rhys Read, seconded by Jerry Mahony, to accept the agenda, as amended.

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

## **PUBLIC COMMENTS AND QUESTIONS**

Stan Zimmerman, 408 S. Wolf Road, Des Plaines, stated that he is a volunteer with the AARP Tax Aide group who meet at the library during tax season. Mr. Zimmerman asked the Board for permission to enter the library at 8:45 a.m. to set up the meeting room. Mr. Zimmerman stated that he was told by library staff that the AARP group could not enter the library before 9:00 a.m. because of security issues. Library Director Sandra Norlin will contact Mr. Cooper to discuss the matter after conferring with staff about their conversations with him.

Mr. Zimmerman asked if there was adequate parking for library patrons because he often sees people driving around the first floor of the parking garage looking for a place to park. Sandra Norlin explained that the City of Des Plaines makes all decisions about who parks in the garage and also explained that the City has a long term contract with the owners of the 701 Lee building who provide parking to their employees.

Mr. Zimmerman asked if the City of Des Plaines uses the library as a resource tool and Sandra Norlin responded that the library would be happy to be a resource to the City of Des Plaines.

**CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Martin Moylan.**

Alderman Moylan stated that it is quite exciting to see that library attendance is improving due to better weather conditions.

## **CONSENT AGENDA**

Noreen Lake asked that Minutes from the April 15, 2008 meeting be removed from the agenda.

Noreen Lake stated that Veronica Schwartz name was listed twice in attendance and that the minutes should be changed from Alderman Thomas Christiansen to former Alderman Thomas Christiansen.

**MOTION** by Matthew Bogusz, seconded by Maria Bahamon, to accept the minutes, as amended. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Elaine Tejcek, seconded by Rhys Reed, to approve the Consent Agenda, as amended. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **CONSENT AGENDA**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 10,373.88
2. Petty Cash Expenditures	\$ 1.38
3. Budget Expenditures for March	\$ 449,272.67
4. Expenditures Year to Date	\$ 1,342,634.31
5. Revenue for March	\$ 14,091.39
6. Revenue Year to Date	\$ 608,410.04

**MOTION** by Elaine Tejcek, seconded by Rhys Read, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

March 03, 2008	\$ 34,650.72
March 17, 2008	\$ 98,720.49
Total	\$ 133,371.21

**ROLL CALL VOTE:** AYES: Bahamon, Bogusz, Lake, Mahony, Read, Tejcek.  
NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

March 12, 2008	\$ 119,829.70
March 26, 2008	\$ 116,357.55
Total	\$ 236,187.25

**ROLL CALL VOTE:** AYES: Bahamon, Bogusz, Burk, Lake, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

## **DIRECTOR'S REPORT**

**Please note: I have received no official requests for confidential patron information since my last report.**

### **PERSONNEL**

New employees for March 2008: Debra Hendricks and Kishan Patel, Part-time Pages in the Circulation Services Department.

### **STAFF DEVELOPMENT**

We have had several staff attending professional conferences since the last report. Five staff, including me, attended the Bi-Annual Public Library Association Conference in Minneapolis, MN, March 26-29. Two staff attended the Computers in Libraries Conference near Washington, DC, April 6-9. Karen McBride, Web Services Librarian presented a program, by invitation. Jill Franklin is in Guadalajara, visiting and observing the staff at our Sister Library. She spent the week of April 6 through 12 there.

The Department Heads will attend a retreat on Wednesday, April 16, led by Gail Johnson. We will meet to assess our skills as organizational leaders and to create a model for our work together as an executive team. I will award three staff members Performance Bonuses on April 11. They have been selected from nominations submitted by their colleagues. The awards reward exemplary performance and initiative.

### **PATRON SERVICES**

Circulation is sustaining an increase over 2007, year to date. However, attendance is down by 10%. The use of Self-Check has increased to 46% of the items checked out of the main library. In-house use of our computers has increased by 2.6% on fourth floor and 17.6% on the second floor. Our wireless service is steadily used, but we have no numbers to report.

We chose not to renew our contract with NetLibrary because of low usage and an unsupportable increase in cost. Other libraries in the area have also made this decision recently. We will continue to provide PlayAways and will now be able to increase our purchase of books on CD. We have donated two surplus computers to the Frisbie Senior Center to assist them in registering cards to seniors for free transportation on Metra and CTA. They were received with gratitude.

### **OTHER PROFESSIONAL ACTIVITIES**

I attended the Executive Committee meeting of the Library Production Studio on 3/20; the NSLS Board of Directors meeting on 3/24, and the Friends of the Library Roundtable on 3/25. In April thus far, I have attended the CCS Governing Board meeting on 4/2, chaired the Chamber of Commerce Scholarship Committee on 4/3, and helped at the Friends of the Library Booksale on 4/4. I gave a tour to members

of the staff and board of the Fountaindale Public Library District on 4/8 and attended the SLURP luncheon meeting on 4/11.

## **NEW BUSINESS**

Sandra Norlin stated that the Des Plaines Public Library sent out Request for Proposals to four companies for Information Technology services. The following services were requested:

### **Project Management .**

Implementation of objectives identified by both library and IT staff.

Advice on future upgrades.

Assistance with acquisition and deposition of hardware and software.

Planning and budget advice.

Onsite management and direction of library IT staff for day to day operations and project tasks.

Sandra Norlin recommends Outsource IT Solutions Group at a cost of \$134,550.00 for the remainder of the calendar year, which is in the best interest of the Des Plaines Public Library. Sandra explained that this item was not on the agenda and asked the Board to set a date and time for a Special Meeting to approve this contract.

Mr. Don Sofolo, President, and Dan Klobnak, both of Outsource Solutions Group, answered questions from the Board about the services they will provide for the library if their contract is approved.

A Special Board meeting was set for Friday, April 18, 2008 at 6:30 p.m. to vote on approving the contract with Outsource Solutions Group.

**MOTION** by Elaine Tejcek, seconded by Maria Bahamon, to approve payment to Transworld Systems Inc. in the amount of \$5,250.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Lake, Mahony, Read, Tejcek. NAYS: None.

**MOTION CARRIED .**

The Board discussed the possibility of combining a library card with a park district card. This item was referred to library staff who will explore the idea and report back to the board with their recommendations.

Eldon Burk entered meeting at 7:47 p.m.

The Board discussed using a database service to compile a list of new residents who would be sent informational packets of library materials. This item was referred to library staff who will research this idea and report back to the board with their recommendations

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to authorize Library Director Sandra Norlin to purchase a wreath for the Memorial Day ceremony in an amount not to exceed \$150.00 and to present the wreath at the ceremony. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

President Lake asked Jerry Mahony and Elaine Tejcek to send a letter to Mayor

Arredia if interested in serving another term as Library Board Trustee.

**MOTION** Rhys Read, seconded Jerry Mahony, to ask Library Director Sandra Norlin to compose a letter to State Senator Mike Jacobs opposing House Bill 1727 and to send copies of the letter to elected area officials in the House and Senate.

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

Matthew Bogusz will attend Des Plaines Healthy Community Partnership “Day at the Races” on Saturday, June 14, 2008 as a library representative.

Eldon Burk stated that the library's annual fundraiser Do the Dewey would be held at the library on Saturday, April 26 from 7:00 – 10:00 p.m.

The Management Committee will discuss dates to meet after the regular meeting.

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to approve payment to Kasco Printing for printing the library's spring newsletter in the amount of \$5,428.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Bogusz, Burk, Lake, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED**

## **ANNOUNCEMENTS**

President Lake asked that an Executive Session be added to the May agenda for the Library Director's review.

Sandra Norlin presented bonus awards in April to Laura Adler, Raul Silvestry and Steven Giese for outstanding service to the library.

The United Way will honor Des Plaines Public Library staff on June 5, 2008 for their participation in a United Way campaign.

Library Director Sandra Norlin stated that she attended the Public Library Association conference in Minneapolis in March and gave an overview of the programs she attended.

## **OTHER**

Sandra Norlin reported that as of April 1, 2008 the library cancelled their NetLibrary contract for downloading ebooks because of a substantial price increase and because the usage was minimal.

**MOTION** by Rhys Read, seconded by Jerry Mahony, to adjourn the regular meeting. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED** .

Meeting adjourned at 8:42 p.m.

Minutes prepared by Carol Kidd.

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
May 20, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 20, 2008. President Noreen Lake called the meeting to order at 7:01p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present:  
Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony.

**Also Present:** Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Karen McBride, Matt Bellamy.

**Absent:** Maria Bahamon, Rhys Read, Elaine Tejcek.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Eldon Burk, seconded by George Magerl, to accept the agenda, as written.

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

## **PUBLIC COMMENTS AND QUESTIONS**

None

### **WEBSITE REVISION UPDATE - Karen McBride**

Karen McBride, Web Services Librarian, stated that the library website is in the process of being redesigned and will be available to the public on or about May 29, 2008. Karen demonstrated how the website can be used by library patrons and the public. Matt Bogusz asked if statistics could be obtained for the library website that separates in-house users versus users who are using the website from another location.

### **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Martin Moylan.**

Alderman Moylan was not in attendance.

## **CONSENT AGENDA**

Noreen Lake asked that VII. Consent Agenda. D. Acceptance of Reports. 1. Director's Report be removed from the Consent Agenda.



A revised Director's Report will be included in the June 2008 Board packet.

Matthew Bogusz asked why computer users statistics were increasing, but library attendance was decreasing. It was noted that the door counter was not working for 4-5 days in the month of May. We will extrapolate from average daily use to get an acceptable approximate number.

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve the Consent Agenda, as amended. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 11,663.87
2. Petty Cash Expenditures	\$ 8.69
3. Budget Expenditures for April	\$ 556,683.43
4. Expenditures Year to Date	\$ 1,902,423.99
5. Revenue for April	\$ 37,155.01
6. Revenue Year to Date	\$ 645,565.05

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

April 07, 2008	\$ 177,466.38
April 21, 2008	\$ 68,851.55
Total	\$ 246,317.93

**ROLL CALL VOTE:** AYES: Bogusz, Burk, Lake, Magerl, Mahony. NAYS: None.  
**MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

April 07, 2008	\$ 177,466.38
April 21, 2008	\$ 68,851.55
Total	\$ 246,317.93

**ROLL CALL VOTE:** AYES: Bogusz, Burk, Lake, Magerl, Mahony. NAYS: None.  
**MOTION CARRIED.**

## DIRECTOR'S REPORT

**Please note: I have received no official requests for confidential patron information since my last report.**

### I. PERSONNEL

New employee for April/May 2008: Robert Walker, Building and Security Assistant.

