

Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 18, 2011

The regular meeting of the Des Plaines public Library Board of Trustees was held in the second floor conference room on Tuesday, January 18, 2011. President George Magerl called the meeting to order at 4:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jeffrey Rozovics.

Absent: Jennifer Tsalapatanis.

Also Present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Jennifer Delgado, Alderman Dan Wilson.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by John Robinson, seconded by Dion Kendrick, to approve the agenda, as written.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY COMMITTEE -- Alderman Dan Wilson

Alderman Wilson was in attendance, but did not give a report.

CONSENT AGENDA

MOTION by Myrtle Klebe, seconded by Jeff Rozovics, to approve the Consent Agenda, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

UNFINISHED BUSINESS.

MOTION by Steve Mokry, seconded by John Robinson, to approve payment to Gale for Biography Resource Center in the amount of \$4,022.73, which is a budgeted expense and in the best interest of the library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

NEW BUSINESS.

MOTION by Jeff Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$200,278.04, as listed on the vendor checks report of December 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics. NAYS: Fregetto. MOTION CARRIED.**

The Board discussed the financial reports prepared by library accountants, Lauterbach & Amen. Trustees Kendrick asked to have the monthly financial reports posted to the library website with a statement declaring that the report is unaudited. President Magerl asked that the Finance Committee review this request before the next board meeting.

MOTION by Myrtle Klebe, seconded by Steve Mokry, to approve payment to Lyngsoe in the amount of \$23,250.00, 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 Dion Kendrick, seconded by John Robinson, to approve payment to Global Enterprise Technologies, Inc. (GET) in the amount of \$10,350.00, 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 Dion Kendrick, seconded by Susan Moylan Krey, to approve payment to NewsBank Databases for 2011 in the amount of \$11,925.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

ANNOUNCEMENTS

President Magerl asked the board to participate in the Des Plaines Chamber of Commerce & Industry "FOOD FIGHT". Donations can be dropped off at the library until the end of February.

President Magerl asked the Board to consider a "Food for Fines" campaign that would reduce patron fines when they donated food for the food pantry. Last year the library collected 2,500 items of food in 15 days. This item will be on the February agenda and if approved, take place from March 15 - 31.

President Magerl invited Board members to attend the President's Day Library Legislative Breakfast on Monday, February 21 at the Arboretum Club in Buffalo Grove. Trustees were asked to purchase tickets at their own expense, since no money was budgeted for this event.

Board members will have their pictures taken before the February board meeting for name badges.

Roberta Johnson reported that the first Do the Dewey meeting will be held on January 25 at 3:00 p.m.

CORRESPONDENCE

President Magerl received a letter from Commissioner Dan Patlak from the Office of the Board of Review of Cook County asking the board to complete a short survey pertaining to the consequences to the library when tax bills are sent out late. This item was referred to the Finance Committee.

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to adjourn the regular meeting.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 5:17 p.m.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 15, 2011

The regular meeting of the Des Plaines public Library Board of Trustees was held in the second floor conference room on Tuesday, February 15, 2011. President George Magerl called the meeting to order at 4:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jeffrey Rozovics, Jennifer Tsalapatanis.

Also Present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Jennifer Delgado.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded by Myrtle Klebe, to approve the agenda, as written.

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

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY COMMITTEE -- Alderman Dan Wilson

Alderman Wilson was not in attendance.

CONSENT AGENDA

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the Consent Agenda, as modified. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl asked to pull the Friends Report and the January Financial Report.

George Magerl stated that in the Friends Report the date for Do the Dewey was listed as May 7. Roberta Johnson, Chair of the Do the Dewey Committee, stated that the date for Do the

Dewey had been changed to May 7, 2011.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the Friends Report, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl asked why the account for memberships (920220) was over budget (165.60%) and Holly responded that this expense would be moved to Per Capita Grant as expenditure for 2010.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the January Financial reports, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

NEW BUSINESS.

MOTION by Jeff Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$225,675.72, as listed on the vendor checks report of January 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics, Tsalapatanis. NAYS: Fregetto. **MOTION CARRIED.**

Jeff Rozovics, Chair of the Finance Committee, gave a report from the Finance Committee meeting. The Committee discussed posting financial reports on the library website and responded to questions from a survey sent to the board by Commissioner Dan Patlak.

MOTION by Committee, to approve posting of the following monthly financial statements to the library website:

- Letter from Lauterbach & Amen, LLP, stating that they have not audited or reviewed the accompanying financial statements
- Treasurer's Report
- Balance Sheet
- Revenue Report
- Expense Report
- Cash Flow Summary

and to have the information removed and replaced each month with updated reports. **VOTE:** AYES: Moylan Krey, Tsalapatanis, Rozovics, Kendrick. NAYS: None. **MOTION CARRIED.**

MOTION by Committee, to direct Holly Richards Sorensen to draft a letter to Commission Patlak that includes the answers to his questions on The Study of Timely Tax Billing on Taxing District Revenue and to direct Director Sorensen to send a draft of the letter to the members of the Finance Committee for their review and then send the letter to Commissioner Patlak. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatanis, to approve Illinois Public Library Annual Report, as presented. **ROLL CALL VOTE.** AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

