

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
January 20, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 20, 2009. President Noreen Lake called the meeting to order at 4:02 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, Carol Kidd, Margaret Scholl, Holly Richards Sorensen, Heather Imhoff, Christina Tropea, Roberta Johnson, Jacob Post, Sara McLaughlin, Maria Bahamon, Kathryn Inda, Denise Fleischer.

## **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.**

## **PRESENTATION - MARIA G. BAHAMON.**

President Noreen Lake thanked former trustee, Maria Bahamon, for serving on the library board from 2006 - 2008. Sandra Norlin presented an engraved crystal paperweight to Maria and expressed her appreciation for the good work that Maria did for the library.

## **STAFF BONUS AWARD WINNERS - Sandra Norlin.**

Sandra Norlin presented bonus awards to two staff members for outstanding service to the library. Jacob Post, Part-time Reference Assistant, and Sara McLaughlin, School Liaison Librarian, each received a staff bonus award. Erin Kocourek, Page II, was also a recipient of a bonus award, but was not at the meeting.

## **STAFF PRESENTATION - CHRISTINA TROPEA**

Christina Tropea demonstrated how online databases are used by library patrons and the public. Christiana explained how database usage is tracked and explained the process for choosing a database to purchase.

## **PUBLIC COMMENTS AND QUESTIONS**

None.

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

Alderman Moylan was in attendance at the City Council meeting.

### **CONSENT AGENDA**

**MOTION** by George Magerl, seconded by Elaine Tejcek, 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	\$10,749.13
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for December	\$1,418,411.63
4. Expenditures Year to Date	\$6,762,713.81
5. Revenue for December	\$13,793.37
6. Revenue Year to Date	\$6,116,813.13

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

December 1, 2008	\$74,965.06
December 15, 2008	<u>\$883,640.00</u>
Total	\$958,605.06

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

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

December 4, 2008	\$116,272.25
December 17, 2008	<u>\$127,528.32</u>
Total	\$243,800.57

**ROLL CALL VOTE** : AYES: 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: Melinda Burkemper, Part-time Page, 01/07/09.

Resignations/Departures: Kishan Patel, Thomas Lemke, and Mary Ellen Lunde, all Pages.

The transition of employment from the library to Outsource Solutions Group took place successfully on January 2. All eight library employees in IT Services were given the opportunity to make the transition. All but one chose to be employed by Outsource Solutions Group.

## **STAFF DEVELOPMENT**

The Circulation Services Staff, led by Susan Farid and Mei-Na Chen, deserve special recognition for their flexibility, cooperation, and good will during their recent move out of and back into the circulation workroom as the construction progressed for the remodeling project.

The whole staff cooperated in preparing our collection with RFID tags, a project that is nearly complete. The first phase involved tagging adult fiction and non-fiction books from the adult collection. That phase was completed remarkably quickly and provided an opportunity for staff members to work in pairs with staff from other departments. The last portion of the collection to be tagged is the music collection and is nearly completed.

Readers Service staff member Cathy Friedman has worked with Jason Slowinski, Assistant City Manager, to prepare an application for a Public Library Innovation Grant from the ICMA (International City/County Management Association) for a joint project to gather information about human services programs for local residents in one location and to make it accessible at the library and at city hall as well on both the city's and library's websites. The deadline for application was January 9; awards will be announced in February.

Karen McBride is presenting brief tutorials on topics and features of the electronics and computer environment. The most recent topic was iPod and iTunes.

## **PATRON SERVICES**

The use of the library increased in 2008 in the following areas of service: Items circulated increased by 2.08%; use of the self-check equipment by 5.26%; in-library computer use by 9.29% (youth computers) and 2.71% (adult computers); and use of our online reference/information resources by 27.53%. Patrons made 862,978 visits to our website; 8,516 visits to our PlainTalk blog; and 4,278 visits to our Positively Ellinwood (Readers' Advisory) blog in 2008.

Our new online tutoring service, Help Now is live and available through our website.

## **OTHER PROFESSIONAL ACTIVITIES**

On 1/2 Roberta Johnson, Liz Bialobrzewski, and I hosted a visit from two Polish residents who were visiting Des Plaines on invitation from the Mayor. We toured the library, had lunch, and discussed mutual projects. On 1/3 my husband and I hosted the couple for an afternoon at Steppenwolf Theatre and dinner. I attended the Chamber of Commerce Executive Committee meeting on 1/7 and the Board meeting on 1/8. I will attend the Chamber breakfast on 1/15,

which is the Mayor's annual address to business and industry. Also on 1/15 I will attend a meeting of the Library Production Studio Executive Committee.

On 1/16, Gary Valente and I will meet with Matthew Dusckett and John Laux to discuss maintenance of the plaza and to plan for repair of the library roof and ceiling during the 2009 construction season.

## **NEW BUSINESS**

Elaine Tejcek will attend the February 2 City Council meeting; George Magerl the March 2 meeting; and Myrtle Klebe the March 16, 2009 meeting.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve payment to Outsource Solutions in a sum not to exceed \$350,000, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Jeffery Rozovics, to approve payment to Lexis Nexis Library Express in the amount of \$5,600, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by Rhys Read, seconded by George Magerl, to affirm the request to add \$81,354.00 to the Library's appropriation request for 2009 to cover the Parkway Construction costs that could not be paid in the 2008 appropriations. **ROLL CALL VOTE:** AYES: Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Eldon Burk, to approve payment to Arlington Heights Memorial Library for Library Production Studio for February 1, 2009 through April 30, 2009, 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: Burk, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

Matthew Bogusz entered the meeting at 4:45 p.m.

**MOTION** by Eldon Burk, seconded by Rhys Read, to approve payment to Sirsi Dynix 3M in the amount of \$23,028.00 for one RFID Freestanding Self Check System for the second floor of the library, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Myrtle Klebe, to declare the following equipment surplus property and to direct Library Director Sandra Norlin to send a memo to City Manager Jason Bajor explaining that the library is required to offer the property to the City of Des Plaines for the first right to purchase such property for public or corporate purposes and to give the City of Des Plaines 30 days to respond to the request and to direct Sandra Norlin to contact other libraries to ask what their policy is for the disposal of surplus property. **ROLL CALL VOTE:** AYES: Bogusz, Burk, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

Surplus Property  
3M Equipment



Additional:

Product	Type	S/N
Selfcheck	6210	6211322
Selfcheck	6210	6211271
Selfcheck	6210	6211328

Eldon Burk reported that the Management Committee met on January 13, 2009 and reviewed and approved the newly created position of Manager of Creative Services and asked for board approval.

MOTION by Committee, to approve the newly created job description for the Manager of Creative Services, which replaces the position of Public Information Assistant. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Eldon Burk also reported that the Committee discussed adding Volunteer Leave to the Personnel Policy, but did not approve the policy change. Sandra Norlin stated that she would ask Department Heads to discuss how staff might be rewarded for volunteering their time in the community and bring those results to the next Management meeting.

Eldon stated that the Committee also discussed waiving fines for senior citizens and voted that it was not necessary at this time and that the Committee would not pursue this issue. Eldon also stated that library staff is very understanding of hardship cases and Sandra Norlin stated that staff is trained to deal with hardship cases on a case by case basis.

Eldon reported that the Committee approved a personnel policy change to approve unpaid sick leave for part-time employees and that this change in policy would allow part-time staff to be absent from work up to six work days per calendar year.

MOTION by Committee, to approve the following policy change to the Personnel Policy D-7, Leaves Without Pay:

C. Other Unpaid Sick Leave

1. Part-time employees who are not eligible for paid sick leave may use unpaid sick leave for absence due to illness, injury, exposure to contagious disease that is communicable to other

employees, and illness in the employee's immediate family (spouse, parent, child, step-parent, step-child.)

2. Unpaid sick leave is limited to six work days per twelve months.

3. Employees are responsible for informing their immediate supervisors of any absence from work and the reason for the absence prior to starting time, if possible, but no later than thirty (30) minutes after starting time. A signed absence form must be submitted with the timesheet covering the date of the absence.

4. An employee whose unpaid sick leave for personal illness extends for more than five (5) consecutive work days must present upon return to work a written statement from the employee's physician that the employee is able to return to work.

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

Sandra Norlin will clarify the policy to specify how sick day hours are counted.

Elaine Tejcek reported that the Art Committee met on January 13 and discussed a mural project for the wall of the parking garage that leads to the library and discussed possible art projects for the interior of the library. Elaine also reported that staff will prepare an informational handout that would include pricing and logistics for a multi-screen and display unit for the Youth Services Department. The Art Committee will meet again on February 3 at 4:30 p.m.

George Magerl reported that the Planning Committee met on Tuesday, January 6 and discussed staff progress on the library's strategic plan for 2008 - 2010. The Board received a detailed chart outlining nine objectives and various activities either completed or planned.

President Lake asked Board members if they would attend the 2009 National Library Legislative Day in Washington, D.C., May 11 - 12. Eldon Burk, Elaine Tejcek and Sandra Norlin volunteered to represent the library.

President Lake also asked Board members if they would attend the 2009 Legislative Breakfast on February 16 at the Arboretum Club in Buffalo Grove. Board members will contact Carol Kidd if they plan to attend.

President Lake asked Board members if they would attend the North Suburban Library System Membership Awards Banquet on Friday, March 20 at the Cotillion Banquets in Palatine. Elaine Tejcek and Noreen Lake will attend.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve payment to Brainfuse/HelpNow in the amount of \$7,000.00, 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, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve payment to Corporate Concepts in the amount of \$10,059.98 for reconfiguration of workstations for the redesign of the circulation workroom, 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: Bogusz. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

Sandra Norlin attended the Chamber Breakfast: Mayor's Address to Business on Thursday, January 15. Sandra stated that the library will receive a portion of TIF surplus and the amount will be proportional to the property tax the library receives.

Sandra Norlin reported that she and Gary Valente met with the Acting Head of Public Works, John Laux, to discuss several ongoing issues. Sandra asked John Laux if he would contact David Wiltse, City Attorney, to follow-through with Firestone on getting the roof repaired. These repairs were to be completed in the spring of 2008. Sandra also asked that library snow removal be a priority for the city. Sandra stated that she has had patron complaints about one of the clocks in the clock tower not working and that the flag pole in front of the library is not properly lit and that the lighting is not strong enough to illuminate the flagpole. John Laux stated that the Public Works department has had to deal with budget cuts and staff layoffs and therefore was not encouraging about honoring our requests.

The library will host a special ribbon-cutting ceremony on Tuesday, March 3 to celebrate the completion of the remodeled atrium and to introduce the newly installed RFID system to the public.

**MOTION** by George Magerl, seconded by Myrtle Klebe, to adjourn the regular meeting.

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

Meeting adjourned at 5:48 p.m.

Minutes prepared by Carol Kidd

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
February 17, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 17, 2009. President Noreen Lake called the meeting to order at 7:07 p.m.

## **ROLL CALL.**

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

Also Present: Sandra Norlin, Carol Kidd, Heather Imhoff, Sara McLaughlin, Dan Klobnak.

Absent: Eldon Burk.

## **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.

## **STAFF PRESENTATION - SARA MCLAUGHLIN.**

Sandra Norlin introduced Sara McLaughlin, School Liaison Librarian, who demonstrated HelpNow!, a new library resource, which provides homework help for children in grades three through twelve from an online tutor. This database can be accessed from outside the library and children can connect with a live person through the Internet.

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

Alderman Moylan was in attendance at the City Council meeting.

## **CONSENT AGENDA**



**MOTION** by George Magerl, seconded by Rhys Read, 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	\$14,639.89
2. Petty Cash Expenditures	\$25.00
3. Budget Expenditures for January	\$474,999.10
4. Expenditures Year to Date	\$474,999.10
5. Revenue for January	\$14,246.03
6. Revenue Year to Date	\$14,246.03

**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:

January 5, 2009	\$193,802.96
January 20, 2009	<u>\$58,862.59</u>
Total	\$252,665.55

**ROLL CALL VOTE** : AYES: Bogusz, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. 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:

December 31, 2008	\$114,814.74
January 15, 2009	\$111,792.80
January 29, 2009	<u>\$118,589.80</u>
Total	\$345,197.34

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

**MOTION** by George Magerl, seconded by Rhys Read, to approve the Director's Report, as written. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED.**

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

## **DIRECTOR'S REPORT**

Please note: This is an abbreviated report because I am writing it early in the month, before I leave on vacation. I will augment this report in person during the Board Meeting on February 17, as appropriate.

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

## **PERSONNEL**

Holly Dziejewski, Page, began work on 1/22/09.

## **STAFF DEVELOPMENT**

Sara McLaughlin attended ALA Midwinter meetings in Denver, CO, January 22 - 28. She serves as chair of a standing committee. Two staff members are enrolled in the annual Computers in Libraries conference in Arlington, VA. Registration has begun for ALA Annual Conference, which will be held in Chicago this July. Our next All-Staff meeting is scheduled for March 5, 2009.