Resignations/Separations: Olivia Gugalo and Jakub Kocyan, Pages, Circulation Services.

## **II. STAFF DEVELOPMENT**

Our annual Inservice Day for all staff was held Thursday, May 8. The theme for the day was "Techno Zoo," and prepared and encouraged staff at all levels to appreciate, experience, and learn to use new forms of technology to help them in their work, learning, and play. The staff committee, headed by Holly Sorensen, planned an enjoyable and productive day. The keynote speaker was our own Karen McBride. She has recently returned from the national Computers in Libraries Conference where she gave a presentation on the use of video for library websites. She is an accomplished and informative speaker. Head of Adult Services, Roberta Johnson, also attended this conference.

Five Department Heads attended a day long seminar at North Suburban Library System headquarters on April 29. The topic was transformational change. We were both inspired and reassured, having already successfully implemented many of the recommendations at our library.

Ten staff members attended a full day conference for library support staff, Reaching Forward, on May 9.

## **III. PATRON SERVICES**

We continue to increase the number of items circulated while the number of in person visits to the library decreases, year to date. Use of the self-check remains at 46%. Use of computers on the second floor (youth services) increased by 18% over last April, and by nearly 4% on the fourth floor. Since we discontinued the contract with NetLibrary for eaudiobooks, the use of our PlayAways increased dramatically, and the circulation of audiobooks increased slightly in the adult collection and decreased in the youth services collection.

The sixth annual Do the Dewey Fundraiser was held on Saturday, April 26. Attendance at the event was the highest ever at approximately 300 and the net results, although not yet official, will be well over \$14,000, to be shared equally with the Rotary Club of Des Plaines.

## **IV. OTHER PROFESSIONAL ACTIVITIES**

I attended the Chamber of Commerce Board meeting (4/17), the Chamber Scholarship Selection committee meeting (4/18), and the Friends of the Library Roundtable (4/22). Along with Department Heads I attended the "Embracing Change & Transforming Libraries Communities" symposium at NSLS (4/29). I attended the Library Production Studio Executive committee meeting (5/1) and the NSLS Board meeting (5/19).

May 12 through 14 I, along with Trustees Noreen Lake and Elaine Tejcek, participated in the American Library Association's Legislative Days in Washington, D.C.

## **NEW BUSINESS**

Eldon Burk, Chair of the Management Committee, asked the Board to approve changes to library policy Section D - Personnel Policy.

**MOTION** by Committee to approve changes to library policy Section D - Personnel Policy.

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

Eldon Burk asked the Board to approve and accept the following job descriptions:

Assistant Director  
Administrative Assistant  
Administrative Services Clerk  
IT Assistant - Full-time.

**MOTION** by Committee to approve and accept the following job descriptions:

Assistant Director  
Administrative Assistant  
Administrative Services Clerk  
IT Assistant - Full-time.

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

Noreen Lake will attend the June 2 City Council meeting, Eldon Burk the June 16 meeting, George Magerl, the July 7 meeting and Matthew Bogusz the July 21 meeting.

President Noreen Lake asked for volunteers to serve on the nominating committee. George Magerl, Eldon Burk and Matthew Bogusz will serve on the Committee.

Jerry Mahony stated that he will not seek reelection to the Board.

Heather Imhoff, Head of Public Information, reported that the 2008 Do the Dewey fundraiser netted more than \$14,000.00 and was attended by approximately 250 people. Heather also reported that online ticket sales totaled more than \$2,100.00.

Library Director Sandra Norlin reported that the Des Plaines Public Library requested proposals for an automated sorting and RFID system from four vendors. Three responses were received, but one of the responses was a letter declining to submit a proposal. The responses for the RFID system were from SirsiDynix in the amount of \$840,094 and Bibliotheca in the amount of \$493,610. Sandra also reported that the total appropriation for this system in the 2008 budget is \$702,392.

Sandra Norlin's recommendation to the Board was a modified proposal from SirsiDynix in the amount of \$707,772, because of the reliability of the 3M products and service. Sandra recommended the SirsiDynix proposal for the following reasons:

1. The tested reliability of the 3M products and service. The Des Plaines Public Library has relied upon 3M security materials and detection systems for 20 years and has confidence in their products, service, and personnel.
2. The library's integrated automation system is provided by SirsiDynix. The RFID security, checkout, checkin, and automated sorting systems must be compatible with this system. SirsiDynix does not recommend the Bibliotheca system because it has not yet been tested for compatibility.
3. Bibliotheca headquarters is in Switzerland. No one from this company has visited the site for personal knowledge of our library. This company may be trying to "buy the market" through aggressive pricing that underbids the companies currently serving the library market to obtain a foothold with libraries. I am concerned that with this low bid will come change orders that will increase the cost of the project, delays that will cause us to miss our deadline of December, 2008, and a lack of responsive, onsite service.

Matthew Bogusz asked why the total amount for the RFID system was not budgeted for in the 2008 budget and Sandra Norlin responded that an additional workstation was added to the Request for Proposal and that there was an increase in the number of tags required, in addition to some other changes. Matthew Bogusz asked if there was an increase in the cost of the equipment and Matt Bellamy, 3M Library Systems representative, answered that the pricing

did not change. Matthew Bogusz stated that he did not think that enough research had been done to prove that the Bibliotheca equipment and the service they would provide would not work with the current library equipment.

**MOTION** by Eldon Burk to accept the proposal from SirsiDynix to provide an RFID Materials Handling and Security System as modified through mutual agreement in the amount of \$707,772, subject to legal review of the terms and conditions of the agreement, which is in the best interest of the Des Plaines Public Library.

**MOTION** by George Magerl, seconded by Jerry Mahony, to amend the motion by striking out the words "in the amount of \$707,772" and inserting the words "for a cost not to exceed \$707,800." **ROLL CALL VOTE:** AYES: Burk, Lake, Magerl, Mahony. NAYS: Bogusz. **MOTION CARRIED.**

Sandra Norlin asked for Board approval to award the contract for the maintenance agreement for the chiller and HVAC equipment to McQuay. The cost for the maintenance agreement will be shared with the City of Des Plaines. McQuay has agreed to add the maintenance for the chiller at a reduced cost. The agreement would be for five years and the cost for the first year would be \$21,060, with increases each year thereafter. The City Council will also be asked to vote on this agreement. Bedco Mechanical also submitted a proposal for these services.

**MOTION** by Jerry Mahony, seconded by George Magerl, to award the contract for the maintenance agreement for the chiller and HVAC equipment to McQuay, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Lake, Magerl, Mahony. NAYS: None. **MOTION CARRIED.**

Sandra Norlin stated that she received a request from Linda Forman, Chairman of the Special Events Commission and Taste of Des Plaines, who asked that the library provide access to their meeting rooms for the following times:

Friday, June 6 until 12:00 midnight  
Saturday, June 7 from 8:00 a.m. - 12:00 midnight  
Sunday, June 8 from 9:00 a.m. - 8:00 p.m.

Sandra Norlin stated that the library has increased their budget to include extra hours for a security monitor to be at the library for Taste of Des Plaines and the City of Des Plaines New Year's Eve celebration. Matt Bogusz asked what the cost to the library would be to have a security monitor at work when the library was closed. Matt also asked that the library track the costs to the library for this year to compare to the expenses from last year.

**MOTION** by Jerry Mahony, seconded by George Magerl, to allow access to library's meeting rooms for the Taste of Des Plaines and to keep a log of the hours that the library was open before and after the normal opening and closing of the library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked for Board approval to advertise for bids for a new janitorial contract.

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to authorize Library Director Sandra Norlin to advertise for bids for a new janitorial contract. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to approve an agreement with the Illinois Library Systems Directors Organization to continue to provide service to the library for processing charitable donations as 501(c)(3) status at a cost of \$25.00 per check, after the first five checks are processed at no cost to the library per year. **VOTE:** AYES: All. NAYS: None.

**MOTION CARRIED.**

## **ANNOUNCEMENTS**

Noreen Lake, Elaine Tejcek and Sandra Norlin attended National Library Legislative Day in Washington, DC on May 12, 13 and 14.

Library Director Sandra Norlin announced that she will not run for re-election to the Board of the North Suburban Library System when her current term expires in June, 2008.

## **EXECUTIVE SESSION**

**MOTION** by Eldon Burk, seconded by George Magerl, to enter into an Executive Session at 9:44 p.m. to discuss Probable or Imminent Litigation and Compensation, Discipline or Performance of a Specific Employee. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 10:21 p.m. and was called to order by President Noreen Lake.

## **EXECUTIVE SESSION ACTION**

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve the recommendation made in Executive Session pertaining to Compensation and Performance for the Library Director. **ROLL CALL VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Jerry Mahony, seconded by George Magerl, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 10:24 p.m.

Minutes prepared by Carol Kidd.

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# Board Minutes

## BOARD OF TRUSTEES Minutes of the Regular Meeting June 17, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 17, 2008. President Noreen Lake called the meeting to order at 7:00 p.m.

### ROLL CALL.

Roll call indicated the following board members were present: Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek..

**Also Present:** Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Diana Mahony, Wally Meyer, Linda Forman, Jim Wozny, Jeff Rozovics, Kathy Bremson, Alderman Martin Moylan

**Absent:** Maria Bahamon

### CONSIDERATION OF THE AGENDA.

Matthew Bogusz asked that agenda item I. Board Member Attendance at Community Events be discussed after F. Approval of Library Board Meeting Dates.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to accept the agenda, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

### CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan offered to assist the library when working with the Public Works department with any requests for maintenance in the parking garage. Sandra Norlin reported that there is an ongoing graffiti problem in the parking garage and that there is an odor problem in the stairway.