MOTION by Dion Kendrick, second by John Robinson, to approve payment to 3M Library Systems for Maintenance Agreement in the amount of \$16,956.00, 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 Dion Kendrick, seconded by John Robinson, to approve "Food for Fines" from April 1 - 16 and donate all food items to the Self-Help Closet and Food Pantry in Des Plaines. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Dion Kendrick, seconded by Steve Mokry, to declare 11 large round beanbag chairs and 5 small square beanbag pillows surplus property and to offer these items to the City of Des Plaines for right of first refusal and if the City of Des Plaines refuses, to offer the beanbag chairs and pillows to Camelot School in Des Plaines. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

President Magerl asked trustees whose term expires in 2011 to write a letter to Mayor Moylan asking either to be reappointed to the board for another three year term or stating that they do not want to remain on the board.

Roberta Johnson, Acting Assistant Director, reported that the date for the fundraiser "Do the Dewey" was changed to Saturday, May 7, 2011. Roberta asked each board member to sell five tickets and to solicit donations for prizes. The next "Dewey" meeting is scheduled for Tuesday, February 22 at 3:00 p.m. in meeting room B.

President Magerl stated that some board members received a letter from the Cook County Treasurer's Office requiring taxing districts to electronically deliver their financial statements and disclosures to the TAE website before April 4, 2011. President Magerl stated that the library is a component unit of the City of Des Plaines and therefore the City of Des Plaines uploads the financial information for the library.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 8:40 p.m.

Minutes prepared by Carol Kidd.

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BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 15, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 15, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry, Jeff Rozovics.

Absent: Susan Moylan Krey, Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Gary Valente, Jennifer Delgado, Dan Klobnak.

PLEDGE OF ALLEGIANCE.

Eugene Fregetto and John Robinson entered the meeting at 7:02 p.m.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded by Myrtle Klebe, 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 Wilson

Alderman Wilson was not in attendance.

CONSENT AGENDA

Trustee Kendrick asked to remove C. Acceptance of Financial Reports for February 2011 from the Consent Agenda.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked that the format for the Cash Flow Summary be revised and that monthly projections be included on the report. Jeff Rozovics, Treasurer, suggested that staff prepare the projections for review by the Finance Committee.

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to accept the Financial Reports for February 2011, as presented. VOTE: Ayes: all Nays: none. MOTION CARRIED.

NEW BUSINESS

MOTION by Jeff Rozovics, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$272,172.90, as listed on the vendor checks report of February 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. NAYS: None. MOTION CARRIED

President Magerl reported that the Planning Committee met to discuss the Strategic Plan goals revised by staff for 2011- 2013. The Committee asked staff to consolidate the goals with an emphasis on networking and lifelong learning.

Dan Klobnak, Outsource Solutions Group, gave information to the board for the purchase of 46 replacement workstations, which is part of a four-year lifecycle policy that the board previously adopted. Dion Kendrick asked what will happen to the old computers and Dan Klobnak replied that they are offered to the City of Des Plaines and if refused are then donated to Computers for Schools.

MOTION by Steven Mokry, seconded by Dion Kendrick, to approve the purchase of 46 Dell Optiplex 780 workstations from Dell in an amount not to exceed \$36,000, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. NAYS: None. MOTION CARRIED.

Director Sorensen reported that the Mobile Library was out of service from February 16 – March 4, 2011 due to mechanical failure. The Mobile Library drivers used the library van during that time to deliver some materials to their regular stops. Director Sorensen also reported that one-half of the budgeted money for Repair and Maintenance of Vehicles has already been spent for 2011.

Director Sorensen reported that she received a letter from Voltage Pictures, LLC about copyright infringement on the movie "The Hurt Locker." Director Sorensen stated that the Des Plaines Public Library was named a co-defendant in a legal action that included 5,000 defendants. Director Sorensen contacted the library's attorney, who sent a letter to the Voltage Pictures attorneys explaining that the library has a policy that wireless services shall not be used for illegal purposes. The suit was then dropped by Voltage Pictures. The library attorney suggested adopting the Digital Millennium Copyright Act (DMCA) that would limit the library's liability on copyright infringement. The cost to be in compliance with DMCA is \$100.00. The Management Committee will review the new policy and make a recommendation to the board.

ANNOUNCEMENTS

Roberta Johnson, Acting Assistant Director, gave a progress report on the library fundraiser "Do the Dewey." Roberta asked each board member to sell five tickets and to solicit donations for raffles prizes.

President Magerl reported that LACONI will host their Annual Trustee Banquet on Friday, April 15, 2011 at Cantigny Golf Course in Wheaton. Board members were invited to attend.

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

Meeting adjourned at 8:28p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 19, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 19, 2011. President George Magerl called the meeting to order at 7:04 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry, Susan Moylan Krey, Jennifer Tsalapatani.

Absent: Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Susan Farid, Kataizyna Gold, Susan Stucka, Richard Peterson, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Moylan Krey, seconded by Myrtle Klebe, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

Trustees Robinson and Fregetto entered the meeting at 7:06 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson reported that he may not continue as library liaison, since there may be changes to the aldermanic duties.