## **PATRON SERVICES**

Patrons have adjusted well to the construction upheaval in the atrium. They have expressed appreciation of the new self-serve holds, and are eager to use the new self-check machines and the automated sorter. As of 2/4, we are prepared to open the self-checks. We will open the automated sorter soon thereafter, once the patron side is working reliably. The staff induction side is working very well. We are already observing changes in work patterns and will adjust our staffing accordingly.

Circulation decreased this January as compared to January 2008, perhaps due to the unusually cold weather. The lower self-check use is a result of our dismantling the two units on the first floor for the month of January. Services that showed an increase in use are: use of adult computers and online searches.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended an exciting Family Literacy Night at Orchard Place School on January 22, representing Rotary. Rotary Club of Des Plaines presented 350 books to the children in attendance. The PTO raffled off three family nonresident library card (paying the 25% not covered by Rosemont) to three very pleased families.

I attended the Friends of the Library meeting on 1/27, The CCS Governing Board meeting on 1/28, a Do the Dewey organizing meeting on 2/3 and the Chamber of Commerce Executive Board meeting on 2/4. I plan to attend the NSLS Legislative Breakfast on February 16.

I will be on vacation from February 5 through 15.

## **NEW BUSINESS**

Dan Klobnak, Outsource Solutions Group, presented three quotes to the board for the proposed library wireless project. He recommended Norman Electrical Construction for cabling, which was the lowest proposal in the amount of \$5,900.00, CDW-G for the hardware, which was the lowest proposal in the amount of \$14,500.00 and WaveTeam for the installation, testing and training in the amount of \$7,500.00. This was not the lowest proposal, but Dan Klobnak explained that the services offered by the lowest proposal listed were not what was needed for the project. Rhys Read and Matthew Bogusz asked why this project was not offered through a bid process and Sandra Norlin responded that a Request for Proposal was the usual library practice for this type of project and that the library follows practices and procedures similar to

those of the City of Des Plaines. Matthew Bogusz stated that he considers this project a construction project over \$10,000.00. Sandra Norlin did not agree. The Board discussed the library wireless project.

MOTION by Elaine Tejcek, seconded by George Magerl, to call for the vote. AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve Norman Electrical Construction for cabling in the amount of \$5,900, CDW-G for hardware in the amount of \$14,500.00 and WaveTeam for the installation, testing and training in the amount of \$7,500.00, which are budgeted expenses and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: D'Souza, Klebe, Lake, Magerl, Rozovics, Tejcek. NAYS: Bogusz, Read. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve Microsoft School Agreement Licensing Program through Educational Resources in the amount of \$12,140.10, with the contract good through June 2010, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by George Magerl, to approve Cisco Smartnet Maintenance Agreement in an amount not to exceed of \$6,200.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve two 3M RFID Staff Workstations in the amount of \$7,602.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

Elaine Tejcek reported that the Art Committee met on February 3, 2009 and continued their discussion for the proposed mural project for the wall of the parking garage that leads to the library. Elaine reported that Sandra Norlin received a telephone call from Jason Bajor, City Manager, who asked Sandra to meet with John Laux, Acting Head of Public Works and Mike Spiel, Director of Building and Code to discuss lighting and maintenance of the mural before placing this item on the consent agenda for the City of Des Plaines.

Elaine also reported that the Art Committee continued their discussion on the purchase and installation of a video display unit for one wall in the youth services department. This equipment would be used to highlight the artworks of the children in the community. This project would be solely funded by the Des Plaines Public Library Donation account. Elaine reported that Holly Richards Sorensen, Assistant Director, and Heather Imhoff, Head of Public Information Services, will attend the Friends of the Library meeting on Tuesday, February 24, to ask the Friends if they would consider donating the funds for this project. If the Friends do not donate the funds for this project, the Des Plaines Public Library donation account will be used for this purchase.

Heather Imhoff, Head of Public Information, distributed information for the proposed Video Display System to be installed on all floors of the library to promote programs and services. Heather reported that the costs for the Youth Services project and the Video Display System were combined, which resulted in a better price for each systems. Rhys Read and Matthew Bogusz asked if this system was offered to vendors through the bid process and Sandra Norlin reported that a Request for Proposal was used for the pricing and three vendors were contacted.

MOTION by Rhys Read, seconded by George Magerl, to table the discussion for the Video Display System for the Youth Services Department and the Video Display System for all floors of the library to allow time to ask the Friends of the Library to fund the Video Display System for the Youth Services Department. VOTE: AYES: ALL. NAYS: None. MOTION CARRIED.

This item will be added to Unfinished Business for the March agenda.

MOTION by Rhys Read, seconded by Jeff Rozovics, to approve the proposed contract with Automated Logic in an amount not to exceed \$9,765.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Matthew Bogusz, to approve payment to Kasco Printing for printing, sorting and mailing the library newsletter in the amount of \$5,829.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve the Illinois Public Library Annual Report, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The motion was amended to state that the Illinois Public Library Annual Report would be submitted after the number of computers used for the public was verified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Elaine Tejcek, to approve the meeting room request from the Kiwanis Club of Des Plaines to host a fundraiser (Kiwanis Wii Bowl-A-Thon) in the library meeting rooms B and C. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## **ANNOUNCEMENTS**

Sandra Norlin stated that the Board of Trustees, the Friends of the Library and Library staff all contributed to the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

Heather Imhoff reported that she contacted the City of Des Plaines mayoral candidates and asked them if they would like to have their photos taken for a Read poster, which will be displayed at the library until Election Day.

President Lake reported that she attended the Des Plaines Chamber of Commerce Winter Garden Ball dinner on February 13, 2009.

Noreen Lake, Jeffery Rozovics, Elaine Tejcek, George Magerl, Sandra Norlin, Heather Imhoff, Roberta Johnson, and Holly Sorensen were in attendance at the 2009 North Suburban Library System Legislative Breakfast.

Sandra Norlin reminded the Board that the annual "Do the Dewey" fundraiser will be held at the library on Saturday, April 25.

There will be a ribbon cutting ceremony on March 6 in the library atrium to celebrate the completion of the construction and installation for the new RFID system.

The Board was invited to attend the NSLS Awards Banquet on Friday, March 20.

MOTION by Rhys Read, seconded by George Magerl, to adjourn the regular meeting. VOTE:

AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:57 p.m.

Minutes prepared by Carol Kidd

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
March 17, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 17, 2009. President Noreen Lake called the meeting to order at 7:01 p.m.

## **ROLL CALL.**

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

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Don Sofolo.

Absent: Jeffery Rozovics.

## **CONSIDERATION OF THE AGENDA.**

Sandra Norlin asked that agenda item VI. D. 1. Director's Report be removed from Consent Agenda. Matthew Bogusz asked that the Friends Report be added to the agenda.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to accept the agenda, as modified.

**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**

**MOTION** by George Magerl, 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	\$10,863.96
2. Petty Cash Expenditures	\$20.36
3. Budget Expenditures for February	\$444,136.26
4. Expenditures Year to Date	\$919,135.36
5. Revenue for February	\$12,509.93
6. Revenue Year to Date	\$189,528.08

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

February 02, 2009	\$141,843.11
February 17, 2009	<u>\$96,640.14</u>
Total	\$238,483.25

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

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

February 11, 2009	\$114,322.36
February 25, 2009	\$115,913.49
Total	\$230,235.85

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

**MOTION** by George Magerl, seconded by Selma D'Souza, to approve the Director's Report, as written. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED**.

Sandra Norlin reported that Holly Richards Sorensen compiled statistics for self-check usage for the week beginning March 9, 2009 and statistics show that usage is up with the highest use being reported on March 16 as 82.5%. The goal for self-check usage is to be in the 90 percentile range.

Matt Bogusz distributed minutes from the February 24, 2009 Friends of the Library meeting. Matt reported that the Friends will fund the library's summer reading program for \$9,650 and the Wizard of Oz programs for \$3,200. The Friends did not support the Video Display System for the Youth Services Department.

**MOTION** by Elaine Tejcek, seconded by Selma D'Souza, to accept the Friends Report, as written. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED**.

## **DIRECTOR'S REPORT**

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

## **PERSONNEL**

No new employees or resignations since the last report.

## **STAFF DEVELOPMENT**

We held our quarterly all-staff meeting on Thursday, March 5. A representative of Maine Community Youth Assistance Foundation (MCYAF) described the work of the foundation, listed ways the library staff can help provide information about the foundation's work, and encouraged us all to be more aware of the social issues involved with underage alcohol and drug use. We also heard from Veronica Schwartz about the library's participation in the Relay for Life and Karen McBride showed the library videos starring our staff that are nominated for an award at the NSLS Annual Banquet on March 20. I gave a "State of the Library" address, outlining the library's goals, its outstanding and award-winning services, and the budget status.

## **PATRON SERVICES**

Overall circulation increased in February, compared to February 2008 by nearly 7%. The greatest gains were in youth services fiction, compact discs, and in adult DVDs. Our year to date comparison is equal to 2008. Use of self-check has increased to 50% of items checked out of our main library. We will be expecting that percentage to increase in the next few months.

Other notable changes are an increase in new resident cards of 9%, year to date; meeting room attendance of 2976 in February; over 100,000 hits on our website; and an increase of 34.27% in use of the computers on the 4th floor and an increase of 5.91% in use of computers on the 2nd floor. Our online reference products were used 11% more in February 2009 than in February 2008.

We were surprised and honored to receive a three star rating from the Library Journal Public Library Ratings of 2009. The ratings were based on information tabulated from the annual reports of 7115 public libraries compiled by the Institute of Museum and Library Services in 2006 and published in 2008. Only 256 libraries received star ratings, which put the Des Plaines Public Library in the top 4% of public libraries, based on circulation per capita, attendance per capita, program attendance per capita, and use of internet computers per capita. Libraries were compared to other libraries with similar sized operating budgets.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Library Production Studio Executive Committee meeting on 2/18. I participated as a panelist at the 2/27 Public Library Administrators Forum at NSLS. Four libraries' recently revised websites were featured. I participated in the Read Across America "celebrity" reading program at Central School on 3/2. I attended the Chamber of Commerce Executive Committee meeting on 3/4, the Chamber After Hours Networking reception at Katie's Kitchen on 3/10, the Chamber of Commerce Board Meeting on 3/12, and SLURP (Library Administrator's Group) at Elk Grove Village on 3/13.

## **UNFINISHED BUSINESS**

MOTION by George Magerl, seconded by Eldon Burk, to take Video Display System from the table. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Heather Imhoff, Head of Public Information, distributed an informational handout listing the



components and installation for the proposed Video Display system and prices from three vendors. Heather stated that the costs for the Youth Services project and the Video Display System were combined to reduce costs. Heather recommended Media 2000 Systems and ABT for the televisions and installation.

**MOTION** by Eldon Burk, seconded by George Magerl, to approve Media 2000 Systems and ABT for the Video Display System for the Youth Services Art Project in an amount not to exceed \$10,000.00, which will be funded through the Des Plaines Public Library Donation Fund and to approve Media 2000 Systems and ABT for the Video Display System in an amount not to exceed \$16,000, which is a budgeted expense and in the best interest of the Des Plaines Public Library. The total amount should not exceed \$26,000.00. **ROLL CALL VOTE:** AYES: Bogusz, Burk, D'Souza, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

## **NEW BUSINESS**

Eldon Burk reported that the Management Committee met on March 3 and asked Sandra Norlin to explain her recommendation to withdraw from Library Production Studio. Sandra explained that Library Production Studio is currently made up of four libraries (Des Plaines Public Library, Arlington Heights Memorial Library, Skokie Public Library and Prospect Heights Public Library District) and that there have been financial difficulties ever since Park Ridge Public Library and Indian Trails Public Library District left the consortium. Library Production Studio has not been able recruit other libraries or contract enough services to balance their budget. Sandra stated that Library Production Studio is not financially viable.

Eldon Burk stated that the Committee discussed purchasing equipment and training staff to tape meetings and programs. Sandra Norlin stated that she contacted Will Soderberg, Media Specialist for the City of Des Plaines, who was very enthusiastic about taking over some of the taping and production.

**MOTION** by Committee, to withdraw from Library Production Studio in accordance with the contract. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl will attend the April 6 City Council meeting; Eldon Burk the April 20 meeting; Rhys Read the May 4 meeting and Selma D'Souza the May 18, 2009 meeting.

**MOTION** by George Magerl, seconded by Matthew Bogusz, to change the library closing date for In-Service Day from May 6, 2009 to July 13, 2009. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Don Sofolo, Owner, Outsource Solutions Group, explained why a change in vendor was being recommended for the Microsoft School Agreement Licensing Program. He explained that upon processing the order, OSG was informed that while Educational Resource was capable of providing the licenses, they were unable to roll the library license into the more favorable Level B pricing next year, contrary to what was initially understood. CDW-G is the sole facilitator of the Level B pricing between Microsoft and the Illinois Learning Technology Purchase Program. Mr. Sofolo recommends reassigning the award from Educational Resources to CDW-G. The total cost will be \$11,970, which is less than the original quote of \$12,140.10.