### PUBLIC COMMENTS AND QUESTIONS

Jim Wozny, New Year's Eve Celebration Chairman, and Linda Forman, Special Events Commission Chairman, asked for approval from the library board to host a portion of the New Year's Eve celebration in the library meeting rooms. Sandra Norlin stated that she is concerned that the number of people using the meetings

rooms exceeds the occupancy limits and will contact the fire department to ensure that the area can be evacuated in a safe and efficient manner in case of an emergency. This request will be placed on the July agenda for Board approval.

Jeff Rozovics stated that he has been appointed by Mayor Arredia to serve on the Library Board of Trustees and that the City Council will be asked to vote on his appointment at their July 7, 2008 meeting. Mr. Rozovics is a partner at the accounting firm of Rozovics and Wojcicki, P.C. in Park Ridge.

## **SISTER LIBRARY PRESENTATION – Jill Franklin.**

Jill Franklin, Librarian II, reported that she spent a week in Guadalajara as part of the Sister Library exchange program and that the experience was very rewarding. Jill was able to observe the staff at our sister library and experience everyday life in Guadalajara. Jill stated that she is on the Sister Library Committee with Christina Tropea and Veronica Schwartz and that the Des Plaines Public Library and Benjamin Franklin Library are planning to exchange children's books and artwork.

## **CONSENT AGENDA**

Matthew Bogusz asked that D. Acceptance of Reports 1. Director's Report, June 2008 be removed from the Consent Agenda.

Noreen Lake asked that A. Approval of the Minutes of the Regular Board Meeting – May 20, 2008 be removed from the Consent Agenda.

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve the Consent Agenda, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Noreen Lake stated that in the Minutes under Announcements it should read “Noreen Lake, Elaine Tejcek and Sandra Norlin attended National Library Legislative Day in Washington, D.C. May 12 through 14.”

**MOTION** by Rhys Read, seconded by Matthew Bogusz, to approve May 20, 2008 minutes, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Matthew Bogusz stated that in the Director's Report, June 2008, statistical information was graphed using year-to-date statistics, rather than year-to-year statistics and asked that both sets of graphs be included in the July Board packet.

**MOTION** by George Magerl, seconded by Matthew Bogusz, to accept the Director's Report, June 2008, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

## **CONSENT AGENDA**

Following monthly reports to be reviewed and placed on file for audit:

- |                                |    |            |
|--------------------------------|----|------------|
| 1. Over the Counter Receipts   | \$ | 10,513.17  |
| 2. Petty Cash Expenditures     | \$ | 41.76      |
| 3. Budget Expenditures for May | \$ | 498,617.47 |

4. Expenditures Year to Date	\$ 2,414,481.77
5. Revenue for May	\$ 80,566.87
6. Revenue Year to Date	\$ 3,059,782.99

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

May 05, 2008	\$ 99,519.67
May 19, 2008	\$ 69,143.91
Total	\$ 168,663.58

**ROLL CALL VOTE:** AYES: Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

May 08, 2008	\$ 119,793.44
May 21, 2008	\$ 121,087.71
Total	\$ 240,881.15

**ROLL CALL VOTE:** AYES: Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

## **DIRECTOR'S REPORT**

**Please note: I have received no official requests for confidential patron information since my last report.**

### **I. PERSONNEL**

No new employees for this reporting period.

We have had two resignations: Ruth Noonan, Page, and Stacy Wittman, Part-time Reference Librarian.

### **II. STAFF DEVELOPMENT**

The Department Heads have been discussing and formulating statements that describe our values (or operating principles) at the Des Plaines Public Library. We are focusing on these four: Generosity, Beauty, Friendliness, and Efficiency. Our discussions include ways to integrate these principles into our hiring, orientation, and evaluation processes.

Staff members are working at the department level to develop objectives and activities for our strategic plan. Holly Sorensen and



Heather Imhoff are overseeing these meetings, consolidating the information, and tracking the results.

We have begun our planning for tagging the collection in preparation for the RFID project. Tagging will begin July 7. Sue Pirie, Technical Services Manager, will oversee this portion of the project.

### **III. PATRON SERVICES**

This month we are presenting a new statistical information report for your review. We can modify this form to include information that you request or exclude information that you find irrelevant. We will appreciate your comments.

We are taking part in a Grant Project administered by the Lincoln Trails Libraries System, which makes OCLC's WorldCat ILL available to library patrons. An option that will be available within a month is home delivery. We are one of 8 libraries throughout Illinois participating in this pilot project, which will give library patrons the option to request home delivery of qualifying Interlibrary loan items. During the pilot program there is no cost to the patron or to the library. This feature will be publicized fully when it becomes available.

Summer Reading Club is off to a strong start in the Youth Services Department. Within the first ten days of registration, 1,053 children have registered, surpassing last year's record-breaking signup. Assisting us with registration are 40 seventh and eighth graders who have volunteered their services this summer.

### **IV. OTHER PROFESSIONAL ACTIVITIES**

During the past month I have attended the following meetings: Friends of the Library Annual Meeting (5/27), CCS Governing Board (5/28), Library Production Studio Executive Committee (5/29), the Public Library Administrators' Forum at NSLS (5/30), the Chamber of Commerce Executive Board Meeting (6/4), and the Chamber of Commerce's Scholarship Luncheon (6/5).

I will be on vacation June 12 through 16.

## **NEW BUSINESS**

Sandra Norlin asked for Board approval to amend the salary schedule to include the following newly created positions:

Assistant Director  
Full-time IT Assistant  
Full-time Administrative Services Clerk

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to amend the salary schedule to include the newly created positions of Assistant Director, Full-time IT

Assistant and Full-time Administrative Services Clerk. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Elaine Tejcek, seconded by George Magerl, to approve payment to Arlington Heights Memorial Library for Library Production Studio for May 2, 2008 through July 31, 2008 in the amount of \$8,114.76, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

Sandra Norlin reported that bids for the Janitorial Contract for the Des Plaines Public Library and Mobile Library were opened on June 13, 2008. Sandra Norlin stated that the bid documents were reviewed by Gary Valente, Head of Building and Security Services, Holly Richards Sorensen, Assistant Director and Carol Kidd, Administrative Assistant, and that references were checked, onsite visits were made to several libraries and the recommendation was to award the contract to Complete Cleaning Company, Inc. in the amount of \$7,423/month.

**MOTION** by Matthew Bogusz, seconded by Jerry Mahony, to accept the bid from Complete Cleaning Company, Inc. in the amount of \$7,423/month, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve the Illinois Public Library Annual Report and to authorize President Lake to sign the report. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Jerry Mahony, seconded by Matthew Bogusz, to approve payment to Reference USA in the amount of \$14,760.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read , seconded by George Magerl, to approve the regular monthly Board of Library Trustees meeting dates, every month except January and July 2009, which would convene at 4:00 PM, and the September meeting which will meet on the fourth Tuesday, September 23 for the period August 2008 through July 2009. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The Board discussed board member attendance at community events. Matthew Bogusz asked why board members are sent to certain community events and why the cost of attendance is paid for by the library. President Lake stated that library board members attend very few community events paid for by the library and that she does not consider attendance at these events to be a benefit to board members. The board consensus was that attendance at community events promotes good will for the library and should not be considered a personal benefit to board members.

The Board discussed videotaping all library board meetings. The total cost to videotape all board meetings would be \$4,800.00 per year, which is \$3,200.00 in additional costs for one year. Sandra Norlin stated that Library Production Studio is discussing including videotaping as part of the library's contract, but no decision has been made at this time. The Board consensus was to table the discussion until Library Production Studio has made a decision on services to be included in the individual library contract.

**MOTION** by Rhys Read, seconded by Matthew Bogusz, to table the discussion on videotaping all board meetings until Library Production Studio has made a decision on services to be included in the individual library contract or to place on the agenda in three months as Unfinished Business if Library Production Studio has not made a decision. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by Jerry Mahony, to increase the Non-Resident Fee from \$274.00 per family per year to \$290.00 per family per year for the period July 1, 2008 through June 30, 2009. **ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to approve payment to Lohan Anderson for lobby remodeling in the amount of \$12,100.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED**.

## **PRESENTATION TO JERRY MAHONY**

President Noreen Lake thanked trustee Jerry Mahony for serving on the library board from 2003 – 2008. Jerry Mahony expressed his appreciation.

## **ANNOUNCEMENTS**

Sandra Norlin reported that the library roof will be repaired by Firestone by the end of July and that the City of Des Plaines will pay for the repairs needed to the inside of the building because of the roof leaks.

President Lake stated that the Des Plaines Public Library will host “Portrait of a Soldier” from July 11 – 16. Lt. Governor Pat Quinn will attend to open the exhibit.

The Board will meet at 4:00 p.m. for the July 15, 2008 Board of Trustees meeting.

The Board was invited to march in the Fourth of July parade with the library entry.

## **NOMINATING COMMITTEE**

George Magerl reported that the Nominating Committee voted to approve the slate of officers, Noreen Lake, President, George Magerl, Vice President, and Carol Kidd, Secretary, for 2008 -2009.

**MOTION** by Eldon Burk, seconded by Matthew Bogusz, to accept the slate of officers for 2008 – 2009, Noreen Lake, President, George Magerl, Vice President and Carol Kidd, Secretary. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED** .

## **EXECUTIVE SESSION**

**MOTION** by Eldon Burk, seconded by Jerry Mahony, to enter into an Executive Session at 9:22 p.m. to discuss Semi-Annual Review of Executive Session Minutes and Compensation, Discipline or Performance of a Specific Employee. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Jerry Mahony left the meeting at 9:22 p.m.

The regular session reconvened at 9:57 p.m. and was called to order by President Noreen Lake.

## **EXECUTIVE SESSION ACTION**

**MOTION** by Rhys Read, seconded by George Magerl, to concur with the decision made in Executive Session not to release any Executive Session Minutes on file. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by George Magerl, seconded by Eldon Burk, to approve the recommendation made in Executive Session pertaining to Compensation for the Library Director. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

**MOTION** by Rhys Read, seconded by George Magerl, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Meeting adjourned at 9:58 p.m.

Minutes prepared by Carol Kidd.

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
July 15, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 15, 2008. President Noreen Lake called the meeting to order at 4:00 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

**Also present:** Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Karen McBride, Veronica Schwartz, Wally Meyer, Jim Wozny, David Wiltse.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by George Magerl, seconded by Elaine Tejcek, to accept the agenda, as written.  
**VOTE :** AYES: All. NAYS: None. **MOTION CARRIED.**

## **PUBLIC COMMENTS AND QUESTIONS**

None

## **OATH OF OFFICE**

Elaine Tejcek took the Oath of Office.