CONSENT AGENDA

President Magerl asked to remove from the Consent Agenda B. Acceptance of Reports. 1. Director's Report – Holly Sorensen.

MOTION by Dion Kendrick, seconded by John Robinson, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that the Director's Report should read "The Mobile Library did not go out for ~~3 days~~ 3 weeks due to mechanical problems."

MOTION by Myrtle Klebe, seconded by John Robinson, to approve the Director's Report, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$202,264.41, as listed on the vendor checks report of March 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Moylan Krey, Robinson, Tsalapatanis. NAYS: None. MOTION CARRIED

Roberta Johnson, Acting Assistant Director, demonstrated how to use the new library catalog, Bibliocommons.

ANNOUNCEMENTS

Director Sorensen reported that the Des Plaines Public Library was awarded the Per Capita Grant in the amount of \$60,079.70 for fiscal year 2011.

Roberta Johnson, Acting Assistant Director, gave a progress report on the library fundraiser "Do the Dewey."

Director Sorensen reported that the fire alarm was triggered on the evening of March 16, 2011 due to reports of a burning smell. The fire department was called and the building was evacuated. The fire department could not find the cause of the smell. Because it was after 8:00 p.m. the building was closed for the remainder of the evening. The IT department located the problem the next day and determined the cause as a faulty uninterrupted power source (UPS).

President Magerl reminded board members that the Cook County Clerk requires the board to complete a Statement of Economic Interest. This can be completed online and is due no later than May 1, 2011.

President Magerl reported that he received a thank you letter from the Self Help Closet & Food Pantry of Des Plaines thanking the board for their support of the food pantry by participating in the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

Trustee Mokry asked for board approval to distribute a flyer he prepared asking for residents input for the 2012 budget talks. The board gave their approval to Trustee Mokry.

MOTION by Jennifer Tsalapatani, seconded Dion Kendrick, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:40 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 17, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 17, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry, Susan Moylan Krey, John Robinson, Jeff Rozovics, Jennifer Tsalapatani.

Absent: Eugene Fregetto.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Susan Farid, Stephanie Spetter, Jennifer Delgado, Steve Antonoff, Wayne Serbin.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Moylan Krey, seconded John Robinson, 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 Wilson

Alderman Wilson reported that he will serve as the chairperson for the City Council Community Services Committee for two more years.

CONSENT AGENDA

MOTION by Myrtle Klebe, seconded by Susan Moylan Krey, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Jeff Rozovics, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$225,964.21, as listed on the vendor checks report of April 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Klebe, Magerl, Mokry, Moylan Krey, Robinson, Rozovics, Tsalapatani. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked for an explanation of the payment to LIMRiCC. Director Sorensen explained that this payment was for employee insurance premiums for March and April, 2011.

Trustee Rozovics reported that the Finance Committee met and discussed mobile library service for 2011 and 2012. The committee recommendation was to continue mobile library service through 12/31/2011, with routine maintenance, and to renew the contract with Rosemont through 12/31/2011 with month to month billing, and to discontinue service in 2012.

Library Director Holly Sorensen stated that she had two inquiries, one from a local organization and one from an individual, offering financial assistance to continue mobile library service, but there was no promise of money.

Trustee Tsalapatani stated that she attended an aldermanic meeting where some residents supported the continuation of mobile library service. Jennifer suggested that library staff reach out to the schools for monetary support.

Trustee Robinson suggested charging schools for mobile library service.

Steve Mokry stated that he circulated a letter to residents asking for input for the 2012 budget and said that residents he talked to were not in favor of continuing mobile library service due to budget considerations.

Trustee Kendrick stated that the mobile library is extremely expensive to operate. He would consider supporting the mobile library if it was funded two-thirds by outside donations.

Trustee Robinson suggested using the library van instead of continuing mobile library service.

The committee continued to discuss either continuation of mobile library service or month to month service until the vehicle is beyond repair.

MOTION by Committee, to continue mobile library service through 12/31/2011, with routine maintenance, and to renew the contract with Rosemont through 12/31/2011 with month to month billing and to discontinue service in 2012. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Magerl. NAYS: Tsalapatanis. MOTION CARRIED.

MOTION by Jennifer Tsalapatanis, seconded by John Robinson, to direct Library Director Holly Sorensen to look into alternative financing for mobile library service for 2012. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tsalapatanis, Magerl. NAYS: None. MOTION CARRIED.

Trustee Rozovics reported that the Finance Committee discussed budget guidelines for 2012 and discussed the Cash Flow Summary report, but could not vote on these agenda items because the committee did not have a quorum at the time of the discussion.

Trustee Rozovics reported that the Committee analyzed the library's revenue by reviewing the cash flow summary report as a requirement for the Per Capita Grant for 2012.

Trustee Klebe reported that the Management Committee met and recommended changes to the library personnel policy, section D.

MOTION by Committee, to approve changes to Section D, Personnel Policy, as presented. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Tsalapatanis, Magerl. NAYS: None. MOTION CARRIED.

Trustee Mokry stated that after reviewing the personnel policy he thought that some benefits to library employees seemed excessive, including the 37.5 hour work week, when the industry standard is 40 hours, 12 sick days, 2 personal days and 1 floating holiday. Trustee Mokry asked if three days funeral leave for the death of a grandparent might be reduced to one day off and also asked if four weeks' vacation for professional staff is too much.