**MOTION** by George Magerl, seconded by Myrtle Klebe, to approve a change in vendor for the Microsoft School Agreement Licensing Program to CDW-G in the amount of \$11,970.00, with the contract good through June 2010, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, D'Souza, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

Don Sofolo, Owner, Outsource Solutions Group, explained why an additional payment of \$970.00 was being requested to pay CDW-G for Hardware for the Library Wireless Project. Mr. Sofolo explained that upon placing orders for the hardware, CDW-G was informed that the hardware vendor, Nomadix, changed their licensing / pricing policy. As of January 1, 2009, Nomadix bundled the hardware, and the operating license with a Premium Support package, which includes 24/7 support as well as next day replacement of hardware. This change in policy caused an increase in cost.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve an additional payment of an amount not to exceed \$1,000 to CDW-G for Hardware for the Library Wireless Project, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Read, Tejcek. NAYS: Bogusz. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Elaine Tejcek, to declare the following equipment surplus property and to direct Library Director Sandra Norlin to send a memo to City Manager Jason Bajor explaining that the library is required to offer the property to the City of Des Plaines for the first right to purchase such property for public or corporate purposes and to give the City of Des Plaines 30 days to respond to the request. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Make & Model	Service Tag/Serial Number	Good	Bad	Location
Box of Assorted Gateway Software				IT Workroom
Samsung ER-4915 Cash register	630000169		X	Storage
Star Micronics SP300 Dot Matrix	450100600234		X	Storage
Star Micronics SP300 Dot Matrix	450100600212		X	Storage
Star Micronics SP300 Dot Matrix	450100600238	X		Circ - Mei-Na
Star Micronics SP300 Dot Matrix	450100600233		X	IT Workroom
Star Micronics SP300 Dot Matrix	450100600214		X	Storage
Star Micronics SP300 Dot Matrix	450100600237		X	Storage
Star Micronics SP300 Dot Matrix	450100600209		X	Storage
Star Micronics SP300 Dot Matrix	450100600207	X		Circ - Phyllis Johnson
Star Micronics SP300 Dot Matrix	450100600210		X	Circ - Virginia Holler
Star Micronics SP300 Dot Matrix	450100600211		X	Storage
Star Micronics SP300 Dot Matrix	450100600213		X	Storage
Star Micronics TSP600 Thermal	120120700178		X	IT Workroom
Star Micronics TSP600 Thermal	120341100368	X		Ref - Desk 3
Star Micronics TSP600 Thermal	120341000488	X		Circ - Info 1
Star Micronics TSP600 Thermal	120341100436	X		Circ - Registration
Star Micronics TSP600 Thermal	120341100388	X		Circ - ILL 1
Star Micronics TSP600 Thermal	120341100347	X		Circ - ILL 2
Star Micronics TSP600 Thermal	120341100427	X		Circ - Info 3
Star Micronics TSP600 Thermal	120341100375	X		YS - PC Res
Star Micronics TSP600 Thermal	120330800158	X		YS - Desk 3

Star Micronics TSP600 Thermal	120330800133	X		Circ Volunteer
Star Micronics TSP600 Thermal	120330800157	X		Ref - PC Res
Star Micronics TSP600 Thermal	120341100330	X		Ref - Tech page
Star Micronics TSP600 Thermal	120360600708	X		Circ - Mobile Office
Star Micronics TSP600 Thermal	120360600711	X		Circ - Mobile Office
Star Micronics TSP600 Thermal	120341100370	X		Circ - Operator 1
Star Micronics TSP600 Thermal	120360600714	X		Circ - Operator 2
Star Micronics TSP600 Thermal	120360600706	X		Circ - Info 2
Star Micronics TSP600 Thermal	120341100357	X		Readers - Desk 2
Canon CanoScan 8400F	UZM075729	UNK	UNK	IT Workroom
NEC SuperScript 1800	B1GN600579Z	UNK	UNK	IT Workroom/under counter
NEC SuperScript 1800 Toner (qty 4)	20-140	UNK	UNK	Storage
NEC SuperScript 1800	B1GN630513M	UNK	UNK	Storage
HP Laserjet 6P	USBC040137	UNK	UNK	Storage
Kyocera Mita FS-3820N BW Laser	VBV4300554	X		Ref - Print Area 4
Kyocera Mita FS-3820N BW Laser	ABV4401744	X		Ref - Print Area 3
Kyocera Mita FS-3820N BW Laser	ABV4401957	X		YS - Print Area 1
Kyocera Mita FS-3820N BW Laser	ABV4401709	UNK	UNK	Storage
Kyocera Mita FS-3820N BW Laser	ABV4804759	UNK	UNK	Storage
Kyocera Mita FS-4000DN Color Laser	ABQ4110436	X		YS - Print Area 1
Kyocera Mita FS-4000DN Color Laser	ABQ4110181	X		Ref - Print Area 3
Kyocera Mita FS-4000DN Color Laser	ABQ4880310	X		Ref - Print Area 4

**MOTION** by Elaine Tejcek, seconded by George Magerl, to approve payment to 3M Library Systems for 3M CD8 RFID Tags in the amount of \$6,500.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, D'Souza, Klebe, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

## ANNOUNCEMENTS

George Magerl, Chair of the Building and Grounds Committee, announced that there would be a Building and Grounds meeting on Tuesday, April 14, 2009 at 5:30 p.m.

Noreen Lake announced that the Board of Trustees did not win the "Chamber of Commerce Food Fight", but thanked the board, staff and Friends of the Library for their generous donations.

Sandra Norlin announced that the Des Plaines Public Library and Rotary Club of Des Plaines will host their annual fundraiser, Do the Dewey, on Saturday, April 25 at 7:00 p.m. Sandra asked the board to participate by selling tickets and soliciting donations for the raffle.

## **CORRESPONDENCE**

Sandra Norlin reported that the Des Plaines Public Library was a Per Capita Grant recipient of \$68,892.06.

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

Meeting adjourned at 8:33p.m.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
April 21, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 21, 2009. 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, Selma D'Souza, Myrtle Klebe, Noreen Lake, George Magerl, Rhys Read, Jeffery Rozovics, Elaine Tejcek.

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

## **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.

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

Alderman Moylan asked if he could be of assistance with any maintenance or building issues and Sandra Norlin responded that there were no imminent issues. Sandra Norlin reported that City Attorney David Wiltse had been contacted by a representative of Firestone and was told that the roof repair would begin on April 27, 2009.

## **CONSENT AGENDA**

George Magerl asked that B. Acceptance of Financial Reports for March 2009 be removed from the Consent Agenda.

George Magerl stated that he noticed a large increase in year to date fines for 2009 compared to 2008. He also stated that there was a large increase in copier totals from that same time period. The board discussed reasons for the increase and Carol Kidd said she would examine

the monthly totals for fines and copies for 2008 and 2009 for possible bookkeeping errors.

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

**MOTION** by Rhys Read, seconded by George Magerl, to approve the Financial Reports for 2009. **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	\$12,098.43
2. Petty Cash Expenditures	\$7.40
3. Budget Expenditures for [MONTH]	\$444,136.26
4. Expenditures Year to Date	\$919,135.36
5. Revenue for March	\$12,509.93
6. Revenue Year to Date	\$189,528.08

**MOTION** by Eldon Burk, 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 02, 2009	\$99,292.39
March 17, 2009	<u>\$104,534.80</u>
Total	\$203,827.19

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

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

March 11, 2009	\$115,675.99
March 24, 2009	\$116,204.95
Total	\$231,880.94

**ROLL CALL VOTE** : AYES: Bogusz, Burk, D'Souza, 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**

Resignations/Separations for the same period: Carol (Kelli) Phillips retired, effective 03.31.09.

## **STAFF DEVELOPMENT**

Staff Bonus Awards were presented to Francine Gralak, John Lavalie, and Joanie Sebastian.

We celebrated National Library Workers Appreciation Day on April 14. Department Heads greeted staff members as they entered for work, planned morning and afternoon coffee breaks with snacks provided by the Friends of the Library. Staff members were surprised (and puzzled), but seemed to enjoy the special attention to them and their work.

The Reference staff received training on Lexis Nexis. They discovered the many layers of information in this database, with emphasis on the business module. A new subscription to Oxford Language Dictionaries Online will offer instruction, sample personal and business letters, sample resumes with audio pronunciation to learn how a word sounds. Languages covered are: Spanish, French, Italian, German, Russian, and Chinese.

## **PATRON SERVICES**

You will notice the very large increase in numbers of items circulated in the month of February as compared to one year ago. I think we, as other libraries have, can attribute this increase to the economic struggles many of our residents are experiencing, either directly or indirectly. A 14.67% increase in use, without calls for increased staffing is a tribute to both our staff and our efficient work procedures.

Our patrons' use of the self-check machines has increased by 63.42%. Use of the website from outside the building is being tackled by Karen McBride, Web Services Librarian. She notes that the top five pages visited are: The Kids' home page, the list of databases, our job listings, events home page, and the reference home page.

We have some very active readers among our senior population, some of whom are in their nineties and reading a wide variety of books, from popular fiction to literary fiction and non-fiction.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Library Production Studio Executive Committee meeting on 3/19, the NSLS Banquet on 3/20, the CCS By Laws and Policy Committee meeting and the Friends of the Library meeting on 3/24, the CCS Governing Board meeting on 4/25, the Night Owl Board meeting on 3/26, and worked at the Friends of the Library Booksale on 3/27. I attended a Rotary meeting at which Francis Gary Powers, Jr. presented ideas for a Rotary partnership with the Cold War Museum on 4/3, chaired a Do the Dewey meeting on 4/6 and a Chamber of Commerce Scholarship Committee meeting on 4/7. I attended a Chamber of Commerce Board of Directors meeting on 4/9, the Senior Center Annual Membership meeting on 4/16, Kelli Phillips retirement party on 4/17 and an NSLS Continuing Education Program on planning on 4/21.

## **NEW BUSINESS**

George Magerl, Chair of the Building and Grounds Committee, reported that the Committee met on April 14 to discuss repair of the roof, interior repairs to the ceiling and review of the library lease. The Committee also visually inspected the Friends of the Library room. Sandra Norlin reported that she spoke with City Manager Jason Bajor and that the City of Des Plaines will pay for the interior repairs to the ceiling. George Magerl reported that he spoke to Wally Meyer, President of the Friends of the Library, and that Wally Meyer agreed that the Friends of

the Library would make the changes to the Friends room suggested by the Committee.

President Lake asked Trustees Magerl, Read and Rozovics to send a letter to Mayor Moylan if interested in serving another term as a Library Board Trustee. Rhys Read stated that he will not seek reappointment.

Sandra Norlin reported that the library's annual fundraiser Do the Dewey would be held at the library on Saturday, April 25 from 7:00 - 10:00 p.m. and asked Board members to volunteer their time and to make a donation.

Eldon Burk stated that the Management Committee will meet on Tuesday, June 16, 2009 at 5:30 p.m.

Dan Klobnak, Outsource Solutions Group, asked for board approval to purchase 9 Dell laptop computers in an amount not to exceed \$12,150, which is a budgeted expense.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve the purchase of 9 laptop computers for staff use in an amount not to exceed \$12,150.00, which is a budgeted item and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

Dan Klobnak, Outsource Solutions Group, asked for board approval to purchase one server from PC Nation in the amount of \$8,100.00.

**MOTION** by Rhys Read, seconded by Jeffery Rozovics, to approve a patron server upgrade in an amount not to exceed \$8,250, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bogusz, Burk, D'Souza, Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

Don Sofolo, President of Outsource Solutions Group, gave an overview of the new Backup Disaster Recovery Technology which will restore servers in minutes versus hours.

Sandra Norlin reported that MyMediaMall is a Web-based service that allows library patrons to check out and download eAudiobooks, eBooks, and eVideos any time of the day or night from the comfort of their own home.

**MOTION** by George Magerl, seconded by Eldon Burk, to approve payment to MyMediaMall in the amount of \$5,250.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**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.**

## **ANNOUNCEMENTS**

Eldon Burk, Elaine Tejcek and Sandra Norlin will attend National Library Legislative Day in Washington, DC on May 11 and 12.

President Lake congratulated Alderman Martin Moylan on being elected to the position of Mayor of the City of Des Plaines and Eldon Burk on being elected to the Maine Township High School District 207 Board and Matthew Bogusz on being elected to the position of



Alderman of the City of Des Plaines.

**MOTION** by Matt Bogusz, seconded by George Magerl, to enter into an Executive Session at 8:02 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Purchase or Lease of Real Property for the use of the Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened 8:48p.m. and was called to order by President Noreen Lake.

Matthew Bogusz stated that he was invited to attend an orientation at the City of Des Plaines for the new Mayor, Aldermen, and City Clerk.

The Board directed President Lake to contact City Manager Jason Bajor and ask if the orientation for the new Mayor, Aldermen, and City Clerk could include a spokesperson from the library. The Board also discussed having a joint meeting of the Board of Trustees and the Des Plaines City Council at a later date.