## **SPECIAL FAMILIES NEED SPECIAL LIBRARIES GRANT PRESENTATION - Veronica Schwartz.**

Veronica Schwartz, Head of Youth Services, spoke about one of four "Family Time" programs hosted by the library and paid for with funds from the grant "Special Families Need Special Libraries." Veronica explained that four volunteers from Rainbow Animal Assisted Therapy came to the library with their dogs giving autistic children the opportunity to brush, feed and play with the specially trained dogs.

Veronica also explained that grant funds were used to purchase library materials, host special programs on autism and pay for aides to assist with the four Family Times. The library was awarded \$13,517 for this grant from the Illinois State Library.

## PER CAPITA GRANT REQUIREMENTS

David Wiltse, Attorney for City of Des Plaines, discussed the Freedom of Information Act and the Open Meetings Act and answered questions from the Board. The Board reviewed these acts to comply with the requirements to apply for the FY2008 Illinois Public Library Per Capita and Equalization Aid Grants.

Eldon Burk entered the meeting at 4:25 p.m.

The Board also discussed Serving Our Public: Standards for Illinois Public Libraries - Chapter IX "Facilities - Implications of Technology on Designing/Remodeling a Building", which was also a requirement for the application of the Per Capita Grant.

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was not in attendance.

## CONSENT AGENDA

George Magerl and Carol Kidd asked that IX. Consent Agenda. D. Acceptance of Reports. 1. Director's Report be removed from the Consent Agenda.

Carol Kidd asked that IX. Consent Agenda. D. Acceptance of Reports. 1. Director's Report be removed from the Consent Agenda.

**MOTION** by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as amended. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The Board agreed to continue to have statistical information in the graph form per month by year, which was previously eliminated.

Carol Kidd asked that the percentage for Total Card Ownership be changed to reflect the YTD 2008 Totals.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to accept the Director's Report, as amended. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	11,361.92
2. Petty Cash Expenditures	\$	15.00
3. Budget Expenditures for June	\$	595,811.27
4. Expenditures Year to Date	\$	3,026,937.09
5. Revenue for June	\$	31,391.48
6. Revenue Year to Date	\$	3,160,279.37

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

June 02, 2008	\$ 82,259.02
June 16, 2008	\$ 44,461.42
Total	\$ 127,420.44

**ROLL CALL VOTE:** AYES: Bahamon, Bogusz, Burk, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

June 04, 2008	\$ 118,586.29
June 18, 2008	\$ 117,831.42
Total	\$ 236,417.71

**ROLL CALL VOTE:** AYES: Bahamon, Bogusz, Burk, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

## **DIRECTOR'S REPORT**

**Please note: I have received no official requests for confidential patron information since my last report.**

### **I. PERSONNEL**

The following employee has resigned, effective June 28, 2008: Cuyler Jenkins, Page.

New employees are Krystyna Wyrwal, Technical Services Assistant; Patricia Nelson and Victoria Heller, Part-time Youth Services Librarians; Mary Ann Wrobel and Jonathan Diores, Pages.

### **II. STAFF DEVELOPMENT**

Four staff members attended the American Library Association Annual Conference in Anaheim, CA. They are Holly Sorensen, Sara McLaughlin, Sue Pirie, and Christina Tropea.

Our entry in the Des Plaines 4th of July Parade was an opportunity to showcase our bookcart drill team, the CartWheels, as well as other members of our staff who were joined by family members and friends. Thanks to Noreen Lake, Board President, for walking with us.

### **III. PATRON SERVICES**

Our Summer Reading Club has very active participation in both the reading incentive program and in attendance at weekly entertainment and educational programs. Thus far, 1666 children have registered in the SRC program. This is slightly higher than last year's record-breaking participation.

We are making progress in registering residents for library cards. This month we have 1,663 more registered borrowers than at this time last year.

Please note that our staff made 53 in person visits to community events or services in June. We are hopeful that we will soon be able to make a distinction between our internal and external connections to our website. IT staff is working on the solution. Computer use in the adult area is down slightly, year to date, and significantly in the youth services area; however, the monthly statistics show an increase in use in the youth services area over last June. Please note the significant (33%) increase in use of our online reference products.

The library is honored to have been chosen as a location for the installation of the Portrait of a Soldier art exhibit. Lt. Governor Pat Quinn and State Senator Dan Kotowski are sponsoring this exhibit and will be present for a brief press conference at its opening on Friday, July 11 at 10 AM.

#### **IV. OTHER PROFESSIONAL ACTIVITIES**

I attended the Library Production Studio (LPS) Executive Committee meeting on June 19 and the Advisory Committee meeting on July 1. I hosted the new library director of the Evanston Public Library for a tour and discussion on June 23 and attended my last meeting of the NSLS Board of Directors as a Director. I attended the Friends of the Library meeting on June 24. On June 27 I attended a visitation for Allen Meyer, the Director of the Vernon Area Library District, who died on June 22 following a long illness. On July 10 I will attend an information meeting on the Per Capita Grant program, along with Holly Sorensen and Carol Kidd. The meeting is hosted by the Illinois State Library at the NSLS headquarters.

#### **NEW BUSINESS**

**MOTION** by Eldon Burk, seconded by George Magerl, to suspend the rules to allow Jim Wozny to speak at the meeting. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

New Year's Eve on the Plaza Chairman, Jim Wozny, asked members of the library board if the diamond drop could be dropped off the fourth floor balcony, rather than using the flag pole. The Board discussed the cost to the library for the extra staffing needed to accommodate this request and asked Mr. Wozny to request approval from the City Council to use the library building and plaza.>

**MOTION** by George Magerl, seconded by Matthew Bogusz, to



approve the request by the Special Events Commission to hold a portion of the City of Des Plaines New Year's Eve celebration at the library and to drop the diamond ball from the fourth floor balcony rather than use the flag pole and to have library security at the library for the installation and removal of the equipment for the diamond drop. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Matthew Bogusz stated that he will not attend the July 21 City Council meeting. Noreen Lake volunteered to attend the meeting.

Elaine Tejcek will attend the August 4 City Council meeting, Eldon Burk the August 18 meeting and Matthew Bogusz the September 2 meeting and George Magerl the September 15 meeting.

Sandra Norlin reported that the agreement between the Des Plaines Public Library and the Village of Rosemont for Mobile Library Service to Rosemont will renew automatically on September 1, 2008, unless either party terminates the agreement.

Sandra Norlin recommended that service be offered to Rosemont for another year at an increase of 4.8%. The Consumer Price Index for the Chicago area shows an increase for all items is 4.5%, and for fuel, 17.3%. The new cost would be \$12,900.00.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to renew the agreement to provide Mobile Library Service to the Village of Rosemont for 2008/2009 in the amount of \$12,900.00, which is an increase of 4.8%, and to review the contract in four months to adjust the amount of the contract to reflect changes in fuel costs. **VOTE:** AYES: All. NAYS: **MOTION CARRIED.**

The Board discussed the current practice of paying for flowers for the funerals of next of kin of library employees. Sandra Norlin stated that flowers were sent a total of 19 times since 2004. The board consensus was to continue the practice of paying for the flowers.

**MOTION** by Rhys Read, seconded by George Magerl, to approve payment to Kasco Printing in the amount of \$5,428.00 for printing the library newsletter, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bahamon, Bogusz, Burk, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

Sandra Norlin reported that RFID tagging will begin shortly and that all library employees will be required to do tagging. The goal is to complete the tagging by October 2008.

Sandra also reported that roof repairs will begin the end of July.

The Board was invited to attend the Illinois Library Association Conference at Navy Pier on September 25 for Trustee Day. Board

members were asked to contact Carol Kidd if they would like to attend.

## **NOMINATING COMMITTEE**

**MOTION** by Committee, to close nominations for the slate of officers for the Library Board of Trustees for 2008/2009. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Committee, to reaffirm the slate of officers, Noreen Lake, President, George Magerl, Vice President and Carol Kidd, Secretary, by acclamation. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Noreen Lake took the oath of office for President, George Magerl took the oath of office for Vice President and Carol Kidd took the oath of office for Secretary.

## **EXECUTIVE SESSION**

**MOTION** by Rhys Read, seconded by George Magerl, to enter into an Executive Session at 5:50 p.m. to discuss Compensation, Discipline or Performance of a Specific Employee. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 6:02 p.m. and was called to order by President Noreen Lake.

President Lake encouraged the board to attend "Portrait of a Soldier", currently displayed in the front hall of the library.

**MOTION** by Eldon Burk, seconded by George Magerl, to adjourn the regular meeting. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED .**

Meeting adjourned at 6:08 p.m.

Minutes prepared by Carol Kidd.

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
September 23, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 19, 2008. President Noreen Lake called the meeting to order at 7:02 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Rhys Read, Jeffery Rozovics.

Also present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Wally Meyer.

Absent: Maria Bahamon, Elaine Tejcek.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by George Magerl, seconded by Eldon Burk, to accept the agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **OATH OF OFFICE**

Noreen Lake and Jeffery Rozovics took the Oath of Office.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Martin Moylan.**

Alderman Moylan stated that he will work with the Public Works department on any issues the library has regarding outside maintenance of the library building. Library Director Sandra Norlin stated that there continues to be an odor problem in the stairway.

## **CONSENT AGENDA**

**MOTION** by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

## **CONSENT AGENDA**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts \$ 6,774.02

2. Petty Cash Expenditures \$ 31.57
3. Budget Expenditures for July \$ 475,232.48
4. Expenditures Year to Date \$ 3,510,086.67
5. Revenue for July \$ 12,932.45
6. Revenue Year to Date \$ 3,181,463.73

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

July 07, 2008 \$ 75,274.34

July 21, 2008 \$ 81,582.26

Total \$ 156,856.60

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Read, Rozovics. NAYS: None. **MOTION CARRIED** .

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

July 16, 2008 \$ 118,550.69

July 30, 2008 \$ 120,799.89

Total \$ 239,350.58

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Read, Rozovics. NAYS: None. **MOTION CARRIED** .