MOTION by Committee, to approve Section A, A-15, Identity Protection Policy, as presented. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tsalapatanis, Magerl. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve Section C, C-8, Rules of Conduct and Section A, A-13, Internet Access Policy, as presented. VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tsalapatanis, Magerl. NAYS: None. MOTION CARRIED.

President Magerl asked Susan Moylan Krey to chair the Nominating Committee and asked Dion Kendrick and Steve Mokry to serve on the committee. The Committee will make a recommendation to the board at their June 21 meeting.

Library Director Sorensen asked for Board approval to advertise for bids for a new three year janitorial contract.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to authorize Library Director Holly Richards Sorensen to advertise for bids for a new janitorial contract. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Roberta Johnson, Acting Assistant Director, thanked the board for their participation for the library fundraiser Do the Dewey and stated that the net profit is expected to be around \$8,000, which will be divided between the Des Plaines Rotary and the library.

Announcements

Trustee Mokry asked to schedule a Building and Grounds Committee meeting to walk through the building and discuss possible projects for the 2012 budget.

Trustee Kendrick asked for additional information on the library's statistical report which is included in the monthly board packet.

MOTION by John Robinson, seconded Myrtle Klebe, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:31p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 21, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 21, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry, Susan Moylan Krey.

Absent: John Robinson, Jeff Rozovics, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Susan Farid, Stephanie Spetter, Cheryl Gladfelter, Jennifer Delgado, Steve Antonoff, Alderman Dick Sayad.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded Eugene Fregetto, 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 Wilson

Alderman Wilson entered the meeting at 7:29 p.m. He did not give a report.

CONSENT AGENDA

MOTION by Gene Fregetto, seconded by Myrtle Klebe, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Gene Fregetto, seconded by Dion Kendrick, to remove A. Approval of the Minutes of the Regular Board Meeting – May 17, 2011 and D. Acceptance of Reports. 1. Director's Report – Holly Richards Sorensen. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Mokry asked that the May 17, 2011 minutes be revised as follows: Trustee Mokry stated that after reviewing the personnel policy he thought that some benefits to library employees seemed excessive, including the 37.5 hour work week, when the industry standard is 40 hours, 12 sick days, 2 personal days and 1 floating holiday.

Trustee Moylan Krey asked that the May 17, 2011 minutes be revised as follows: Library Director Holly Sorensen stated that she had two inquires, one from a local organization and one from an individual, offering financial assistance to continue mobile library service, but there was no promise of money.

MOTION by Steve Mokry, seconded by Eugene Kendrick, to approve the minutes of the Regular Board Meeting for May 17, 2011, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Dion Kendrick talked about the changes in May to the 2011 Cash Budget Projection. Trustee Kendrick stated that there was no property tax revenue in May and that if property tax revenue is not received in November and December there will be a shortfall. Director Sorensen responded that property tax revenue is expected to be received this year in November and December.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to approve the comments made by Dion Kendrick regarding the Cash Flow Summary report for May 2011. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

STAFF PRESENTATION, RELAY FOR LIFE – Cheryl Gladfelter.

Cheryl Gladfelter, Youth Services Assistant, and Captain of the Relay for Life team for the Des Plaines Public Library, invited the board to attend the June 24, 2011 walk at Maine West High School. This is a library top fundraiser.

UNFINISHED BUSINESS

Director Sorensen reported that at the December 21, 2010 Board of Trustees meeting, the board directed staff to conduct a comparative salary study that included libraries of similar size within the greater Chicagoland area, including municipal libraries, district libraries, academic libraries and private libraries.

The board discussed the Library Salary Comparison Chart prepared by Acting Assistant Director Roberta Johnson.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the 2011 salary schedule with a 1% increase. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$205,380.93, as listed on the vendor checks report of May 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Moylan Krey. NAYS: None. MOTION CARRIED.

Trustee Mokry reported that the Building and Grounds Committee met on June 7, 2011

MOTION by Committee, to replace all countertops in public washrooms.

MOTION by Gene Fregetto, seconded by Steve Mokry, to make a substitute motion to replace all countertops in public washrooms and to direct staff to issue a request for information (RFI) for the replacement of countertops. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The board discussed replacing the paper towel holders in the washrooms with hand dryers and Director Sorensen responded that this could be included in the Request for Information (RFI).

Trustee Mokry also reported the committee's recommendation to paint stripes on the pavement in the parking garage that would designate the pedestrian and the suggestion for a long-range plan for beautification of the parking garage.

MOTION by Committee, to communicate to the City of Des Plaines that the library has safety concerns about the parking deck and the library's intention for beautification of the parking garage. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The board directed Library Director Sorensen to contact the City Manager to discuss the outside building issues.

NOMINATING COMMITTEE

Susan Moylan Krey reported that the Nominating Committee voted to approve the slate of officers, George Magerl, President, Susan Moylan Krey, Vice President, Treasurer, Dion Kendrick and Carol Kidd, Secretary, for 2011 -2012.