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

Meeting adjourned at 8:54 p.m.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
May 19, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 19, 2009. President Noreen Lake called the meeting to order at 7:00 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Noreen Lake, George Magerl, Rhys Read, Jeffery Rozovics.

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

Absent: Elaine Tejcek.

## **CONSIDERATION OF THE AGENDA.**

George Magerl asked that Unfinished Business be added to the agenda to discuss the Over the Counter Report (fines and copies) and repair of the library roof. President Lake asked to add invitation to new aldermen to the agenda under Unfinished Business.

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

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

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.**

President Lake welcomed Alderman Dan Wilson. Alderman Wilson is the library's new Community Services liaison.

## **CONSENT AGENDA**

Noreen Lake asked that A. Approval of the Minutes of the Regular Board Meeting - April 21, 2009 be removed from the Consent Agenda and George Magerl asked that D. Acceptance of Reports be removed from the Consent Agenda.

Noreen Lake asked that the minutes be amended to include the following:

President Lake congratulated Alderman Martin Moylan on being elected to the position of Mayor of the City of Des Plaines and Eldon Burk on being elected to the Maine Township High School District 207 Board and Matthew Bogusz on being elected to the position of Alderman of the City of Des Plaines.

President Lake stated that Alderman Moylan's name was absent from the attendance list in the April 21, 2009 board meeting minutes and asked that his name be included.

George Magerl asked Sandra Norlin if she would explain the decreased usage for the Online Reference Products for April 2009 compared to April 2008. Sandra Norlin replied that she would ask Christina Tropea to explain the difference from this year to last year and report this to the board at the June meeting.

**MOTION** by George Magerl, seconded by Jeffery Rozovics to approve Director's Report, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Rhys Read, 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	\$10,765.40
2. Petty Cash Expenditures	\$21.92
3. Budget Expenditures for April	\$543,555.46
4. Expenditures Year to Date	\$2,089,619.15
5. Revenue for April	\$14,448.97
6. Revenue Year to Date	\$3,166,869.86

**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:

April 06, 2009	\$103,713.84
April 20, 2009	<u>\$138,223.27</u>
Total	\$241,937.11

**ROLL CALL VOTE** : AYES: Bogusz, Burk, D'Souza, Klebe, Lake, Magerl, Read, Rozovics. 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:

April 08, 2009	\$118,996.50
April 22, 2009	\$116,822.85
Total	\$235,819.35

**ROLL CALL VOTE** : AYES: Bogusz, Burk, D'Souza, Klebe, 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**

Carol (Kelli) Phillips retired, effective 03.31.09.

### **STAFF DEVELOPMENT**

Staff Bonus Awards were presented to Francine Gralak, John Lavalie, and Joanie Sebastian.

We celebrated National Library Workers Appreciation Day on April 14. Department Heads greeted staff members as they entered for work, planned morning and afternoon coffee breaks with snacks provided by the Friends of the Library. Staff members were surprised (and puzzled), but seemed to enjoy the special attention to them and their work.

The Reference staff received training on Lexis Nexis. They discovered the many layers of information in this database, with emphasis on the business module. A new subscription to Oxford Language Dictionaries Online will offer instruction, sample personal and business letters, sample resumes with audio pronunciation to learn how a word sounds. Languages covered are: Spanish, French, Italian, German, Italian, Russian, and Chinese.

### **PATRON SERVICES**

You will notice the very large increase in numbers of items circulated in the month of February as compared to one year ago. I think we, as other libraries have, can attribute this increase to the economic struggles many of our residents are experiencing, either directly or indirectly. A 14.67% increase in use, without calls for increased staffing is a tribute to both our staff and our efficient work procedures.

Our patrons' use of the self-check machines has increased by 63.42%.

Use of the website from outside the building is being tackled by Karen McBride, Web Services Librarian. She notes that the top five pages visited are: The Kids' home page, the list of databases, our job listings, and events home page, and the reference home page.

We have some very active readers among our senior population, some of whom are in their nineties and reading a wide variety of books, from popular fiction to literary fiction and non-fiction.

### **OTHER PROFESSIONAL ACTIVITIES**

I attended the Library Production Studio Executive Committee meeting on 3.19, the NSLS Banquet on 3/20, the CCS By Laws and Policy Committee meeting and the Friends of the Library meeting on 3/24, the CCS Governing Board meeting on 4/25, the Night Owl Board meeting on 3/26, and worked at the Friends of the Library Booksale on 3/27. I attended a Rotary meeting at which Francis Gary Powers, Jr. presented ideas for a Rotary partnership with

the Cold War Museum on 4/3, chaired a Do the Dewey meeting on 4/6 and a Chamber of Commerce Scholarship Committee meeting on 4/7. I attended a Chamber of Commerce Board of Directors meeting on 4/9, the Senior Center Annual Membership meeting on 4/16, the Kelli Phillips retirement party on 4/17 and an NSLS Continuing Education Program on planning on 4/21.

## **UNFINISHED BUSINESS**

Carol Kidd explained that the statistics in the Over the Counter Receipts Report for March 2008 were incorrect and that reports from March 2008 - December 2008 would be corrected and included in the June Board packet for board approval at the June 16, 2009 meeting.

Sandra Norlin reported that City Attorney David Wiltse has a commitment from Firestone to replace the library roof and that Firestone has given the contract for the roof repair to Anthony Roofing Company. Anthony Roofing has not begun the work because they do not have a purchase order from Firestone and Firestone has not provided the materials for the roof repair. David Wiltse has sent another email to Firestone regarding the delay in the repair of the roof. George Magerl, Chair of the Building and Grounds Committee, asked Sandra Norlin if he should schedule a meeting to discuss what can be done to get the work done and Sandra Norlin responded that if work has not been started by the June Board meeting, then a date and time should be set for a meeting of Building and Grounds Committee.

President Lake went to see Jason Bajor, City Manager, to invite the new aldermen to tour the library and meet with the library board to discuss the relationship between the library board and the aldermen. George Magerl suggested a joint meeting of the City Council and the Library Board and asked President Lake to write a letter to Mayor Moylan proposing the meeting.

**MOTION** by Rhys Read, seconded by George Magerl, to direct President Lake to write a letter to Mayor Moylan and the City Aldermen asking for a joint meeting of the City Council and Library Board on June 29, 2009 or another date that is agreeable to all. **VOTE:** AYES: All. **NAYS:** None. **MOTION CARRIED.**

## **NEW BUSINESS**

Myrtle Klebe will attend the June 1 City Council meeting; George Magerl the June 15 meeting; Jeffery Rozovics the July 6 meeting and Eldon Burk the July 20, 2009 meeting.

Sandra Norlin gave a preliminary report on the profit from Do the Dewey. Sandra reported that the treasurer of the Rotary Club stated that the library will receive a little more than \$4,000.00 for this year's fundraiser. Sandra reported that 155 tickets were sold.

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

Rhys Read will not seek reelection to the Board.

Sandra Norlin asked for Board approval for payment to Arlington Heights Memorial Library for Library Production Studio in the amount of \$8,114.75. Sandra stated that Library Production Studio Executive Committee has voted to dissolve Library Production Studio and will finalize this decision with a resolution at their next meeting. There will be a final accounting and each library in the consortium will receive a payment proportionate to the population of their community. Sandra stated that she is interested in purchasing the

microphones to use at the board meetings.

**MOTION** by George Magerl, seconded by Selma D'Souza, to approve payment to Arlington Heights Memorial Library for Library Production Studio in the amount of \$8,114.75, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

President Lake informed the board that the City of Des Plaines will host a Golf Outing on Tuesday, June 30, 2009. Eldon Burk stated that he may attend this outing.

President Lake also informed the board that the Des Plaines Community Foundation will host "Day at The Races!" on Saturday, June 13, 2009.

## **ANNOUNCEMENTS**

Elaine Tejcek, Eldon Burk and Sandra Norlin attended National Library Legislative Day in Washington, DC on May 10th and 11th. Sandra and Eldon gave a brief report on their trip.

Sandra Norlin announced that President Noreen Lake ran for and was elected to the North Suburban Library System Board. The Board congratulated Noreen.

The Friends of the Library will host their annual meeting on Tuesday, May 26 at 7:00 p.m. in Room A at the library. The Board was invited to attend.

Sandra Norlin reported that the American Library Association will host their annual meeting in Chicago this year from July 11 - 13. Board members were asked to contact Marge Scholl if they were interested in attending ALA.

Sandra Norlin reported that the library hosted a United Way campaign and raised \$1,900.00.

Sandra Norlin met with Michael Barnes of Lohan Associates to discuss the library applying for the Leadership in Energy and Environmental Design (LEED) certification. The library has many features that apply to the operation of a high performance green building. Sandra is waiting for a proposal from Michael Barnes.

Carol Kidd gave a report on the library's participation in AgeOptions. This government-funded program helps people who are age 55 or older with limited financial resources by providing paid on-the-job training assignments. The Des Plaines Public Library is a host site and currently has a participant who works in the Technical Services department 20 hours per week.

Noreen Lake and Sandra Norlin will participate in the Des Plaines Memorial Day Ceremony at Lake Park hosted by the Veterans of Foreign Wars, Post 2992 and the American Legion Post 36. The library has purchased a wreath to be presented to the VFW and American Legion.

Heather Imhoff, Head of Public Information, reported that the library will participate in Taste of Des Plaines by providing a storyteller on Saturday and Sunday. The library will also host Held in the Heartland on June 12 from noon until 7:00 p.m.

Noreen Lake announced that the Veterans of Foreign Wars will celebrate their 75th anniversary this year by hosting a golf outing on August 15, a picnic on September 20 and a dinner dance on October 16.

## **EXECUTIVE SESSION**

**MOTION** by Eldon Burk, seconded by George Magerl, to enter into an Executive Session at 8:10 p.m. to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin, Holly Richards Sorensen, Heather Imhoff and Alderman Wilson left the meeting.

The regular session reconvened 8:19 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 recommendation made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

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

Meeting adjourned at 8:20 p.m.  
Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
June 16, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 16, 2009. President Noreen Lake called the meeting to order at 7:22 p.m.

## **ROLL CALL.**

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

Absent: Eldon Burk, Selma D'Souza.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Alderman Dan Wilson, Don Sofolo, Dan Klobnak, Wayne Serbin.

## **PLEDGE OF ALLEGIANCE.**

## **CONSIDERATION OF THE AGENDA.**

**MOTION** by Rhys Read, seconded by Jeffery Rozovics, to accept the agenda, as written.

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

## **PRESENTATION**

President Noreen Lake thanked trustee Matthew Bogusz for serving on the library board from 2007 - 2009. President Lake also thanked trustee Rhys Read for his service on the library board from 1999 - 2009. Rhys stated that the trustees had a good understanding of their role on the board and that he was impressed with the administration of the library and the good leadership by Director Sandra Norlin.

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.**

Alderman Wilson asked President Lake if she had had any response from the other aldermen



regarding the request for a joint meeting of the Library Board and City Council. President Lake responded that she had not had responses from any of the aldermen. Alderman Wilson offered to contact the other aldermen and ask them if they would be available to meet on Monday, June 29 for a joint meeting. George Magerl suggested that the meeting be held at the library so that the aldermen could be given a tour of the library.

## **CONSENT AGENDA**

**MOTION** by George Magerl, 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	\$12,325.84
2. Petty Cash Expenditures	\$26.65
3. Budget Expenditures for May	\$463,651.95
4. Expenditures Year to Date	\$2,562,794.41
5. Revenue for May	\$24,920.49
6. Revenue Year to Date	\$3,300,083.67

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

May 4, 2009	\$49,892.28
May 18, 2009	<u>\$98,190.68</u>
Total	\$148,082.96

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

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

May 6, 2009	\$118,620.66
May 20, 2009	\$115,875.05
Total	\$234,495.71

**ROLL CALL VOTE** : AYES: 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 employee: Susan Meyer, Part-time Reference Librarian. Retirements: Bernadette Fishman, Technical Services Assistant, and Martin Karac, Circulation Services Clerk.

## **STAFF DEVELOPMENT**

Plans are nearly complete for the annual Staff Inservice Day, which will be held this year on Monday, July 13, so that the whole staff can visit the exhibits at the American Library Association's Annual Conference at McCormick Place.

Ten staff members will attend the programs of the ALA Conference on various days from July 11-14.

## **PATRON SERVICES**

Circulation continues to increase, month to month by 13.48% and year to year by 8.68%. Use of the self-check continues to increase as well. The areas of greatest increase are in Youth Fiction (21%), youth DVDs (15%), and adult DVDs (16%). Overall, audio-visual materials account for 48% of the items circulated, 34% of youth materials and 56% of adult materials. In-house computer use has increased by 27% year to date.