## **DIRECTOR'S REPORT**

Please note: I have received no official requests for confidential patron information since my last report.

## **PERSONNEL**

New Employees for July/August 2008

Vimal Kottukapally, Page, 08/04/08

Thomas Lemke, Page, 08/04/08

Resignations/Separations for July/August 2008

Kevin Luke, Page, 08/05/08

Adriana Avalos, Technology Page, 08/04/08

Arlene Mendez, Page, 08/01/08

Richard Rasmussen, Page, 07/29/08

Margaret Borris, Public Information Assistant, 07/18/08

## **STAFF DEVELOPMENT**

All staff members are actively engaged in the tagging procedures for our RFID conversion. Each part-time person is required

to tag at least one hour per week, with the option of adding hours up to three each week. Each full time person is required to tag at least three hours per week. We now have two portable tagging units on site and are expecting the third to arrive within a week. A tagging station has been set up in the circulation workroom to tag items as they are checked in to the library. As of this writing, we have tagged 40,000 items. I am pleased with the high level of enthusiasm and participation.

I awarded three Employee Bonus Awards for the second quarter. The recipients are Bob Blanchard, Cheryl Gladfelter, and Frank Schade. I make the selections from nominations submitted by staff members.

## **PATRON SERVICES**

We are maintaining our small increase in circulation year to date as well as a decrease in in-person attendance. Use of our online reference resources has increased by 33% over last year at this time. And, thanks to the diligent efforts of Karen McBride and Frank Schade, we can report the external and internal use of our website and its resources. This month 46% of the hits on our website were from external IP addresses.

I have met with the principal of Orchard Place School, Lauren Leitao, to discuss the perennial issue of Orchard Place students who reside in Rosemont and who do not have library cards. Teachers are reluctant to bring their classes to the Mobile Library during its bi-monthly stops there because so many cannot check out library materials. We brainstormed and have come up with some reasonable, doable approaches.

Holly Sorensen, Carol Kidd, and I have been meeting with department heads to discuss their budget requests for 2009. We are waiting for information from the City Finance Department on personnel salary and benefits for 2009 as well as any increases that are offered as guidelines for the city departments' budget preparation. I perused the city's audit report for 2007 on the city website, which has just recently become available. The library's end of 2007 fund balance was \$1.3 million, slightly under our projections, which will require adjustments to the 2009 budget projections.

The library received a \$15,000 grant award through the Build Illinois funds, thanks to the efforts of Representative Rosemary Mulligan. We will use the funds to purchase an RFID selfcheck unit for the Youth Services floor.

We will be a site for voter registration in September - October. All staff, trustees, and Friends of the Library are invited to become deputy registrars. Training meetings are scheduled for Tuesday, August 19 at 1:30 PM and Monday, August 25 at 5 PM. Attendance at only one is required to become a deputy registrar.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Library Production Studio executive committee meeting on 7/15 and interviewed candidates for the open position of Studio Director on 7/22. As a member of Rotary I assisted with the filling of back to school backpacks for the Salvation Army on 7/22, followed by a luncheon meeting of the Executive Board of the Chamber of Commerce. I attended the CCS Governing Board meeting on 7/23. On 8/5 I helped the Chamber of Commerce Board and staff serve 1200 ears of buttered sweet corn at the Des Plaines National Night Out event at Lake Park.

On 8/25 DP Rotary Club will present a check to the library for our half of the proceeds from the 2008 Do the Dewey fundraiser.

## **NEW BUSINESS**

Sandra Norlin will present the first draft of the 2009 budget to the Finance Committee on Tuesday, August 26. Sandra stated that she did not have any information from the City of Des Plaines regarding the parameters they will use for their 2009 budget.

**MOTION** by Eldon Burk, seconded by George Magerl, to approve payment to Corporate Concepts for 23 chairs for the fourth floor in the amount of \$5,091.28, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Read, Rozovics. NAYS: None. **MOTION CARRIED**

**MOTION** by George Magerl, seconded by Matthew Bogusz, to approve payment to Arlington Heights Memorial Library for Library Production Studio for the period August 1, 2008 - October 31, 2008 in the amount of \$8,114.75, which is a budgeted

expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bogusz, Burk, Lake, Magerl, Read, Rozovics. NAYS: None. **MOTION CARRIED** .

Sandra Norlin asked the board for approval to advertise for bids for construction services for the atrium remodel. Sandra stated that the remodel would include the circulation workroom.

**MOTION** by Rhys Read, seconded by George Magerl, to authorize Sandra Norlin to advertise for bids for construction services for the atrium remodel project, which also includes remodeling the circulation workroom. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

## **ANNOUNCEMENTS**

Sandra Norlin reported that Bob Blanchard won the Alexander Skrzypek award for bringing library materials to blind and physically disable patrons. Bob will receive his award at the Illinois Library Association conference on September 25.

Sandra reported that close to 70,000 items have been tagged using the new RFID stickers. Sandra invited the board to help with the project.

Rhys Read left the meeting at 7:40 p.m.

Sandra Norlin stated that Heather Imhoff, Head of Public Information, designs and writes a daily report which is emailed to all staff each morning. The "Morning Report" is filled with helpful library information for staff, including program information for the day.

The Des Plaines Public Library website now includes the board members' email addresses.

Sandra Norlin stated that she met with John Hecker, Executive Director for the Des Plaines Park District, to discuss the feasibility of a joint library/park district card. Mr. Hecker explained that the park district issues about 3,000 cards a year, so the joint card was not practical. The library may work with the park district on other programs.

Sandra Norlin met with the principal of Orchard Place School, Lauren Leitao, to discuss the ongoing problem of students who live in Rosemont and do not have Des Plaines library cards. Sandra explained that the Mobile Library makes a stop at Orchard Place School, but teachers are reluctant to take students to the mobile library when they do not have a Des Plaines library card and cannot check out materials. Sandra stated that the library and Orchard Place School will work together on projects to encourage Rosemont residents to purchase and use a Des Plaines Public Library cards. Rosemont residents pay only one-fourth of the cost of the card and the Village of Rosemont pays the remaining three-fourths.

Sandra reminded the board that the September board meeting will be Tuesday, September 23.

Sandra Norlin and Eldon Burk were invited to Sysco Foods for a donation giveaway of discontinued items. The library received many items to be used for library programs and for the fundraiser Do the Dewey.

Sandra Norlin stated that the library will receive a check for one-half the proceeds from the Do the Dewey fundraiser, which is approximately \$7,000.00.

The library croquet tournament will be held on Saturday, October 11.

Noreen Lake stated that she and George Magerl volunteered to be deputy registrars at the library.

Noreen Lake stated that the First Ladies Luncheon will be held on Sunday, September 14 at Café La Cave. The fundraiser benefits The Healthy Community Partnership.

Noreen stated that the exhibit "Portrait of a Soldier" was well received by the public and that she received a thank you letter from the lieutenant's governor's office.

Noreen also stated that nominations were being accepted for Carnegie Corporation of New York/New York Times I Love My Librarian Award. Each award is \$5,000.00 and Noreen encouraged staff to nominate fellow librarians.

Matthew Bogusz asked if the library has a unique IP address. Sandra Norlin will ask Web Services Librarian Karen McBride if it is possible to track how the patrons are using the library's online resources.

**MOTION** by Eldon Burk, seconded by George Magerl, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None.  
**MOTION CARRIED .**

Meeting adjourned at 8:16p.m.

Minutes prepared by Carol Kidd

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
September 23, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 23, 2008. President Noreen Lake called the meeting to order at 7:04 p.m.

## ROLL CALL.

Roll call indicated the following board members were present: Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Rhys Read, Jeffery Rozovics, Elaine Tejcek.

**Also present:** Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Don Sofolo, Dan Klobnak.

## CONSIDERATION OF THE AGENDA.

**MOTION** by George Magerl, seconded by Rhys Read, to accept the agenda, as written.  
**VOTE :** AYES: All. NAYS: None. **MOTION CARRIED.**

## PUBLIC COMMENTS AND QUESTIONS

None

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan stated that progress has been made in keeping the parking garage stairway and elevator cleaner. Alderman Moylan stated that he will gladly help with any issues regarding the library building.

## CONSENT AGENDA

**MOTION** by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as written. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter



Receipts	\$ 11,565.91
2. Petty Cash Expenditures	\$ 18.30
3. Budget Expenditures for August	\$ 472,445.98
4. Expenditures Year to Date	\$ 3,986,955.22
5. Revenue for August	\$ 26,696.12
6. Revenue Year to Date	\$ 3,216,233.95

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

August 04, 2008	\$ 89,274.95
August 18, 2008	\$ 55,285.95
Total	\$ 144,560.26

**ROLL CALL VOTE:** AYES: Bogusz, Burk, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

August 18, 2008	\$ 122,826.01
August 27, 2008	\$ 121,352.23
Total	\$ 244,178.24

**ROLL CALL VOTE:** AYES: Bogusz, Burk, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

## **DIRECTOR'S REPORT**

**Please note: I have received no official requests for confidential patron information since my last report.**

### **PERSONNEL**

New Employees for August 2008  
Jo Bonell, Readers' Services Supervisor, August 20, 2008

Resignations/Separations for August 2008  
Michael Chiovani, Technology Page, 08/17/08 Michael Sim, Page, 09/06/08 Christina Brennan, Part-time Mobile Library Circulation Assistant Rachel Kamin, Preschool Librarian, 09/05/08 Christina

## **STAFF DEVELOPMENT**

This month was difficult for our staff, particularly our Circulation Services staff. Barbara Saletnik, Assistant Head of Circulation Services, died on August 31, following an illness that was first diagnosed in July, 2007. Her last few weeks were spent at her home under hospice care, but her family let it be known that they and Barbara would welcome farewell visits from library staff. Several of us did take that opportunity. Her funeral services were held September 3 through 5. Again, staff were encouraged to attend these services to bid farewell to a beloved colleague. On Friday, September 5, immediately following the funeral mass, the funeral procession, with a police escort, drove through Library Plaza. It was a gracious way for Barbara's family to honor the Library and our staff, many of whom stood outside in reverence, sadness, and pride.

Our RFID tagging project is proceeding apace, with over 120,000 books tagged by September 5.

We are making plans for voter registration from now through October 7.