Roberta Johnson, Acting Assistant Director, reported that the library's share of the profits from the Do the Dewey fundraiser was \$5,149.00 and that library staff recommendation is not to host this fundraiser in 2012. Johnson reported that the event was not profitable when compared to staff hours spent preparing for the event.

The board discussed other fundraising activities and how to raise money for the library.

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to direct the finance committee to establish a development plan to raise money. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVE PAYMENT TO REFERENCE USA - \$13,360.00.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve payment to Reference USA in the amount of \$13,360.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVAL OF LIBRARY BOARD MEETING DATE.

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve the board meeting dates, as presented. VOTE: AYES: All. NAYS: None.

APPROVAL OF NON-RESIDENT FEE.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the non-resident fee in the amount of \$294.00 for the period 07/01/2011 – 06/29/2012. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

RENEW AND ACCEPT BIDS FOR HOUSEKEEPING/JANITORIAL CONTRACT.

Director Sorensen reported that bids for the Janitorial Contract for the Des Plaines Public Library were opened on June 7, 2011. Director Sorensen stated that the bid documents were reviewed by Gary Valente, Head of Building and Security Services, Roberta Johnson, Acting Assistant Director and Carol Kidd, Administrative Assistant, and that references were checked, and the recommendation was to award the contract to Crystal Maintenance Services Corp., Lake Center Plaza, 1699 Wall Street, Suite 504, Mount Prospect, IL 60056 in the amount of \$3,340/month, which was the lowest responsible bidder

Director Sorensen also reported that she received a letter from the current cleaning company, Complete Cleaning, that questioned how Crystal Maintenance could pay their employees minimum wages based on the requirements of the library for the cleaning company to have four people cleaning four hours each evening. Sorensen contacted the library attorney who stated that the library can approve the lowest responsible bid. Further the Federal and IL minimum wage laws apply to the wages that an employer pays to its employees. The library is not employing people to do janitorial services. The people who are doing those services are employees of the company with which the library proposes to contract. The actual janitorial people are not library employees; therefore neither the Federal nor IL minimum wage law is applicable in connection with the wages that the janitorial service company pays to its employees.

MOTION by Dion Kendrick, seconded by Steve Mokry, to accept the bid from Crystal Maintenance Services Corp., in the amount of \$3,340/month, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry. NAYS: Fregetto. MOTION CARRIED.

ANNOUNCEMENTS

Director Sorensen invited the Board to attend the 2011 Annual ALA Virtual Conference on July 13 and 14. The conference will be televised in the second floor conference room and the board was asked to call Carol Kidd if they plan to attend.

President Magerl invited the Board to attend the 2011 ILA Annual Conference for Trustee Day on Thursday, October 20 from 8:00 a.m. – 4:00 p.m. Anyone interested in attending should email Carol Kidd by August 2 to receive the early bird registration rate.

EXECUTIVE SESSION

MOTION by Susan Moylan Krey, seconded by Eugene Fregetto, to enter into an Executive Session at 9:17 p.m. to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:22 p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

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

- December 19, 1995 – Administrator’s Review.
- February 27, 1996 – Mayor Sherwood – Relationship with City Government.
- January 21, 1997 – Administrator’s Review.
- August 18, 1998 – Downtown Redevelopment.
- September 8, 1998 – Downtown Redevelopment.
- October 14, 1998 - Downtown Redevelopment.

October 20, 1998 - Downtown Redevelopment.
November 17, 1998 – Sale or Purchase of Real Property, Pending or Probable Litigation.
December 15, 1998 – Purchase or Lease of Real Property, Semi-Annual Review of Executive Session Minutes.
January 19, 1999 – Purchase or Lease of Real Property.
February 16, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.
March 16, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.
April 20, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.
May 6, 1999 – Purchase or Lease of Real Property.
May 18, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.
June 1, 1999 – Purchase or Lease of Real Property.
June 15, 1999 – Purchase or Lease of Real Property.
August 9, 1999 - Purchase or Lease of Real Property.
August 17, 1999 - Purchase or Lease of Real Property, Compensation of a Specific Employee.
August 15, 2000 - Purchase or Lease of Real Property.
May 15, 2001 – Administrator’s Evaluation.
June 19, 2001 - Purchase or Lease of Real Property, Personnel – Compensation, Litigation – Probable.
February 17, 2004 – To Discuss Compensation of a Specific Employee.
June 7, 2005 – To Discuss Compensation of a Specific Employee.
June 21, 2005 – To Discuss Compensation of a Specific Employee, Semi-Annual Review of Executive Session Minutes.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to retain the following minutes:
January 20, 1998 – Appointment, Employment, or Dismissal of Employee.
March 17, 1998 – Appointment, Employment or Dismissal of Employee.
January 18, 2000 – Compensation, Discipline and Performance of Specific Employees, Semi-Annual Review of Minutes.
February 15, 2000 – Compensation, Discipline and Performance of Specific Employees.
September 21, 2004 – To Discuss Compensation of a Specific Employee.
October 19, 2004 - To Discuss Compensation of a Specific Employee.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

Meeting adjourned at 9:30 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
July 19, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 19, 2011. President George Magerl called the meeting to order at 4:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry, John Robinson, Jeff Rozovics.