We have several ways to look at library attendance. Because our gate counters were not activated until June, we do not have an accurate account of our year to date activities. We will extrapolate a count based on the increases in items circulated because these two figures are correlated. We have counted 14,300 people who have attended programs and public meetings in the first five months of 2009 as well as 5,106 people who have attended library programs and activities provided outside the library building. Another form of "attendance" is virtual. Thus far in 2009, we have recorded 507,430 "hits" on our website. The use of our online references fluctuates. Christina Tropea has provided a brief explanation of how these statistics are provided and why they change from year to year and month to month. I've included that report in the board packet.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Public Library Administrators' Forum at NSLS on May 22, the Memorial Day ceremonies at Lake Park on May 25, the Friends of the Library meeting on May 26, the CCS Governing Board meeting on May 27, the Night Owl Board Meeting on June 1, the Chamber of Commerce Executive Committee meeting on June 3, participated in the Focus Group discussion on Diversity/Inclusion for District 62 on June 4, the Trends discussion with library directors on June 9, and attended the Des Plaines Economic Development Commission meeting on June 10. I will attend the Chamber of Commerce Board of Directors meeting on June 11 and a luncheon for woman library directors, also on June 11.

Sandra Norlin introduced Karen McBride, Web Services Librarian, who showed a film clip, Libraries Lend a Hand in Tough Times, from the Today Show.

## **UNFINISHED BUSINESS**

Carol Kidd explained that the statistics in the Over the Counter Receipts Report for March 2008 - December 2008 and January 2009 - April 2009 were corrected and included in the June Board packet and she asked that the board approve the corrected reports.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve the corrected Over the Counter Receipt Reports for March 2008 through December 2008 and January 2009 through April 2009. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin reported that David Wiltse, City Attorney, had received a response from Firestone with a promise that materials for the roof repair were to be shipped on June 19, 2009 and that roof repairs could begin as early as Monday, June 22, 2009.

Sandra Norlin stated that she included a report from Christina Tropea in the board packet that explains the fluctuation in the use of electronic database statistics.

George Magerl suggested that the database totals be reported for a period of six months on a rolling basis.

## **NEW BUSINESS**

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

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve the regular monthly Board of Library Trustees meeting dates for the period August 2009 through July 2010 every month except January and July 2010, which would convene at 4:00 PM,. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Jeffery Rozovics, to increase the Non-Resident Fee from \$290.00 per family per year to \$305.00 per family per year for the period July 1, 2009 through June 30, 2010. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Rhys Read, seconded by Myrtle Klebe, to declare two Thomas the Tank Engine train tables as surplus property and to discard the train tables because they are unsafe and unusable. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Dan Klobnak, Outsource Solutions Group, asked for Board approval to purchase two servers from PC Nation in an amount not to exceed \$21,700. Dan explained that these servers will replace four of the current servers and will add additional capacity.

**MOTION** by Rhys Read, seconded by George Magerl, to approve the purchase of two servers from PC Nation, the lowest bidder, recommended by staff, in an amount not to exceed \$21,700.00. **ROLL CALL VOTE:**, AYES: Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

Dan Klobnak, Outsource Solutions Group, asked for Board approval to purchase 12 student laptop computers and one instructor's workstation from Dell in an amount not to exceed \$13,700, which is a budgeted expense. Dan explained that the library has a long standing relationship with Dell and that there is added value in minimizing vendors for support and total cost of ownership.

**MOTION** by George Magerl, seconded by Myrtle Klebe, to approve the purchase of 12 student laptop computers and one instructor's workstation from Dell in an amount not to exceed \$13,700, which is a budgeted expense, and to waive the usual bid requirement and accept this quote as in the best interest of the Des Plaines Public Library. (**MOTION TABLED**) .

Elaine Tejcek asked if other computers would be compatible with the library system and Dan Klobnak said yes, but explained that Dell offers the highest level of support and has a long standing relationship with the library. Dell also is very aggressive in their pricing. Elaine requested the library go out for other bids for the purchase of 12 student laptop computers and one instructor's workstation.

**MOTION** by Rhys Read, seconded by Elaine Tejcek, to take from the table the original motion and to refer this matter to staff to obtain requests for proposals for 12 student laptop computers and one instructor's workstation. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Don Sofolo, Owner, Outsource Solutions Group, discussed the purchase of a Backup Disaster Recovery system, which will stand in for any server on the network. The new server can restore servers in minutes versus hours with traditional backup/restore technologies.

**MOTION** by Elaine Tejcek, seconded by George Magerl, to approve a back-up disaster recovery appliance not to exceed \$9,000, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Klebe, Lake, Magerl, Read, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

## **FINANCE COMMITTEE REPORT - Rhys Read.**

Rhys Read reported that the Finance Committee met on June 9, 2009 to discuss the reinvestment of the \$100,000 from the six-month certificate of deposit. The Committee consensus was to reinvest the \$100,000 into another certificate of deposit for a period of 12 months and to deposit the interest from the CD into the library's donation Money Market account.

**MOTION** by Committee, to approve the reinvestment of the \$100,000 from the six-month certificate of deposit to a Certificate of Deposit for a period of 12 months and to deposit the interest from the CD into the library's donation Money Market account. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **PER CAPITA GRANT REQUIREMENT**

The board reviewed Illinois Library Laws and Rules for the FY2010 Illinois Public Library Per Capita and Equalization Aid Grants requirements.

## **ANNOUNCEMENTS**

The Youth Services department has signed up 1,312 children so far for their summer reading program.

President Lake congratulated Library Director Sandra Norlin on her 15 year anniversary as director of the Des Plaines Public Library.

President Lake invited board members to attend trustee training at North Suburban Library Systems.

## **OTHER**

Alderman Wilson volunteered to announce upcoming library events during alderman announcements at the City Council meetings.

## **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 2009 - 2010.

**MOTION** by Committee to approve the slate of officers, Noreen Lake, President, George Magerl, Vice President, and Carol Kidd, Secretary, for 2009 - 2010. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **EXECUTIVE SESSION**

**MOTION** by George Magerl, seconded by Rhys Read, to enter into an Executive Session at 9:27 p.m. to discuss Semi-Annual Review of Executive Session Minutes. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.** The regular session reconvened at 9:32 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 to retain all Executive Session Minutes on file. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

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

Meeting adjourned at 9:33 p.m.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
July 21, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 21, 2009. President Noreen Lake called the meeting to order at 4:03 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Noreen Lake, George Magerl, Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Alderman Dan Wilson, Alderman Patricia Haugeberg, Dan Klobnak.

## **PLEDGE OF ALLEGIANCE.**

## **OATH OF OFFICE**

George Magerl took the Oath of Office.

## **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.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.**

Aldermen Dan Wilson and Patricia Haugeberg were in attendance.

Alderman Wilson asked Library Director Norlin to compile an informational sheet that would compare patron attendance, both in-house and online, circulation of library materials, and staff salaries, including benefits with Park Ridge Public Library, Mount Prospect Public Library and Arlington Heights Memorial Library. Niles Public Library District and Elk Grove Village Public Library information will also be included in the report.

Jeffery Rozovics entered the meeting at 4:12 p.m.

## OATH OF OFFICE

Jeffery Rozovics took the Oath of Office.

## CONSENT AGENDA

**MOTION** by George Magerl, 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	\$12,958.94
2. Petty Cash Expenditures	\$14.60
3. Budget Expenditures for [MONTH]	\$654,014.34
4. Expenditures Year to Date	\$3,219,460.16
5. Revenue for June	\$38,377.31
6. Revenue Year to Date	\$3,340,029.38

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

June 1, 2009	\$72,306.11
June 15, 2009	<u>\$107,580.71</u>
Total	\$179,886.82

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

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

June 4, 2009	\$112,120.59
June 17, 2009	\$121,226.48
June 30, 2009	<u>\$114,727.79</u>
Total	\$348,074.86

**ROLL CALL VOTE** : AYES: 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**

Mei-Na Chen retired from the position of Page Supervisor, effective 6.26.09.

## **STAFF DEVELOPMENT**

There are many ways to gauge how individual staff members are developing their skills and knowledge. This month I'd like to point out the recent triumphs of some of our staff's group efforts.

On June 26, the annual Cancer Society Relay for Life event was held in Des Plaines, this year in partnership with Park Ridge. Veronica Schwartz, Head of Youth Services, was the Coordinator for this event. The library team, the Book Babes, was led by Cheryl Gladfelter. The fund-raising goal for our team was \$5,000, which they surpassed by \$600. This year our team was walking the track and raising money to honor the memories of Barbara Saletnik and former team member Kathy Kyrouac, both of whom died within the past year.

On July 12, the library's Book Cart Drill Team competed for the "world championship" at the ALA Annual Conference held in Chicago. Before a standing room only crowd of 1,000+ our team performed beautifully and tied for first place. In the end, the Cart Wheels rolled away with the 2nd Place Trophy: a silver book truck supplied by the competition's sponsor, Demco. WBEZ's Gabriel Spitzer covered the event and produced a radio report, which aired on NPR's All Things Considered on July 13.

On July 4, the Cart Wheels performed a precision routine in the City's Independence Day Parade. The "Singing Librarians" performed crowd pleasing songs from high atop their float.

On July 13, most of the staff (and 3 trustees) rode in two buses to attend the exhibits at the ALA Annual Conference. All the planning and arrangements were handled by the library's In-service Day committee, under the leadership of Holly Sorensen.

Holly Sorensen and Joanne Griffin participated in a panel program at the ALA Conference on Civic Engagement. They described the activities that the Des Plaines Public Library has been engaged in since 2002. Their presentation was very well received, especially because the other panelists gave more theoretical and academic presentations.

All of these efforts show a remarkable esprit de corps, knowledge of logistics, creative drive, and generosity of spirit. The staff have learned by doing, have worked well together, and have enjoyed the creative flow of play.

I presented Employee Bonuses for the second quarter of 2009 to Liz Bialobrzewski, Linda Knorr, and Angy Walker. They are nominated for this award by their colleagues.

## **PATRON SERVICES**

Circulation of library materials increased by nearly 18% over this period in 2008. Self-check was used to check out 72% of the items. There was an impressive 15% increase in children's fiction books. Print items represent 69% of the circulation of children's materials and 43% of the adult materials. Attendance increased by 24% over last June and 19,568 "attended" our website, accessing over 98,000 pages on the site. In-library use of computers increased by 36.5% on the fourth floor, and 2.32% on the second floor.



## **OTHER PROFESSIONAL ACTIVITIES**

I attended a farewell event for Tamiye Meehan, who has retired as director of the Indian Trails Public Library District on June 17, a Library Production Studio Executive Committee meeting on June 17, and a meeting of the SLURP directors on June 19. I participated in the Relay for Life activities on June 26 and attended the fundraiser for the Veterans Honor Flight program on June 30. On July 1, I represented the library at the Maine West Clinical Government class press conference and attended the Chamber of Commerce Executive Committee meeting. I attended the American Library Association's Annual Conference in Chicago from July 11 through 13. I attended the Chamber Non-Profit Networking After Hours meeting at Oakton Community College on July 14.

I will be on vacation from July 16 through July 20.

## **UNFINISHED BUSINESS**

George Magerl, Chair of the Building and Grounds Committee, reported that Anthony Roofing Company will begin library roof repairs on August 17.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve the purchase of 12 Levono G530 laptop computers to be used in the computer lab in an amount not to exceed \$10,000.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Rozovics, Tejcek.

## **NEW BUSINESS**

Jeffery Rozovics will attend the August 3 City Council meeting, Eldon Burk the August 17 meeting and Noreen Lake the September 8 meeting and Selma D'Souza the September 21 meeting.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to renew the agreement to provide Mobile Library Service to the Village of Rosemont for 2009/2010 in the amount of \$12,900.00. **VOTE:** AYES: All. NAYS: **MOTION CARRIED.**

President Lake stated that she would abstain from voting on the request for payment to Library Partnership Trust for MyMediaMall because she serves on the board of the North Suburban Library System who provides this service.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve payment to Library Partnership Trust for MyMediaMall for the period of July 1, 2009 through June 30, 2010 in the amount of \$6,600.00, which is a budgeted expense and is in the best interest of the library. **VOTE:** AYES: 6. NAYS: None. Lake abstained (potential conflict of interest). **MOTION CARRIED.**

Sandra Norlin asked for board approval to upgrade the Sprint/Nextel mobile phone service in the amount of \$9,294.92. Sandra explained that this upgrade would incorporate mobile library cell phone and wireless service and increase the number of cell phones from 7 to 16. President Lake asked that this service be provided to only a select number of department heads because of the increased costs and Sandra Norlin responded that using this new technology was a great way for department heads to communicate with each other and to keep current with technology and requested that this proposal be postponed if not approved in its entirety.

**MOTION** by Eldon Burk, seconded by Myrtle Klebe, to approve an upgrade to the Sprint/Nextel Mobile Phone for annual service in an amount up to \$9,294.92. **VOTE:** AYES: Burk, D'Souza, Klebe, Magerl, Rozovics. NAYS: Lake, Tejcek. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

Noreen Lake announced that VFW Post 2992 will host their 1st Annual Fund Golf Challenge on August 15.

Noreen Lake, George Magerl and Selma D'Souza attended the American Library Association conference with staff on July 13, 2009 at McCormick Place in Chicago.

George Magerl stated that he will attend the Illinois Library Association conference in Peoria in October and offered to drive any trustee who wanted to attend the Trustee Day seminars.