## **PATRON SERVICES**

We are planning a Family Night for the children and parents of Orchard Place School on Friday, October 17. We will give library tours, present brief programs, and encourage families to register for library cards.

Our Year to Date circulation has increased by 2.68%, although the circulation for August has decreased since last year. The use of our website has reached over 86,000 hits, from 19,580 unique users. 47% of the hits were from users outside of the library. Patrons conducted 10,552 searches of our online reference products.

Our library staff has made 14 visits to schools and other locations outside the library, putting them in touch with 170 this month and 5,500 to date this year.

## **OTHER PROFESSIONAL ACTIVITIES**

On 8/21 I attended the Library Production Studio Executive Committee meeting and the Chamber of Commerce Foundation Fundraiser. On 8/26 I attended the Friends of the Library Roundtable meeting. On 8/27 I attend the Night Owl Board of Directors meeting. On 9/3 I attended the Chamber of Commerce Executive Board meeting. On 9/4 I conducted an interview for the position of Studio Director for the Library Production Studio and the Library Trustee Training session at NSLS. On 9/5 I hosted the meeting of area library directors (SLURP).

## UNFINISHED BUSINESS

Sandra Norlin reported that the cost to videotape the regular monthly board meeting for 2009 would be \$4,800.00 (\$400.00/mo). Sandra explained this would be only the regularly scheduled board meeting, not special meetings or committee meetings. The board discussed taping the meeting and the consensus was to videotape all regular meetings.

**MOTION** by Rhys Read, seconded by Eldon Burk, to videotape all regularly scheduled board meetings beginning in 2009. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## NEW BUSINESS

Rhys Read reported that the Finance Committee met on August 26, 2008 to discuss the proposed 2009 budget.

Eldon Burk reported that the Management Committee met on September 23, 2008 to discuss the Model Ethics Ordinance, which is a requirement of the Per Capita Grant application and to review Executive Session minutes. Sandra Norlin stated that the library may be under the umbrella of the City of Des Plaines Model Ethics Ordinance and will ask the City Manager if this is correct.

**MOTION** by Committee, to affirm compliance with the City of Des Plaines Model Ethics Ordinance and to follow the rules and regulations of the ordinance. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin presented the first draft of the FY2009 budget to the board. Sandra reported that the budget will be submitted to the City Council directly from the library, per a directive from the City Manager. Sandra stated that the budget will not be reviewed by the City Manager or the Acting Finance Director.

Sandra Norlin stated that in 2005 the board voted to build up an operating fund balance to cover two and one-half months of operating expenses by the end of the year 2010. Sandra stated that this would require \$1,800,000. Sandra stated the Board could ask for an increase in property taxes or request a tax levy for a working cash fund.

Sandra Norlin asked the Board to consider increasing property tax 1% beyond the extended amount collected in 2008.

Rhys Read stated that he did not want to build up funds at this time considering the economic climate.

Motion Rhys Read, seconded Matthew Bogusz, to approve the FY2009 budget, as presented. **ROLL CALL VOTE:** AYES: Bogusz, Read, Magerl. NAYS: Burk, Tejcek, Rozovics, Lake. **MOTION FAILED.**

The Board continued to discuss whether to increase property taxes by 1%.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the FY2009 budget with a 1% increase in property tax beyond the extended amount collected in 2008 and to retain this amount as fund balance. **ROLL CALL VOTE:** AYES: Burk, Magerl, Tejcek, Rozovics, Lake. NAYS: Read, Bogusz. **MOTION CARRIED.**

**MOTION** by Rhys Read, seconded by Matthew Bogusz, to approve the Per Capita Grant, as written. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl will attend the October 6 City Council meeting; Eldon Burk the October 20 meeting; Elaine Tejcek the November 3 meeting and Rhys Read the November 17 meeting.

Sandra Norlin asked that Declaration of Surplus Property be postponed.

Noreen Lake reported that the City of Des Plaines has several pieces of artwork that they would like to donate and Noreen asked the Board if they would be interested in requesting that some of the artwork be donated to the library.

**MOTION** by Matthew Bogusz, seconded by Rhys Read, to authorize library staff and Elaine Tejcek, Chair of the Art Committee, to negotiate for the artwork if interested. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

Sandra asked the Board to schedule a Special Board meeting to award the lobby and workroom renovation.

The Board will meet on Tuesday, October 7, 2008 at 7:00 p.m. to award the bid for the lobby and workroom renovation.

Noreen Lake asked board members to volunteer for temporary committee assignments due to two vacant positions on the board. Building & Grounds Committee - Elaine Tejcek and Rhys Read will sit on this committee until these positions are filled. Finance Committee - George Magerl will sit on this committee until this position is filled.

Noreen Lake stated that she made a decision to close the library two hours early on Saturday, September 13 and to remain closed Sunday, September 14 due to flooding in Des Plaines and the surrounding communities .

Jeffery Rozovics reported that he attended a program on library trustee basics at North Suburban Library System and gave a brief report to

the board.

Matthew Bogusz reported that he attended the Friends of the Library meeting in September and that the Friends will fund library programs for families with autistic children.

## **EXECUTIVE SESSION**

**MOTION** by Eldon Burk, seconded by George Magerl, to enter into an Executive Session at 10:01 p.m. to discuss Review of Executive Session Minutes and Probable or Imminent Litigation. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 10:15 p.m. and was called to order by President Noreen Lake.

**MOTION** by Rhys Read, seconded by Elaine Tejcek, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 10:15p.m.

Minutes prepared by Carol Kidd.

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
October 21, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 21, 2008. President Noreen Lake called the meeting to order at 7:00 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Matthew Bogusz, Eldon Burk, Myrtle Klebe, Noreen Lake, George Magerl, Rhys Read, Jeffery Rozovics, Elaine Tejcek.

Also present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Karen McBride.

Absent: None.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by George Magerl, seconded by Elaine Tejcek, to accept the agenda, as written.

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

## **PUBLIC COMMENTS AND QUESTIONS**

Elaine Tejcek stated that in conjunction with the Des Plaines Art Guild she will display some of her artwork at the library from October 22 through November 30.

Des Plaines resident Richard Shaw met with Sandra Norlin to ask her to consider waiving late fees for seniors. Mr. Shaw stated that neighboring libraries have adopted this policy. Sandra stated that Roberta Johnson surveyed other libraries in the area and found that out of 27 libraries that answered the survey, 4 libraries do waive the fees. This item will be discussed at the next Management Committee meeting.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.**

Alderman Moylan was not in attendance.

## **RETURN ON INVESTMENT - Karen McBride**

Karen McBride, Web Services Librarian, demonstrated the "Return on Investment Calculator"

which is on the library's website and provides information on the savings to patrons when they check out library materials. Karen will also demonstrate "Return on Investment" when the library presents its budget to the City Council on October 22.

## CONSENT AGENDA

**MOTION** by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,442.36
2. Petty Cash Expenditures	\$15.61
3. Budget Expenditures for September	\$450,155.50
4. Expenditures Year to Date	\$4,444,596.01
5. Revenue for September	\$14,462.87
6. Revenue Year to Date	\$3,230,696.82

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

September 02, 2008	\$52,703.07
September 15, 2008	<u>\$74,996.63</u>
Total	\$127,699.70

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek.  
NAYS: None. **MOTION CARRIED** .

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

September 09, 2008	\$118,901.67
September 24, 2008	<u>\$119,170.39</u>
Total	\$238,072.06

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek.  
NAYS: None. **MOTION CARRIED** .

## DIRECTOR'S REPORT

**Please note: I have received no official requests for confidential patron information since my last report.**

## PERSONNEL

New employees for September 2008 are Petya Andreeva, Technology Page (PT), Ruth Noonan, Page (PT). Separations: Elizabeth Pearl, Page (PT).

## **STAFF DEVELOPMENT**

Several staff members attended the annual conference of the Illinois Library Association at Navy Pier September 24 through 26. Some employees attended for the whole conference, others for one day. Jill Franklin, Christina Tropea, and Veronica Schwartz presented a poster session on our Sister Library activities. Bob Blanchard received an award for his work to provide and improve services for blind and visually handicapped patrons in our library and our neighboring libraries. Gail Bradley and Kathy Kyrouac attended the Book Cart Drill Team competition to scout out our competition.

The Department Heads presented the program for the quarterly All-Staff meeting on October 1. The theme for the program was getting in touch with our values. We spoke of and demonstrated our library's vision statement, our key beliefs statement, and our goals. We introduced our values as observed and articulated by our department heads. We also practiced and evaluated our performance on a fire drill.

The Department Heads took our annual retreat to visit area special libraries, this year to the Field Museum on October 8. We took the guided tour of the museum in the morning and a tour of the library and archives in the afternoon. Past visits have been made to the Brookfield Zoo, the McCormick Freedom of Speech Museum, and to the headquarters of the American Theological Library Association.

This quarter's Bonus Awards have been given to Ethan Jangwon Hong, Judy Reiss, and Kathleen Barnes.

Holly Sorensen and I attended the semi-annual Employment Law Update Seminar presented by the Management Association of Illinois. We attended sessions on FMLA, FLSA, Layoffs, and Workplace Bullying.

Gary Valente, Roberta Johnson and Holly Sorensen attended a discussion of worldwide trends and their impact on library services led by consultant Miriam Pollack.

## **PATRON SERVICES**

We are holding a nice increase in circulation year to date (2.69%) and Self-Check use remains steady at 44%. Card registration is showing a 4.5% increase, but in-person visits and in-house use of computers has declined, and now we know that 36,379 visited "virtually" in September through our website. Please note the large increase in use of our online reference sources.

I want to highlight two events that are the result of partnerships with community agencies. On Saturday, October 11 we hosted, with the excellent assistance of the Des Plaines Park District, the second annual Croquet Tournament. Roberta Johnson organized the event with enthusiastic support of several staff members. On Friday, October 17 we will host a Family Night for Orchard Place School. Sara McLaughlin is organizing this special event, with assistance from her colleagues in the Youth Services Department and the Circulation Services Department. This event is the result of a meeting I had with the Principal of Orchard Place, Lauren Leitao, in August.