Absent: Susan Moylan Krey, Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Wally Meyer, Jennifer Delgado.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded John Robinson, 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 Wilson

Alderman Wilson was not in attendance.

CONSENT AGENDA

MOTION by John Robinson, seconded by Dion Kendrick, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Jeff Rozovics, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$171,346.22, as listed on the vendor checks report of June 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. NAYS: None. MOTION CARRIED.

Myrtle Klebe, Chair of the Management Committee, reported that the Committee met on July 19 to review job descriptions for Readers' Services Supervisor, Assistant Director, Circulation Services Clerk, Page II, Circulation Services Assistant, Part-time Circulation Services Assistant, Part-time Reference Librarian.

MOTION by Committee to approve changes to the job descriptions for Readers' Services Supervisor, Assistant Director, Circulation Services Clerk, Page II, Circulation Services Assistant, Part-time Circulation Services Assistant and Part-time Reference Librarian, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen reported that library staff will proceed with a marketing campaign to promote library services when Mobile Library service is discontinued in 2012 by advertising how to get to the library, continuing to provide materials to the schools and expanding homebound services.

Director Sorensen reported that she spoke with the superintendents of District 62 and was told that the school district could not help with funding the Mobile Library.

Director Sorensen presented the revised 2011 – 2013 Strategic Goals. The goals are Community Networking and Lifelong Learning. The board discussed the revised goals and the plans for implementation. The board asked staff to add collection development to the goals.

MOTION by Eugene Fregetto, seconded Dion Kendrick, to add collection development as a strategic goal for the 2011 – 2013 Strategic Plan. VOTE: AYES: Fregetto, Kendrick, Mokry, Robinson NAYS: Magerl, Rozovics. ABSTAIN: Klebe. MOTION CARRIED.

NOMINATING COMMITTEE

Myrtle Klebe nominated Jeff Rozovics for Treasurer.

MOTION by Myrtle Klebe, seconded by John Robinson, to close nominations for the slate of officers for the Library Board of Trustees for 2011/2012. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The election was by written ballot and the teller's were Susan Farid, Head of Circulation Services and Stephanie Spetter, Head of Youth Services.

The results of the election George Magerl, President, Susan Moylan Krey, Vice President, Dion Kendrick, Treasurer, Carol Kidd, Secretary.

George Magerl took the oath of office for President, Dion Kendrick took the oath of office for Treasurer and Carol Kidd took the oath of office for Secretary.

ANNOUNCEMENTS

MOTION by Steve Mokry, seconded by John Robinson, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 5:41p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 16, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 16, 2011. President George Magerl called the meeting to order at 7:17 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Steven Mokry, John Robinson.

Absent: Myrtle Klebe, Susan Moylan Krey, Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Don Sofolo, Dan Klobnak, Deb Sus, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded John Robinson, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

Jennifer Tsalapatani entered the meeting at 7:19 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson stated that Alderman Walsten reported seeing water damage to the brick on the south side of the library building. Library Director Sorensen will contact Acting City Manager Jason Slowinski to report this damage.

STAFF PRESENTATION – Stephanie Spetter

Stephanie Spetter, Head of Youth Services, reported on her trip to the ALA Conference in New Orleans.

CONSENT AGENDA

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

UNFINISHED BUSINESS

Director Sorensen reported that the Strategic Plan was revised to include technology and e-resources.

MOTION by Gene Fregetto, seconded by Dion Kendrick, to make the following changes to the proposed 2011-2013 Strategic Plan:

- Rename Goal #3 Collection Development
- Add “assessing current collection” as an additional objective to Collection Development
- Renumber the goals as follows:
 1. Collection Development
 2. Community Networking
 3. Lifelong Learning

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

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$206,122.46, as listed on the vendor checks report of July 2011 and authorize the Library Director to have transferred the amount required to the library’s operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Robinson, Tsalapatani. NAYS: None. MOTION CARRIED.

Dion Kendrick, Chair of the Finance Committee, reported that the Finance Committee met on August 10 to discuss the proposed budget documents. Trustee Kendrick gave an overview of the 2012 budget. The budget document proposes a decrease in property tax, an increase to the fund balance, the elimination of mobile library service and reallocates money to e-resources. The board discussed the proposed budget.

Director Sorensen asked for board approval to declare a list of computers, monitors and miscellaneous equipment surplus property.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to declare a list of computers, monitors and miscellaneous equipment surplus property and to offer the equipment to the City of Des Plaines for right of first refusal and then to donate or discard because of safety issues or conditions. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The board reviewed Chapter 2, "Governance and Administration" of Standards for Illinois Public Libraries. This fulfills a Per Capita Grant requirement for trustees for the 2012 Per Capita Grant application.

The board discussed ways to survey library users and non-users.

MOTION by Eugene Fregetto, seconded by Jennifer Tsalapatani, to direct President Magerl and Library Director Sorensen, with help from staff, to begin the process of developing a program to meet people in the community using surveys and neighborhood dialogues. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Magerl invited the board to attend Trustee Day on Thursday, October 20, 2011 for the Illinois Library Association Annual Conference.