## **NOMINATING COMMITTEE**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to close nominations for the slate of officers for the Library Board of Trustees for 2009/2010. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, 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.

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

Meeting adjourned at 5:24p.m.

Minutes prepared by Carol Kidd

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
August 18, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 18, 2009. President Noreen Lake called the meeting to order at 7:05 p.m.

## **ROLL CALL.**

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

Absent: Selma D'Souza, Myrtle Klebe.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Alderman Dan Wilson, Karen McBride.

## **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.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.**

Alderman Wilson stated that the City of Des Plaines is predicting less revenue for 2010 and is looking at ways to reduce their budget.

## **CONSENT AGENDA**

George Magerl asked that A. Approval of the Minutes of the Regular Board Meeting - July 21, 2009 be removed from the Consent Agenda.

George Magerl stated that the July 21, 2009 Roll Call Vote included Jeffery Rozovics and that Jeffery was not in attendance when roll call was taken. Carol Kidd will correct the minutes.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to approve the minutes, as corrected.

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

**MOTION** by Eldon Burk, seconded by Jeff Rozovics, 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	\$10,163.90
2. Petty Cash Expenditures	\$64.10
3. Budget Expenditures for July	\$466,771.24
4. Expenditures Year to Date	\$3,673,362.95
5. Revenue for July	\$11,520.40
6. Revenue Year to Date	\$3,376,710.25

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

July 06, 2009	\$73,542.50
July 20, 2009	<u>\$75,982.68</u>
Total	\$149,525.18

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

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

July 15, 2009	\$115,742.54
July 28, 2009	\$120,765.62
Total	\$236,508.16

**ROLL CALL VOTE : AYES: 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 July/August: Oscar Arellano, Technical Services Assistant; Christina Pagan, Page; and Marjorie Haj Ahmad, Page. Separations: Vimal Kottukapally, Jonathan Diore, and Ethan Hong, all pages.

### **STAFF DEVELOPMENT**

Ten supervisors will begin a five day training program conducted by Face2Face Communications on August 17. This is a joint project with the Mt. Prospect Public Library.

Debra Hendricks has recently completed her driver's training to obtain a Commercial Drivers License. She is now the fourth library staff member trained to drive the mobile library.

## **PATRON SERVICES**

Library patrons checked out nearly 14% more items in July of 2009 as in July of 2008. Youth services books recorded a 24% increase in books checked out, and a 20% increase in DVDs. The numbers from the Summer Reading Club reflect this high rate of reading activity among the children of Des Plaines. 2176 children enrolled in the reading program, which is a 93% increase from the summer of 2002. The completion rate is even higher at 1237, or a 127% increase over 2002.

We enjoyed the support of our 50 teen volunteers, who worked 802 hours this summer, supporting the reading club registration, programming, and record keeping. 13 of these volunteers worked over 20 hours this summer.

55,568 people visited the library in person; 19,465 visited the website. Computer use was up by nearly 13% on the fourth floor, down by over 8% on the second.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the CCS Governing Board meeting on July 22, an appreciation luncheon for community partners at Camelot School on July 28, and the Public Library Administrators Forum at the new branch library in Elgin on July 30. On August 4 I met with Skip Mosshamer, regarding the future of the Library Partnership Trust. I attended the Chamber of Commerce Executive Committee meeting and the Legion Hall for the site visit by the judges for the Governor's Hometown Award committee. On August 10 I attended the last formal meeting of the Library Production Studio. On August 12 through 14 I will attend the Northwestern University Summer Writers Conference.

## **NEW BUSINESS**

The Board reviewed Administrative Ready Reference on WebJunction. This is a 2010 Per Capita Grant requirement.

George Magerl gave a report on the information he learned about the Open Meetings Act and the Freedom of Information Act at North Suburban Library System. George reported that items discussed in Executive Session should be voted on when the regular session convenes.

**MOTION** by Eldon Burk, seconded by George Magerl, to approve payment to Gale Virtual Reference Library (GVRL) Database in the amount of \$7,685.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: Burk, Magerl, Rozovics, Tejcek. All. NAYS: None. Lake abstains. **MOTION CARRIED.**

**MOTION** by Committee, to approve Section D - Personnel Policy, as modified. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Committee, to approve C-1- Registration Eligibility and C-7 - Public Meeting Room Use Policy, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Committee, to approve the new job descriptions: Metadata and Cataloging Specialist, this replaces the Cataloger job description, Staff Training Specialist, Teen Services Librarian and Circulation Services Manager, as written. **VOTE:** AYES: All. NAYS: None. MOTION CARRIED.

**MOTION** by Committee, to approve all job descriptions, as written. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The Management Committee will meet on September 15, 2009 to discuss Succession Planning.

## **ANNOUNCEMENTS**

President Lake stated that the VFW will host a picnic on September 20, 2009 for all veterans and their families.

President Lake reported that the Per Capita Grant will be reduced by 16% and asked the board to contact their state representatives to voice their concern about this decrease in library funding.

Sandra Norlin stated that she will recommend to the board a 1% decrease in property tax for the 2010 budget. Sandra also stated that she will recommend reducing the 2010 budget by eliminating the newsletter in the current format, eliminating tuition reimbursement, reducing the materials budget by 5% and reducing conference and travel by 50%. These are some of her ideas for the budget.

George Magerl will attend the 2009 ILA Annual Conference in Peoria and offered to drive any board members who also wanted to attend the conference.

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

Meeting adjourned at 8:39 p.m.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
September 15, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 15, 2009. President Noreen Lake called the meeting to order at 7:00 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Eldon Burk, Myrtle Klebe, Noreen Lake, Jeffery Rozovics, Selma D'Souza, Elaine Tejcek.

Absent: George Magerl.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Gary Valente, Alderman Dan Wilson, Jennifer Tsalapatanis, Susan Moylan Krey, Jeff Asta, Matt Wagoner.

## **PLEDGE OF ALLEGIANCE**

## **OATH OF OFFICE**

Jennifer Tsalapatanis took the oath of office.

## **CONSIDERATION OF THE AGENDA.**

Eldon Burk asked to move E. Award Bid for Proximity Type Keyless Access System to A. in New Business.

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

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.**

Alderman Wilson was in attendance.

## CONSENT AGENDA

**MOTION** by Eldon Burk, seconded by Jeff Rozovics, 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	\$13,033.56
2. Petty Cash Expenditures	\$24.00
3. Budget Expenditures for August	\$551,972.84
4. Expenditures Year to Date	\$4,227,226.74
5. Revenue for August	\$26,299.35
6. Revenue Year to Date	\$3,403,071.30

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

August 3, 2009	\$51,456.67
August 17, 2009	<u>\$160,812.13</u>
Total	\$212,268.80

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Lake, Rozovics, Tsalapatani, Tejcek.  
NAYS: None. **MOTION CARRIED** .

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

August 11, 2009	\$116,202.96
August 26, 2009	\$113,900.86
Total	\$230,103.82

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Lake, Rozovics, Tsalapatani, 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: Diane Roscoe, Page, and Amanda Smart, Circulation Services Clerk. Resignation: Elizabeth Pearl, Page.

## STAFF DEVELOPMENT



Heather Imhoff was invited to become a member of the Holy Family Medical Center's new Neighborhood Community Relations Committee. She attended the first meeting of the committee on August 27.

I attended the three-day Writer's Workshop at Northwestern University August 12 through 14. It was both inspiring and practical and I learned from both the instructors and the other students. Thank you for this opportunity to improve and advance my writing skills.

Nine supervisors attended a 6-session workshop on coaching and supervising. The workshop was also attended by supervisors from the Mt. Prospect Public Library. We found the joint meetings beneficial because of the opportunity to learn from another library's ways of managing and because of the excellent curriculum planned and delivered by Face2Face Communications. It was also cost-effective to share expenses.

Our All-Staff Meeting will be held on Tuesday, September 15 from 8 to 10 AM.

## **PATRON SERVICES**

August once was the quiet month in the public library. That, obviously, is no longer the case. When compared with the total circulation for the year, to date, circulation has increased by nearly 12%. When we compare August 2009 to August 2008, we have experienced a 21.3% increase. It is interesting, and gratifying, to note that there was a 21% increase in the number of books checked out from the Youth Services collection. The adults checked out 27% more DVDs than August a year ago. Self-check was used to check out 71% of all items circulated.

Attendance also increased by 24% over this time in 2008. We have a significant number of visits via the internet, with over 100,000 "hits" in August. Positively Ellinwood Street, our blog for readers' and viewers' advisory services has increased its use by 204%. Computer use in the adult computer area has increased by 24%, year to date. Our electronic book service was used by 42 new patrons in August. The total number of items checked out was 111. The most popular, system-wide, was Twilight, followed by The Time Traveler's Wife.

## **OTHER PROFESSIONAL ACTIVITIES**

I conducted a tour for the staff of the Indian Prairie Library District (Darien, IL) on August 25 and the last meeting of the Night Owl Board of Directors on August 26. I attended the Chamber of Commerce Executive Committee meeting on September 2 and the monthly board of directors meeting on September 10.

## **NEW BUSINESS**

Sandra Norlin reported that the library went out for bid for a Proximity Type Keyless Entry System and received 9 bids. Sandra recommended Anderson Lock, a Des Plaines business, who was the lowest bidder, in the amount of \$15,834.50.

**MOTION** by Eldon Burk, seconded by Jennifer Tsalapatani, to award the bid for the Proximity Type Keyless Entry System on 12 Doors for the Des Plaines Public Library to Anderson Lock, in the amount of \$15,834.50, who is the lowest bidder. This is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Jeff Rozovics, Chair of the Finance Committee, reported that the Finance Committee met on

September 8, 2009, to discuss the proposed budget documents. Jeff gave an overview of 2010 budget, which eliminates the quarterly newsletter, Library Cable Network, staff out-of-state travel and staff tuition reimbursement and includes a reduction in the materials budget of 5%. This budget was prepared with the goal of giving property tax relief to Des Plaines residents and businesses.

Sandra Norlin reported that there is a significant increase in the use of the library in comparison to 2008.

**MOTION** by Committee, to approve the FY2010 budget as the official 2010 budget for the library, as presented. **VOTE:** AYES: NAYS: None. **MOTION CARRIED.**

**MOTION** by Myrtle Klebe, seconded by Elaine Tejcek, to approve the FY2010 Illinois Public Library Per Capita and Equalization and Grants Application, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Myrtle Klebe will attend the October 5 City Council meeting, Elaine Tejcek the October 19 meeting and Eldon Burk the November 2 meeting and Jennifer Tsalapatanis the November 16 meeting.

**MOTION** by Committee, to approve the minutes from the August 18, 2009 Management Committee meeting, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Selma D'Souza, to approve the purchase of a Video Display System from Global Enterprise Technologies, Inc. in the amount of \$21,973.95, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Elaine Tejcek, seconded by Jeffery Rozovics to approve the purchase of Display Units for the Community Art Project Display in the amount of \$12,079.48, which will be funded through the Des Plaines Public Library Donation Fund. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

The City Council will review the library budget at their October 13, 2009 meeting.

Sandra Norlin reported that she talked to David Wiltse, City Attorney, about several library patrons with outstanding balances over \$1,000.00. Mr. Wiltse will write letters to the patrons informing them that under Illinois State Law outstanding fines are considered theft up to a Class 3 felony. Sandra was following up on a discussion that members of the Management Committee had about patrons' owing the library a large amount of money due to lost materials.

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

Meeting adjourned at 8:44 p.m.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
October 20, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 20, 2009. President Noreen Lake called the meeting to order at 7:00 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Noreen Lake, George Magerl, Elaine Tejcek, Jennifer Tsalapanis.

Absent: Jeffery Rozovics.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Susan Moylan Krey, Don Sofolo, Dan Klobnak, Dick Sayad, Alderman Dan Wilson, Alderman Matthew Bogusz.

## **PLEDGE OF ALLEGIANCE**

## **OATH OF OFFICE**

Susan Moylan Krey took the oath of office.

## **CONSIDERATION OF THE AGENDA.**

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

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

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.**

Alderman Wilson asked if the library had reserve funds to pay for expenses until property tax payments are received from the Cook County Treasurer's office. Library Director Sandra Norlin responded that the library has a balance fund that will cover interim expenses until property tax payments are received.

Alderman Wilson asked Sandra Norlin if homeless people who come to the library stay all day and Sandra responded that the homeless use the library facilities and services year round. Some stay for brief periods, others may stay longer.

## CONSENT AGENDA

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

## CONSENT AGENDA

Elaine Tejcek asked to remove D. Acceptance of Report. 1. Director's Report from the Consent Agenda.

Noreen Lake asked to remove B. Acceptance of Financial Reports for September 2009 and D. Acceptance of Reports. 2. Friends of the Library Report, September 22, from the Consent Agenda.

Noreen Lake stated that the Expenditure Status Report was from the Accounting Period 10/09 and should have been from the Accounting Period 09/09. Carol Kidd provided corrected copies to the board members.