## **OTHER PROFESSIONAL ACTIVITIES**



I attended the ILA Annual Conference at Chicago's Navy Pier from Wednesday, September 24 through Friday, September 26. On September 30 I moderated the interview with Board Presidents John Burke, Eldon Burk, and Noreen Lake about the library's history in general and the 2007 Centennial celebration specifically. This program will be used as part of our Centennial Video as a record of our commemoration of the event. I attended the Chamber of Commerce Executive Board Meeting on 10/1, the CCS Governing Board meeting in Zion-Benton on 10/2, the Rotary District Conference in Lincolnshire on 10/3. I registered voters on Sunday 10/4 and Tuesday evening 10/7. I was interviewed on 10/10 for the regional survey of Age Options, the newly named regional agency on aging. On 10/10 I also had a business lunch with NSLS Director Sarah Long. On 10/11 I attended the annual Croquet Tournament. On 10/16 I will attend the Library Production Studio Executive Committee meeting and on 10/17 I met with Mayor Arredia, President Noreen Lake, and Pat Krochmal of the Des Plaines Times regarding an exchange program between Des Plaines and a community in Poland.

## **NEW BUSINESS**

MOTION by George Magerl, seconded by Elaine Tejcek, to approve payment to Gale Cengage Learning for Literature Resource Center Renewal in the amount of \$6,935.25, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Eldon Burk, to approve payment to Gale Cengage Learning for Biography Resource Center and Student Resource Center Renewal in the amount of \$10,222.96, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Jeffery Rozovics, to approve a 10:00 a.m. opening for All Staff Day on December 17, 2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board discussed the purchase of 41 Dell computers and requested that Dan Klobnak, Outsource Solutions Group, be invited to the November 18 Board meeting to answer questions about the purchase.

MOTION by Eldon Burk, seconded by George Magerl, to approve payment to Library Production Studio in the amount of \$8,114.74, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Rhys Read, to approve library closings through January 2010, with the following modifications: Late Opening for All-Staff Meeting on Thursday, December 17, 2009 and Library Closed on Sunday, July 5, 2009 for the Independence Day Holiday weekend. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## **ANNOUNCEMENTS**

Sandra Norlin gave information on a new database the library is offering to patrons on language instruction. The database "TELL ME MORE" includes 2,000 hours of instruction for patrons in 6 languages.

Noreen Lake read a patron comment complimenting the library on good services.

The acquisition of the artwork held by the City of Des Plaines will be discussed at another meeting.

Noreen Lake thanked the staff for organizing and promoting the second annual croquet tournament.

George Magerl reported on his attendance at the Illinois Library Association conference.

## **EXECUTIVE SESSION**

MOTION by Rhys Read, seconded by Eldon Burk, to enter into an Executive Session at 8:17 p.m. to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:29 p.m. and was called to order by President Noreen Lake.

## **EXECUTIVE SESSION ACTION**

MOTION by Committee, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

December 18, 2007 - To Discuss Semi-Annual Review of Executive Session Minutes.

August 21, 2007 - Deliberations Concerning Salary Schedules for One or More Classes of Employees.

October 17, 2006 - Compensation, Discipline or Performance of a Specific Employee.

September 20, 2005 - To Discuss Probable or Imminent Litigation.

August 16, 2005 - To Discuss Probable or Imminent Litigation.

July 16, 2002 - Purchase or lease of Real Property, Review of Executive Session Minutes.

May 21, 2002 - Purchase or Lease of Real Property, Administrator's Evaluation.

August 21, 2001 - Purchase or Lease of Real Property.

July 17, 2001 - Purchase or Lease of Real Property, Semi-Annual Review of Executive Session Minutes.

January 16, 2001 - Purchase or Lease of Real Property.

And further concur with consensus in Executive Session that the need for confidentiality still exists as to all or part of the remaining Executive Session minutes. ROLL CALL VOTE: AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:30 p.m.

Minutes prepared by Carol Kidd

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
November 18, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 18, 2008. President Noreen Lake called the meeting to order at 7:08 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Matthew Bogusz, Eldon Burk, Myrtle Klebe, Noreen Lake, Jeffery Rozovics, Elaine Tejcek.

Also Present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Alderman Martin Moylan, Dan Klobnak.

Absent: George Magerl, Rhys Read.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to accept the agenda, as written.  
**VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.**

Alderman Moylan stated that all departmental budgets had been reviewed by the City Council, including the library budget.

Alderman Moylan reported that Library Director Sandra Norlin asked for his assistance regarding the replacement of the damaged section of the library roof that the Firestone Company promised to begin working on in spring 2008. Alderman Moylan stated that this issue was forwarded to the city attorney.

Sandra Norlin stated that the library's water bill increased significantly and that it was determined that the library was being billed for water usage for the plaza landscaping, which is not a library expense.

## CONSENT AGENDA

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,408.11
2. Petty Cash Expenditures	\$58.46
3. Budget Expenditures for October	\$449,331.81
4. Expenditures Year to Date	\$4,893,927.82
5. Revenue for October	\$32,479.28
6. Revenue Year to Date	\$3,263,176.10

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

October 06, 2008	\$90,122.15
October 20, 2008	<u>\$51,835.99</u>
Total	\$141,958.14

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED .**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

October 08, 2008	\$116,189.53
October 22, 2008	<u>\$116,558.86</u>
Total	\$232,748.39

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED .**

## DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

### PERSONNEL

New employee for October 2008: Kila Sztukowski, Circulation Services, Page.

Separation: Shabana Yusufishaq.

## **STAFF DEVELOPMENT**

Several of our Department Heads are attending the Annual Charlotte Kim Scholars in Residence Symposium. This year's topic is "How to Build the RenGen Brand from the Inside Out." [Renaissance Generation]

Special recognition must go out to Susan Farid, Gary Valente, and Dan Klobnak and the IT staff for excellent planning, cooperative spirit, creative thinking, and flexibility. This team, led by Holly Sorensen, has organized the temporary move of the Circulation Services staff from their workroom to Meeting Room A, which has been temporarily renamed "Camp Circ." The relocation was necessary because of the workroom remodeling project, which will commence within the next two weeks.

## **PATRON SERVICES**

The numbers are interesting and a little puzzling this month. Circulation and attendance have decreased, even at a time when other libraries are reporting dramatic increases in both activities. We can report, however, that thus far in 2008, there have been 745,017 "virtual" visits by people who are accessing our website. We know that in October 20,695 individuals made use of our electronic services. Our in-house computer use has decreased, but the use of our online products has increased by 30%, year to date. Our staff has provided services to 6,630 individuals thus far this year outside the library.

## **OTHER PROFESSIONAL ACTIVITIES**

In October I attended a second meeting (10/23) with Mayor Arredia, Pat Krochmal, Noreen Lake, and Ron Stoch regarding the possibility of hosting a delegation of residents from Poland during the Holiday season. Ron Stoch is the Director of the Eisenhower Public Library District, which hosted 5 Polish residents for a cultural exchange this summer. I attended the Friends of the Library meeting on 10/28, the Mayor's Prayer Breakfast (10/30), a Trustee Training session at NSLS (10/30), where I was a presenter, along with Noreen Lake, and an Illinois Century Network Regional Meeting at Harper College in Palatine on 10/31.

Thus far in November I have attended a Seminar on Succession Planning at the Donors Forum of Chicago (11/4), the Chamber of Commerce Executive Committee meeting (11/6) and will attend the Chamber of Commerce monthly Board Meeting (11/13). I will also attend the Scholar in Residence Seminar at the Chicago Public Library (11/12).

## **UNFINISHED BUSINESS**

**MOTION** by Matthew Bogusz, seconded by Elaine Tejcek, to purchase 41 Dell computers in the amount of \$39,696.20, which is the lowest price and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

## **NEW BUSINESS**

**MOTION** by Matthew Bogusz, seconded by Jeffery Rozovics, to approve payment to Ebsco Information Services in the amount of \$37,680.23, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Matthew Bogusz, to approve payment to Proquest in the amount of \$17,178.29, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve payment to Mergent in the amount of \$5,269.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Elaine Tejcek, seconded by Jeff Rozovics, to change the library closing date from September 8 to September 15, 2009 for the All Staff meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Rhys Read will attend the December 1 City Council meeting; Eldon Burk the December 15 meeting; and Matthew Bogusz the January 5, 2009 meeting.

Noreen Lake stated that the City Council reviewed the FY2009 library budget on October 22, 2008. The Board discussed the budget and the 1% increase in property tax and concurred that no action was needed, as there was no change.

**MOTION** by Eldon Burk, seconded by Matthew Bogusz, to approve a 2.7% increase to 2009 Salary Schedule. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

Sandra Norlin reported that she did not recommend a surcharge for motor fuel for the Mobile Library at this time. The Board consensus was not to add a surcharge for motor fuel to the agreement with the Village of Rosemont for the Mobile Library.

**MOTION** by Elaine Tejcek, seconded by Jeff Rozovics, to approve payment to WEBFEAT in the amount of \$5,200.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Myrtle Klebe, seconded by Elaine Tejcek, to approve payment to 3M Library Systems for 48,000 RFID tags in the amount of \$23,895.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

Sandra Norlin reported that payment will be made to SirsiDynix for 3M Materials Handling for RFID and RFID tags. Sandra explained that the board approved this expense at their May 20, 2008 Board meeting.

**MOTION** by Matthew Bogusz, seconded by Jeffery Rozovics, to approve payment to Cooperative Computer Services in the amount of \$6,156.77, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to declare the list of computers and monitors as surplus and obsolete property and to dispose of the equipment according to library policy. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

Board members made a contribution to fund the Staff Holiday party, which will be held on December 17, 2008 beginning at 8:00 a.m. Sandra Norlin invited the Board to attend.

Noreen Lake stated that Sandra Norlin was nominated for the I Love My Librarian 2008 Award and read the nomination letter written by Roberta Johnson, Head of Adult Services and Heather Imhoff, Head of Public Information.

## **EXECUTIVE SESSION**

**MOTION** by Eldon Burk, seconded by Matthew Bogusz, to enter into an Executive Session at 8:45p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of an Employee. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 9:18 p.m. and was called to order by President Noreen Lake.

## **EXECUTIVE SESSION ACTION**

Eldon Burk stated that Sandra Norlin will proceed with direction given to her in Executive Session.