MOTION by Jennifer Tsalapatani, seconded by John Robinson, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:54 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 20, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 20, 2011. President George Magerl called the meeting to order at 7:01 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Steven Mokry, Susan Moylan Krey, John Robinson, Jeff Rozovics.

Absent: Myrtle Klebe, Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Alderman Wilson, Alderman Sayad, Jennifer Delgado, Tim O'Connor, Veronica Harrison, Don Sofolo.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE

Susan Moylan Krey took the oath of office.

CONSIDERATION OF THE AGENDA.

President Magerl asked to add Strategic Plan, 2011 - 2013 to the agenda under Unfinished Business.

MOTION by Steve Mokry, seconded John Robinson, to accept the amended agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson did not give a report.

CONSENT AGENDA

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

UNFINISHED BUSINESS

Library Director Sorensen reported that the goals for the 2011 – 2013 Strategic Plan were renumbered to:

Goal 1 – Collection Development

Goal 2 – Community Networking

Goal 3 – Lifelong Learning

and to Goal 1, #7 was added:

Ensure that the collection is current and relevant to community needs by assessing usage and patron demand on a regular basis and adjusting funding and collection composition accordingly.

President Magerl stated that the Strategic Plan will be on the October agenda for board approval.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$226,706.09, as listed on the vendor checks report of August 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Moylan Krey, Robinson, Rozovics. NAYS: None. MOTION CARRIED.

Dion Kendrick, Chair of the Finance Committee, reported that the Finance Committee met on Friday, September 16 to discuss the proposed FY2012 budget document.

MOTION by Susan Moylan Krey, seconded by John Robinson, to approve the 2012 budget, as presented. ROLL CALL VOTE: AYES: Moylan Krey, Magerl, Mokry, Robinson, Rozovics. NAYS: Fregetto, Kendrick. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve the Per Capita Grant application, as presented. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl distributed information on a proposed meet and greet program which would encourage more residents to use the library.

Trustee Fregetto reported that he, with the assistance of library staff applied for a Civic Engagement Grant from the University of Illinois at Chicago. If Trustee Fregetto receives the grant, in the amount of \$20,000, the money would be used to work with the community to discover their information habits and needs.

ANNOUNCEMENTS

Alderman Wilson stated that Richard Pope and Vincent Rangel were appointed to the library board and will replace Alderman Robinson and Myrtle Klebe. Alderman Wilson thanked Alderman Robinson and Myrtle Klebe for their service to the board and to the community.

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

Meeting adjourned at 8:47 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 18, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 18, 2011. President George Magerl called the meeting to order at 7:01p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Steven Mokry, Susan Moylan Krey, Jeff Rozovics, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Alderman Robinson, Myrtle Klebe, Steve Antonoff, Vincent Rangel, Richard Post.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE

Vincent Rangel and Richard Post took the oath of office.

CONSIDERATION OF THE AGENDA.

President Magerl asked to remove from XII. Announcements. A. 2011 ILA Conference Report from the agenda.

MOTION by Susan Moylan Krey, seconded Steve Mokry, to accept the agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION – Myrtle Klebe and John Robinson.

President Magerl and Director Sorensen thanked Myrtle Klebe and Alderman John Robinson for their service to the community by serving on the library board.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson was not in attendance.

CONSENT AGENDA

Dion Kendrick asked to remove D. Acceptance of Reports from the Consent Agenda.

MOTION by Jennifer Tsalapatani, seconded by Jeff Rozovics, to approve the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked for more statistical information, including graphs, to be included in the monthly board packet.

MOTION by Dion Kendrick, seconded by Gene Fregetto, to approve D. Acceptance of Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

UNFINISHED BUSINESS

MOTION by Steve Mokry, seconded by Gene Fregetto, to approve the 2011 – 2013 Strategic Plan, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOBILE LIBRARY REPORT

Director Sorensen reported how library staff will publicize the stoppage of mobile library service in 2012. A sample handout was distributed to the board giving information on services available at the main library.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Vincent Rangel, to approve the payment of vendor checks in the amount of \$178,628.10, as listed on the vendor checks report of September 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics, Tsalapatani. NAYS: None. MOTION CARRIED.

President Magerl suggested a new procedure for the annual review of the library director. The Executive Committee (President, Vice President, Treasurer) will meet in Executive Session to prepare a review for the Library Director and then make a recommendation to the board in Executive Session at their next regular board meeting.

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve the new procedure for evaluating the library director. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve library closings through January 2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen asked for board approval to declare a Kyocera Copier surplus property.

MOTION by Steve Mokry, seconded by Jennifer Tsalapatani, to declare a Kyocera copier surplus property and to offer the copier to the City of Des Plaines for right of first refusal and then to donate or discard because of safety issues or conditions. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto reported that he, with the assistance of library staff, applied for and received a Civic Engagement Grant from the University of Illinois at Chicago. The grant is in the amount of \$20,000 and will be used to work with the community to discover their information habits and needs.

ANNOUNCEMENTS

Trustee Rozovics and Trustee Tsalapatani will be in attendance at their Ward meetings and Trustees Mokry, Tsalapatani, Fregetto and Rangel will attend a Meet and Greet at the library on November 2.