**MOTION** by George Magerl, seconded by Myrtle Klebe, to approve the Financial Reports for September 2009, as modified. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED.**

Elaine Tejcek stated that the Board Packet included a report written by Veronica Schwarz, Head of Youth Services, on her attendance at the ILA Conference in Peoria, October 7 - 9. Elaine commented that the report was very informational and congratulated Veronica on her very well written report.

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

Noreen Lake asked Myrtle Klebe if she would confirm the amount for the year-to-date Book Shelf Sales for 2009, since the amount reported seemed high.

**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	\$10,984.70
2. Petty Cash Expenditures	\$27.56
3. Budget Expenditures for September	\$274,297.95
4. Expenditures Year to Date	\$4,970,658.98
5. Revenue for September	\$118,276.21
6. Revenue Year to Date	\$3,589,350.19

**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 8 , 2009	\$56,476.32
September 21, 2009	<u>\$91,629.81</u>
Total	\$148,106.13

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Tsalapatani, 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 9 , 2009	\$117,564.15
September 23, 2009	\$113,450.28
Total	\$231,014.43

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Tsalapatani, 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**

Resignation: Nishaat Saiyed, Part-time Circulation Assistant.

### **STAFF DEVELOPMENT**

Three recipients of the Staff Bonus Awards have been selected for this quarter. They will receive these awards on Tuesday, October 20. If it is possible for them to attend the Board Meeting, I will introduce them to the Trustees; if not, I will announce their names.

We held a quarterly All-Staff meeting on September 15. Over 80 employees attended. The agenda included a discussion of the new parking arrangements for staff and the 2010 Budget. We also had a productive brainstorming session to help begin the plans for the 2010 programming theme of "Getting You There."

Veronica Schwartz attended the ILA Conference in Peoria, October 7-9 in her capacity as Chairperson of the Young Adult Services Forum. She submitted an excellent report, which I have included in the Board Packet for your information.

Our All-Staff Meeting will be held on Tuesday, September 15 from 8 to 10 AM.

### **PATRON SERVICES**

Circulation is continuing to increase. This month's activities surpassed last September's by 16%. Adult Fiction showed the largest increase (22%). Self-Check was used in 70% of all

transactions from the library. Fine collection has increased by 7%, year to date. We will soon make available payment online by credit card through the State of Illinois epay service and tonight's agenda includes a request for approval of the purchase of hardware and software to allow credit card payment at the self-check units. Library Directors whose libraries have already implemented payment of fines and fees through credit and debit cards have reported dramatic increases in the collection of fines.

Attendance is also up by 14% over September 2008. Virtual attendance is up as well. Thus far this year there have been 904,945 visits to the library's website. In-house computer use has increased by nearly 23% on the adult floor and decreased slightly on the second floor.

126 ebooks were checked out in the month of September, and 21 new patrons used this service.

The Adult Learning Center on HelpNow, offers online, realtime assistance with the following: preparation for the GED, for the US Citizenship Test, writing a resume, and learning to use Word, Excel, and PowerPoint.

## **OTHER PROFESSIONAL ACTIVITIES**

On September 17, I served as a volunteer assistant for the Annual Chamber of Commerce Golf Outing; on September 18, I attended a program on Workers Compensation presented through the Illinois Public Employer Labor Relations Association and a SLURP (area library directors networking group) meeting; on September 22, I attended the meeting of the Friends of the Library; on September 23 the meeting of the CCS Governing Board of Directors; on September 26 I served as a volunteer for both the Chamber of Commerce Board and the Rotary Club at the first annual Fall Fest at Lake Park in Des Plaines. I worked as a volunteer for the Friends of the Library Booksale on October 2. I was on vacation October 5 through 12.

## **OTHER INFORMATION**

A Freedom of Information Act Request was received in our office on October 5 and filled on October 13, according to the requirements of the Act.

## **NEW BUSINESS**

**MOTION** by Jennifer Tsalapatanis, seconded by Susan Moylan Krey, to reconsider the September 15, 2009 vote to "Approve Proposal for Video Display System". **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the purchase of a Video Display System from Global Enterprise Technologies, Inc. in the amount of \$21,973.95, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Tejcek. NAYS: Moylan Krey, Tsalapatanis. **MOTION CARRIED.**

**MOTION** by Jennifer Tsalapatanis, seconded by Susan Moylan Krey, to waive the rules to allow Mr. Dick Sayad to address the Board of Trustees. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Mr. Dick Sayad, 290 Shannon Court, addressed the Board and asked if there was a warranty on the video display system equipment. Dan Klobnak and Don Sofolo, Outsource Solutions Group, responded that a one- year warranty was included in proposal for the Video Display

System and that there was an option to renew after one year. The estimated cost for the renewal of the warranty after one year is 10% - 20% of the original equipment costs. Mr. Sayad stated that the board should know what they are getting involved in. Mr. Sayad asked what the software cost and Heather Imhoff, Head of Public Information Services, responded that the software was included in the price. Mr. Sayad wanted four or five people to see a product demonstration. President Lake stated that discussion of this purchase had been discussed at at least three other board meetings.

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the purchase of Display Units for the Community Art Project Display in the amount of \$12,079.48, which will be funded through the Des Plaines Public Library Donation Fund. **VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Tejcek. NAYS: Moylan Krey, Tsalapatanis. **MOTION CARRIED.**

**MOTION** by Elaine Tejcek, seconded by Jennifer Tsalapatanis, 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 in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Eldon Burk, to approve payment to Kasco Printing in the amount of \$5,480.00 for processing and printing of the newsletter, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Selma D'Souza, to approve library closings from January 1, 2010 through January 1, 2011. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Committee, to approve the Emergency Succession Plan, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

President Lake stated that she attended the City Council Budget meetings with Jeffery Rozovics, Sandra Norlin and Holly Richards Sorensen. Library Director Norlin explained revisions to the FY2010 budget documents and the reductions in salaries and benefits.

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to waive the rules to allow Alderman Matthew Bogusz to address the Board of Trustees. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Alderman Matthew Bogusz asked when the city provided benefits information to the library and then stated that he was told by city staff that library personnel had benefit information on October 6. He also stated that he holds the city staff to a high standard and that city staff provided benefits information to the library before the budget meeting.

Mr. Dick Sayad, 290 Shannon Court, said the library does not have on-site accounting and if the library did have on-site accounting the library would not have to ask the City of Des Plaines for insurance benefit information.

Library Director Sandra Norlin stated that she received a telephone call from City Attorney David Wiltse and he stated that his department will no longer provide legal services to the library. Jennifer Tsalapatanis asked if this was a decision that should have been made by the City Council and Alderman Bogusz answered that this decision is made by the City Manager. Sandra Norlin stated that the City previously provided legal, finance, vehicle maintenance and repair and human resources services to the library. President Lake stated that if the City is no longer providing these services to the library, the library board would have to budget for these services.

**MOTION** by Jennifer Tsalapatanis, seconded by George Magerl, to give the aldermen in attendance the opportunity to go back to the city council when the council next reconvenes and ask what their official stand is on providing services to the library. (No vote was taken on this motion)

President Lake asked if a board member should attend the November 5 City Council budget meeting.

**MOTION** by Jennifer Tsalapatanis, seconded by George Magerl, to direct a representative from the Board to go before the City Council on Thursday, November 5 in an official position to ask if the city council wants to continue to work to provide city services to the library.

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

Eldon Burk volunteered to attend the City Council budget meeting on Thursday, November 5 as a representative from the Board.

Sandra Norlin stated that the services provided by Outsource Solutions Group have been customized for the library and that staff and patrons continually receive outstanding customer service. Sandra recommends renewing their contract for 2010 and going out for proposals for 2011.

**MOTION** by Eldon Burk, seconded by Selma D'Souza, to approve the renewal of the IT Services Contract with Outsource Solutions Group for the year 2010 in the amount of \$325,000, and it is in the best interest of the Des Plaines Public Library that the bid procedures be waived in this case. **VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Tejcek. NAYS: Moylan Krey, Tsalapatanis. **MOTION CARRIED.**

**MOTION** by Jennifer Tsalapatanis, seconded by Susan Moylan Krey, to amend the motion to read "not to approve a single bid contract for the IT Services Contract." **VOTE:** AYES: Tsalapatanis, Moylan Krey. NAYS: Burk, D'Souza, Klebe, Lake, Magerl, Tejcek. **MOTION FAILED.**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to call for the question. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Elaine Tejcek, seconded by Myrtle Klebe, to approve the purchase of credit/debit card readers and bank processing software for 3M Self-Checks in the amount of \$21,820.00. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

Sandra Norlin stated the annual Des Plaines Public Library/Des Plaines Rotary Club fundraiser "Do the Dewey", will be held on Saturday, April 24, 2010.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to host the library fundraiser Do the Dewey on Saturday, April 24, 2010. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl attended the Illinois Library Association conference in Peoria and reported on proposed changes to the Freedom of Information Act.

Eldon Burk will attend a library summit on November 9 - 10 on how to improve library services in Illinois.

**MOTION** by Eldon Burk, seconded by Myrtle Klebe, to adjourn the regular meeting. **VOTE:**



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

Meeting adjourned at 10:05 p.m.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
November 17, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 17, 2009. President Noreen Lake called the meeting to order at 7:01 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffery Rozovics.

Absent: Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Don Sofolo, Dan Klobnak, Stan Zimmerman, Alderman Dan Wilson.

## **PLEDGE OF ALLEGIANCE**

## **CONSIDERATION OF THE AGENDA.**

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

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

## **PUBLIC COMMENTS AND QUESTIONS**

Mr. Stan Zimmerman stated that the City of Des Plaines and Des Plaines Public Library employees should be required to pay a higher premium for their health insurance coverage and this would result in a reduction in spending for both the city and the library. Mr. Zimmerman stated that federal government employees pay a higher premium for health insurance coverage than City of Des Plaines employees.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.**

No report.

## **CONSENT AGENDA**

**MOTION** by Eldon Burk, seconded by Jeffery Rozovics, to approve the Consent Agenda, as

presented. **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	\$13,430.02
2. Petty Cash Expenditures	\$00
3. Budget Expenditures for October	\$432,995.42
4. Expenditures Year to Date	\$5,129,356.45
5. Revenue for October	\$15,121.69
6. Revenue Year to Date	\$3,604,471.88

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

October 5, 2009	\$50,039.53
October 19, 2009	<u>\$63,158.86</u>
Total	\$113,198.39

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics.  
NAYS: None. **MOTION CARRIED** .

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

October 6 , 2009	\$122,548.25
October 20, 2009	\$114,628.95
Total	\$237,177.20

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, 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 employee for October: Jenine Pace, Part-time Page, Circulation Services.

### **STAFF DEVELOPMENT**

Three staff members received bonus awards for the third quarter. They are Dennis Polonsky, Cathy Friedman, and Gloria Kozak.

Karen McBride and the IT staff have prepared a series of staff training sessions on using

Microsoft Outlook.

## **PATRON SERVICES**

You will notice that our increased use continues, with a 13% rise in items checked out year to date. We usually pass the one million mark in mid December, but this year we have already surpassed it by the end of October. We have broken several records this year as well. This month's circulation of 107,770 is the highest on record.

Nearly 24,000 patrons visited our website since January and made over one million hits during their use of this service. Our in-house computers have been used over 100,000 times this year for an increase of 32%.

Our electronic books, mostly audio books, have been downloaded by 35 patrons for a total of 123 checkouts during October. We continue to register new patrons each month. In October, 19 signed up for this program for the first time. The Lost Symbol is the most popular in both audiobook and e-book formats.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Friends of the Library meeting on 10/27, the Chamber of Commerce Executive Committee meeting on 11/4, a Rotary Foundation meeting on 11/6, a Fundraising Summit for Library Directors at the Chicago Public Library on 11/10, the Community Veteran's Day Ceremonies on 11/11, and the Chamber of Commerce Board of Directors meeting on 11/12.

## **OTHER INFORMATION**

I received a Request for Reconsideration of a children's picture book. I have reviewed the selection, according to the library policy, and have determined that the book was purchased under our collection development policy and will remain in our collection.

Jennifer Tsalapatani entered the meeting at 7:12 p.m.

## **NEW BUSINESS**

**MOTION** by Eldon Burk, seconded by George Magerl, to approve payment to Ebsco Information Services in the amount of \$36,757.05, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Myrtle Klebe, to approve payment to Gale Cengage Learning for Literature Resource Center in the amount of \$6,935.25, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Selma D'Souza, to approve payment to CDW for Websense License in the amount of \$9,625.00, for a three year contract, which includes one year at no cost, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Jeffery Rozovics, to approve payment to Proquest in the amount of \$14,495.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Jennifer Tsalapatanis, to approve payment to Mergent in the amount of \$5,466.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

President Lake asked that New Business item F. City Council Attendance be discussed after G. Review and Approve FY2010 Budget.