**MOTION** by Matthew Bogusz, seconded by Elaine Tejcek, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 9:20 p.m.

Minutes prepared by Carol Kidd.

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# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
December 23, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 23, 2008. President Noreen Lake called the meeting to order at 5:05 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Matthew Bogusz, Eldon Burk, Myrtle Klebe, Noreen Lake, Rhys Read, George Magerl, Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd.

Absent: Jeffrey Rozovics.

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by George Magerl, seconded by Eldon Burk, to accept the agenda, as written.

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

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.**

Alderman Moylan was not in attendance.

## **CONSENT AGENDA**

Noreen Lake asked that D. Acceptance of Reports 1. Director's Report be removed from the Consent Agenda.

**MOTION** by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as modified. **VOTE : AYES:** All. **NAYS:** None. **MOTION CARRIED.**

Noreen Lake asked that the December 16, 2008 Director's Report be changed as follows:

There were over ~~1000,000~~ 100,000 uses of our website in November, by nearly 28,000



individuals.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to accept the Director's Report, as modified. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

## **CONSENT AGENDA**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$10,166.04
2. Petty Cash Expenditures	\$62.10
3. Budget Expenditures for November	\$436,980.80
4. Expenditures Year to Date	\$5,335,088.59
5. Revenue for November	\$10,185.72
6. Revenue Year to Date	\$3,346,637.06

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

November 3, 2008	\$57,269.94
November 17, 2008	<u>\$63,565.53</u>
Total	\$120,835.47

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Klebe, Lake, Magerl, Tejcek. NAYS: None.  
**MOTION CARRIED .**

**MOTION** by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

November 5, 2008	\$115,781.55
November 19, 2008	<u>\$119,552.15</u>
Total	\$235,333.70

**ROLL CALL VOTE** : AYES: Bogusz, Burk, Klebe, Lake, Magerl, Tejcek. NAYS: None.  
**MOTION CARRIED .**

## **DIRECTOR'S REPORT**

Please note: I have received no official requests for confidential patron information since my last report.

### **PERSONNEL**

New employees: Jacqueline De La Cruz, Part-time Page, Circulation Services and Courtney O'Keefe, School Liaison Librarian, Youth Services.

Holly Sorensen, Dan Klobnak, Don Sofalo, and I met with the IT Staff and attended each of the Department meetings to explain the transition from an in-house IT services program to an

outsourced program through Outsource Solutions Group. Each of the IT staff was offered a position with OSG, beginning January 1. One staff member has declined this offer, all others have accepted.

## **STAFF DEVELOPMENT**

Carol Kidd has attended seminars on Supervision and Personnel Law. The annual All-Staff meeting and Holiday Party will be held on Wednesday, December 17, from 8 - 10 AM. Holly Sorensen and I met with Gail Johnson and Pam Parr of Face2Face Communications to discuss a 6-session training course for managers and supervisors, with an emphasis on coaching skills. There is potential for offering this course to 5 staff members in 2009.

## **PATRON SERVICES**

Although our November circulation was lower than November 2007, our number of items checked out year to date has increased over 2007. Thus far in 2008, use of the self-check averages 45%, which is a strong rate of use from which to build for our emphasis on self-service with our atrium remodeling. Please note the increase in business cards from last year at this time. This increase is the result of concentrated effort of Joanne Griffin, our business liaison librarian. Joanne planned a very successful Chamber of Commerce After Hours event on December 9, at which 5 new businesses registered for their library cards. We continue our efforts to serve residents outside of the library building. This month the number who attended our programs and events was 811. There were over a 100,000 uses of our website in November, by nearly 28,000 individuals. Nearly half of the uses were from computers outside of the library.

## **OTHER PROFESSIONAL ACTIVITIES**

On 11/20 I hosted a meeting of the Library Production Studio Executive Committee; on 11/24 I and several staff members traveled to Barrington library to see their 3M/FKILogistex RFID system at work. Also that day I rang the bell for the Salvation Army red kettle program for two hours at Jewel Osco at Lee and Oakton. It was cold, but productive and inspiring. I attended the Friends of the Library meeting on 11/25. I briefly attended the Learn to Read end of session buffet and program on 12/1; the CCS Governing Board meeting on 12/3, and the Holiday Lighting Ceremony on 12/5. Earlier that day, Holly Sorensen and I decorated the library's tree at Lake Wonderland (Opeka). I attended the Chamber After Hours at the library on 12/9, the Chamber Holiday Luncheon and the Night Owl Board of Directors meeting on 12/10. I will attend the Chamber of Commerce Board of Directors meeting on 12/11 and the SLURP holiday luncheon on 12/12.

## **WALKTHROUGH OF CIRCULATION WORKROOM AND ATRIUM**

Sandra Norlin invited the board to walk through the circulation workroom and the atrium to view work being done to accommodate the new RFID system.

Rhys Read entered the meeting at 5:12 p.m.

## **NEW BUSINESS**

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve payment to Gale

Cengage Learning in the amount of \$13,007.80, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Matthew Bogusz, to approve payment to Proquest LLC in the amount of \$14,745.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Matthew Bogusz, seconded by George Magerl, to approve payment to Newsbank in the amount of \$11,600.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Elaine Tejcek, seconded by Eldon Burk, to approve payment to SRDS in the amount of \$5,115.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve payment to Baker and Taylor, Inc. in the amount of \$5,120.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library.

**MOTION** by Rhys Read, seconded by Elaine Tejcek, to approve the transfer of funds within the 2008 Library Budget to cover all 2008 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2009. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Rhys Read, seconded by George Magerl, to approve the 2009 appropriation and the 2008 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Rhys Read, to ask President Lake and a guest to attend the Chamber of Commerce Winter Garden Ball on February 13, 2009 and that the library pay for the tickets in the amount of \$180.00. **ROLL CALL VOTE:** AYES: Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: Bogusz. **MOTION CARRIED.**

President Lake asked Vice President Magerl to conduct the meeting for the discussion of a "Request for Surplus Computers."

George Magerl stated that Steven Schaefer, Commander of the Veteran's of Foreign Wars Post 2992, wrote a letter to the Board asking for a donation of 6 surplus computers. Sandra Norlin referred to Illinois Library Laws & Rules, 75 ILCS 5/6 "Sale or disposition of real or personal property" and it was not clear whether the City of Des Plaines had the right of first refusal for the computers. The Board directed Sandra Norlin to contact the City Attorney and ask if the city's right of first refusal pertained to the disposal of personal property as well as real property.

**MOTION** by Eldon Burk, seconded by Myrtle Klebe, to donate 6 surplus computers to the Veteran's of Foreign Wars Post 2992, but if the City of Des Plaines has the right of first refusal, the computers will be offered to the City of Des Plaines and if they refuse, then the surplus computers will be donated to the VFW and to direct Library Director Sandra Norlin to contact the City Attorney to ask if the city's right of first refusal pertains to the disposal of personal property as well as real property. **ROLL CALL VOTE:** AYES: Bogusz, Burk,

Klebe, Magerl, Read, Tejcek. NAYES: None. ABSTAIN: Lake (conflict of interest).

Rhys Read reported that David Cuzman, Vice President, Senior Cash Manager, and Trea Fotidzis, Cash Manager, from First Midwest Bank were invited by President Lake to attend the Finance Committee meeting on December 2, 2008 to discuss the library's two donation accounts. The Committee voted to close the Alternative Investment Account and to transfer funds to the library's Money Market Account to save the cost of the fees and increase the interest rate earned. The Committee also voted to transfer \$100,000 from the Des Plaines Public Library Donation Money Market Account and invest those funds in a six-month Certificate of Deposit at the interest rate of 2.715%. The Committee will meet in six months to review the investments.

**MOTION** by Matthew Bogusz, seconded by George Magerl, to affirm the decisions made by the Finance Committee at their December 2, 2008 meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Library Director Norlin reported that Jim Wozny from the Special Events Commission asked why the costs for clean-up after the New Year's Eve celebration had more than doubled since last year. Sandra explained that the library has a different cleaning service. The cost for clean-up in 2007 was \$620.00 and the quote for clean-up for 2008 is \$1,395.00. The Board asked Sandra to check the price for clean-up if done on January 2, 2009 rather than January 1, 2009.

**MOTION** by Matthew Bogusz, seconded by Rhys Read, to direct Sandra Norlin to check the price for cleaning if done on January 2, 2009 rather than January 1, 2009, and that the library will pay for costs over the \$620.00 in an amount not to exceed \$1,395.00 (Quote #39450 from Complete Cleaning) and that Sandra Norlin will write a letter to Jim Wozny explaining that the library will not pay for these clean-up costs in the future. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.** /p>

**MOTION** by Elaine Tejcek, seconded by George Magerl, to adopt a substitute motion to split the cost of the total cleaning bill between the Special Events Commission and the Library. **Motion Withdrawn by Elaine Tejcek.**

## **ANNOUNCEMENTS**

Noreen Lake announced that the 2009 NSLS Legislative Breakfast will be on February 16, 2009 and asked board members who would like to attend to notify Carol Kidd.

Matthew Bogusz left the meeting at 6:30 p.m.

Noreen Lake announced that the National Library Legislative Day will be on May 11 - 12 in Washington, D.C. and asked board members to contact her if they interested in attending.

Noreen Lake also announced that the Des Plaines Public Library was nominated for two North Suburban Library System Membership Awards for 2009.

Sandra Norlin announced that Library Courte Condominiums donated \$500.00 to the library for meeting room use.

The semi-annual Board of Trustees dinner will be held at Little Villa in Des Plaines immediately following the January 20, 2009 board meeting.

## **EXECUTIVE SESSION**

**MOTION** by Rhys Read, seconded by George Magerl, to enter into an Executive Session at 6:35 p.m. to discuss Semi-Annual Review of Executive Session Minutes and Appointment, Employment, Compensation, Discipline, Performance or Dismissal of an Employee. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 6:44 p.m. and was called to order by President Noreen Lake.

## **EXECUTIVE SESSION ACTION**

**MOTION** by Eldon Burk, seconded by Rhys Read, not to release any Executive Session Minutes on file because the need for confidentiality still exists as to all of the remaining Executive Session minutes. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Myrtle Klebe, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 6:48 p.m.

Minutes prepared by Carol Kidd

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