The Board reviewed the proposed FY2010 budget. President Lake reported that she, Vice President Magerl and Library Director Norlin met with Mayor Moylan, City Manager Bajor and Assistant City Manager Slowinski on Monday, November 16 to discuss library services currently provided by City of Des Plaines staff. President Lake stated that City Manager Bajor did not have a problem with the library outsourcing their accounting, payroll and human resources services. President Lake stated that the library would also use an outside firm to provide health insurance coverage to library employees and that this would be a cost savings for the library. The city would continue to televise library meetings on channel 17.

Eldon Burk stated that outsourcing accounting, payroll and human resources services currently being provided by the City of Des Plaines would be best for the City of Des Plaines and the library and that the library may save money by outsourcing these services.

The conversion of accounting and payroll services would begin about January 1, 2010 and health insurance conversion would begin about July 1, 2010.

The library will also outsource risk management insurance.

Susan Moylan Krey asked if the library would go out for bids for accounting and payroll services and Sandra Norlin responded that she would ask for board direction to go out for proposal for these services.

**MOTION** by Eldon Burk, seconded by Myrtle Klebe, to accept the recommendation from President Lake, Vice President Magerl and Library Director Norlin to separate from the City of Des Plaines by outsourcing accounting, payroll and legal services and to outsource insurance including risk management and employee health insurance at a later date. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

Susan Moylan Krey suggested that the materials budget be decreased by \$20,000.00.

**MOTION** by Susan Moylan Krey, seconded by Jeffery Rozovics, to decrease the materials budget by \$20,000. **ROLL CALL VOTE:** AYES: Krey, Lake, Rozovics, Tsalapatanis. NAYS: Burk, D'Souza, Klebe, Magerl. **MOTION FAILED.**

**MOTION** by George Magerl, seconded by Eldon Burk, to approve the draft FY2010 budget, as presented. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Rozovics, Tsalapatanis. NAYS: Moylan Krey. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Myrtle Klebe, to direct staff to go out for proposal for payroll and accounting services. **VOTE:** AYES; All. NAYS: None. **MOTION CARRIED.**

The board discussed library attendance at City Council meetings. It was decided that the Board would attend the December City Council meetings. The board directed Library Director Sandra Norlin to write a letter to City Manager Bajor asking him to notify the library board if there was a topic being discussed that would affect the library. A copy of this letter will be sent to Mayor Moylan and Alderman Wilson.

George Magerl will attend the December 7 City Council meeting and Jennifer Tsalapatani or Eldon Burk will attend the December 21 meeting.

The board directed Library Director Sandra Norlin to write a letter to City Manager Jason Bajor asking that the library board be notified when library business is going to be discussed. A copy of the letter is to be sent to Mayor Moylan and Alderman Wilson.

The Board reviewed the proposed salary schedule for 2010.

**MOTION** by George Magerl, seconded by Selma D'Souza, to accept the proposed salary schedule for 2010, with a 1.6% increase to the ranges. **VOTE:** AYES: Burk, D'Souza, Klebe, Krey, Magerl, Rozovics. NAYS: Lake, Tsalapatani. **MOTION CARRIED.**

**MOTION** by Jennifer Tsalapatani not to approve the 2010 salary schedule, but to review the salary schedule in 2010. **MOTION FAILED** for lack of a second.

Eldon Burk reported that the Management Committee met and discussed the collection development policy.

**MOTION** by Committee, to approve the changes to library policy, Section B - Material Selection and Collection Policy, as modified. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Committee, to lower the maximum fine limit from \$10.00 to \$5.00 beginning January 1, 2010 and to notify patrons during the month of December of this change in policy and to make changes to library policy C-1 and C-3. AYES: All. NAYS: None. **MOTION CARRIED.**

Eldon Burk reported that the Management Committee voted to accept canned food donation for library fines from December 1 - 15, 2009. Heather Imhoff, Head of Public Information, suggested that the food for fines drive begin in January, so that there would be time to get the word out to the community. Jeffery Rozovics stated that the library would have reduced revenue due to the food for fines drive.

**MOTION** by Committee, to accept canned food donations for library fines only from January 2 - 16, 2010 and to take \$1.00 off the total library fines for each non-perishable item and to only accept canned goods in good condition and to donate all food to the Self-Help Closet and Food Pantry in Des Plaines. No expired food will be accepted. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Eldon Burk explained changes to the Emergency Succession Plan proposed by the Management Committee.

**MOTION** by Committee, to revise the Emergency Succession Plan by adding the phrase "The Library Administration is responsible for keeping the information in this document current." at the beginning of Appendix I after Contact and Critical Information. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Committee, to revise the Emergency Succession Plan by deleting "the City" under V. Approval and Maintenance of Record. B. Copies of this plan shall be maintained by the Board President, the Library Director, the Assistant Director, Legal Counsel and to remove information in Contact and Critical Information pertaining to the City of Des Plaines. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

# ANNOUNCEMENTS

Sandra Norlin invited the Board to attend the Staff Holiday party on December 17.

Eldon Burk gave a report on a library summit he attended in Allerton, IL. Eldon reported that several ideas that were presented to the group including a state-wide library card and having one library search engine for the State of Illinois.

Sandra Norlin stated that the library received a Freedom of Information Act request. The request was for information about the service contract the library has with McQuay services for the heating and air-conditioning systems.

**MOTION** by Susan Moylan Krey, seconded by Jeffery Rozovics, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 8:55 p.m.

Minutes prepared by Carol Kidd.

[back](#)

# Board Minutes

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
December 15, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 15, 2009. President Noreen Lake called the meeting to order at 7:04 p.m.

## **ROLL CALL.**

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffery Rozovics, Elaine Tejcek.

Absent: Jennifer Tsalapatanis.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Gary Valente, Katie Shaffer.

## **PLEDGE OF ALLEGIANCE**

## **CONSIDERATION OF THE AGENDA.**

Sandra Norlin asked to add to New Business A. Discuss Elevator Service Contract.

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

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

## **PUBLIC COMMENTS AND QUESTIONS**

None.

## **CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.**

Alderman Wilson was not in attendance.

## **CONSENT AGENDA**

**MOTION** by Eldon Burk, seconded by Elaine Tejcek, to approve the Consent Agenda, as presented. **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	\$10,661.74
2. Petty Cash Expenditures	26.72
3. Budget Expenditures for November	\$504,777.67
4. Expenditures Year to Date	\$5,638,794.93
5. Revenue for November	\$12,219.74
6. Revenue Year to Date	\$3,627,385.87

**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:

November 2, 2009	\$50,214.37
November 16, 2009	<u>\$137,460.77</u>
Total	\$187,675.14

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, 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:

November 3, 2009	\$118,148.71
November 18, 2009	\$120,231.07
Total	\$238,379.78

**ROLL CALL VOTE** : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, 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 November/December: Natalie Bowling, Circulation Services Clerk, 12/08/09; Samson Nguyen, Page, 11/02/09; Steven Schultz, Page, 11/02/09; Tracy Tiongsong, Page, 11/04/09; and Virginia Holler, Promotion from Circulation Services Assistant to Circulation Services Manager, 11/01/09.

Karen McBride, Web Services Librarian, has been selected by the Illinois State Library to be an instructor for the new initiative, ILEAD U. This program will teach and train library staff throughout the state to prepare them to introduce new technologies to advance and streamline library services to the public.

## **STAFF DEVELOPMENT**

Our annual staff meeting/holiday party will be held December 17 from 8 - 10 AM. Thanks to the generosity of the Trustees, the Friends of the Library, and the Department Heads, we serve a full breakfast, take care of some business, and enjoy holiday-themed activities. Trustees are welcome to attend.

The computer classes for Outlook training for staff have been very well received. The classes are taught by staff members to help staff learn to make better use of the Outlook document, calendar, contacts, and communications features of this office management software.

The Singing Librarians (Karen McBride, Holly Sorensen, Roberta Johnson, Veronica De Fazio (Schwartz), Francine Gralak, and Bob Blanchard) performed at both the city Holiday Lighting ceremony on December 4 and the Des Plaines Park District's Lake Wonderland event on December 5.

## **PATRON SERVICES**

Patrons have checked out 16% more items year to date than during this period in 2008. The areas of biggest increase are children's fiction books (17%); adult fiction (22%); and adult DVDs (18%). Our electronic checkouts continue to grow with 136 checkouts by 47 patrons in November. The most popular titles reflect the popular bestsellers, such as Stephanie Meyer's *Twilight* series and Dan Brown's *The Lost Symbol*.

Thus far this year, our website has been used by 23,252 people and has been accessed over 1.1 million times. In-house use of our computers has increased by 20% on the fourth floor and decreased by 3% on the second floor.

## **OTHER PROFESSIONAL ACTIVITIES**

I attended the Friends of the Library meeting on November 24 and rang the bell and minded the kettle for the Salvation Army on November 25. In December Carol, Holly and I met with representatives of six different firms to discuss accounting and payroll services. I also attended the CCS Governing Board meeting and the Chamber of Commerce Executive Committee meeting on December 2. On December 4 I attended the Holiday Lighting Ceremony at Metro Square. I will attend the Chamber of Commerce Holiday Luncheon on December 9, the Chamber of Commerce Board of Directors meeting on December 10 and the Woman Library Directors Holiday luncheon on December 11.

## **ANNOUNCEMENTS**

We have received a Freedom of Information Act Request regarding staffing levels and salaries during all hours the library is open to the public.

I met with John Burke and Joy Matthiessen on November 25 to discuss cooperative agreements between the library and the history center. Among the topics discussed were joint purchasing agreements for supplies and services and planning schedules to avoid duplication of programs. More meetings will follow.

## **STAFF PRESENTATION - OVERVIEW OF MARKETING STRATEGY & "GETTING YOU**

## **THERE." - HEATHER IMHOFF.**

Heather Imhoff, Head of Public Information, introduced a new marketing campaign for 2010 titled "Getting You There" and gave an overview of communication strategies that will be used in 2010. The library will send postcard size advertisements to residents of Des Plaines inviting them to attend special library programs.

## **NEW BUSINESS**

Gary Valente, Head of Building and Security Services, asked for board approval to enter into a five-year maintenance agreement with Schindler Elevator and to cancel the current service agreement with Great Lakes Elevator. The Board directed Gary Valente to contact Schindler Elevator and ask if they would match the price quoted by Great Lakes Elevator and to report his findings to the Board at the January 19, 2010 meeting.

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Gale Cengage Learning in the amount of \$10,852.98, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to NewsBank in the amount of \$11,475.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Proquest in the amount of \$14,745.00, for a three year contract, which includes one year at no cost, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **AYES:** All. **NAYS:** None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Lexis Nexis in the amount of \$6,810.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Baker & 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. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Roscor. in the amount of \$5,500.00, which is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

President Lake stated that she and Vice President Magerl were present for the opening of the bids for accounting services and payroll services.

**MOTION** by George Magerl, seconded by Elaine Tejcek, to reject the payroll proposals from Paycom, HK Payroll Services and PrimePay Payroll which were received after 10:30 a.m. deadline on December 9, 2009.

Jeffery Rozovics and Selma D'Souza were asked by President Lake to review the proposals for accounting and payroll services.

**MOTION** by Susan Moylan Krey, seconded by George Magerl, to accept the proposal from Lauterbach & Amen, LLP for accounting services for three years in the amount of \$61,865.00, which is the lowest bid and is in the best interest of the Des Plaines Public Library. **ROLL**

**CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek.  
NAYS: None. **MOTION CARRIED.**

**MOTION** by Eldon Burk, seconded by Susan Moylan Krey, to accept the proposal from Pro/Data Payroll Services for payroll services for three years in the amount of \$28,630.20, which is the lowest bid, and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek.  
NAYS: None. **MOTION CARRIED.**

**MOTION** by Jeffery Rozovics, seconded by George Magerl, to approve the transfer of funds within the 2009 Library Budget to cover all 2009 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2010. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None.  
**MOTION CARRIED.**

**MOTION** by Jeffery Rozovics, seconded by Selma D'Souza, to approve the 2010 appropriation and the 2009 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

**MOTION** by George Magerl, seconded by Elaine Tejcek, to authorize staff to request proposals for banking services. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

President Lake invited Board members to attend the 2010 Legislative Breakfast on Monday, February 15, 2010 sponsored by the North Suburban Library System.

President Lake also invited Board members to attend a meeting on the changes to the Freedom of Information Act and Open Meetings Act to be held on Monday, January 25 at North Suburban Library System.

The Board will hold their semi-annual dinner at Grazie Ristorante & Banquet in Des Plaines immediately following the January 19 meeting.

## **EXECUTIVE SESSION**

**MOTION** by Eldon Burk, seconded by Selma D'Souza, to enter into an Executive Session at 8:52 p.m. to discuss Semi-Annual Review of Executive Session Minutes. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 8:55p.m. and was called to order by President Noreen Lake.

## **EXECUTIVE SESSION ACTION**

**MOTION** by Eldon Burk, seconded by George Magerl, to concur with the decision made in Executive Session to retain all Executive Session Minutes on file. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.** Abstain: D'Souza, Moylan Krey.

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

Meeting adjourned at 8:57 p.m.

Minutes prepared by Carol Kidd.

[back](#)