MOTION by Dion Kendrick, seconded by Steve Mokry, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:09 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 15, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 15, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Steven Mokry, Susan Moylan Krey, Richard Pope, Vincent Rangel, Jeff Rozovics.

Absent: Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Susan Farid, Stephanie Spetter, Jennifer Delgado.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded Vince Rangel, 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 Wilson.

Alderman Wilson was not in attendance.

CONSENT AGENDA

President Magerl asked to remove D. Acceptance of Reports 1. Director's Report from the Consent Agenda.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that the statistics report included in the monthly board packet was revised and now includes additional information and charts. Director Sorensen explained how the statistics were compiled and how they correspond to the Strategic Goals.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to ask the Management Committee to determine the type of reports the Board will ask the staff to prepare for the monthly board packet. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Vincent Rangel, seconded by Dion Kendrick, to approve D. Acceptance of Report 1. Director's Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$197,811.68, as listed on the vendor checks report of October 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Vincent Rangel, seconded by Dion Kendrick, to purchase sound and video equipment to broadcast library board meetings in the amount of \$3,600, and to pay for the equipment from 2011 Per Capita Grant funds. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen presented a recommendation from staff to raise the 15 cent a day fine to 25 cents a day and reduce the DVD fine from \$1 a day to 50 cents a day. Based on current fine revenue, this change could result in an increase of approximately 15% in revenue.

MOTION Steve Mokry, seconded by Vince Rangel, to accept the recommendation from staff to raise the 15 cent a day fine to 25 cents a day and reduce the DVD fine from \$1 a day to 50 cents a day. VOTE: AYES: Fregetto, Magerl, Mokry, Pope, Rangel. NAYS: Kendrick, Moylan Krey, Rozovics. MOTION CARRIED.

The fines will be increased/decreased beginning January 2012 and the staff will report on the results from the increases/decreases at the April 2012 board of trustees meeting.

ANNOUNCEMENTS

President Magerl reported that he and Trustee Fregetto attended Trustee Day at the Illinois Library Association annual conference. They gave an overview of the programs they attended.

Trustees Mokry and Rangel talked to library users at the Meet & Greet at the Library on November 2, 2011. Trustee Rozovics talked to Des Plaines residents at Alderman Bogusz' third ward meeting on November 9, 2011.

Trustee Fregetto reported that he, with the assistance of library staff applied for and received a Civic Engagement Grant from the University of Illinois at Chicago. The grant is in the amount of \$20,000 and will be used to work with the community to discover their information habits and needs. The first planning meeting is being held at the library on December 3.

EXECUTIVE SESSION

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to enter into an Executive Session at 8:35 p.m. to discuss the Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:07p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

MOTION by Susan Moylan Krey, seconded by Vincent Rangel, to direct President Magerl to carry out the decision made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry. NAYS: Pope, Rozovics. MOTION CARRIED.

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

Meeting adjourned at 9:07p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 20, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 20, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Steven Mokry, Susan Moylan Krey, Richard Pope, Vincent Rangel, Jeff Rozovics, Carol Kidd.

Absent: Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Don Sofolo, Dan Klobnak, Evon Cummings, Ben Whittenhall, Paul Whittenhall, Wayne Serbin.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Moylan Krey, seconded Steve Mokry, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Evon Cummings, a Des Plaines resident, spoke to the board about keeping the Mobile Library in service, asked if other communities might be willing to share the expense if provided service and that it is difficult for some seniors to come to the main library.

Wayne Serbin, a Des Plaines resident, stated that the Wilmette Public Library is open on Sunday from 1:00 p.m. – 9:00 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson was in attendance and welcomed the new board members, Vince Rangel and Rich Pope. Alderman Wilson thanked the board for their work on the budget.

CONSENT AGENDA

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

UNFINISHED BUSINESS

Trustee Fregetto thanked Trustees Kendrick and Mokry for attending the first “Engage Des Plaines!” public forum which was held on Saturday, December 3, 2011. The next public forums will be at the library on January 25 at 6:30 p.m. and on January 28 at 2:00 p.m. A Civic Engagement Grant was received in the amount of \$20,000 and will be used to work with the community to discover their information habits and needs by hosting public forums and focus groups.

DECEMBER MEET & GREET – Steve Mokry & Vince Rangel

Trustees Mokry and Rangel talked to library users at the Meet & Greet at the Library in December.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$212,125.85, as listed on the vendor checks report of November 2011 and authorize the Library Director to have transferred the amount required to the library’s operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

Lorayne Flodberg, Account Executive, was in attendance from Arthur J. Gallagher Risk Management Services, Inc. to give an overview of the insurance proposal and to answer questions from the board.

MOTION by Vince Rangel, seconded by Rich Pope, to approve payment to Hartford Insurance for Library Property, General Liability, Automobile, Workers’ Compensation and Employers’ Liability, Umbrella and Directors’ & Officers Liability in the amount of \$29,949.00. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to approve payment to ProQuest in the amount of \$15,195.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve payment to Global Enterprise Technologies in the amount of \$10,350.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve payment to Lyngsoe Systems for a two year maintenance agreement in the amount of \$24,170.00 for the first year and \$25,125.00 for the second year. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: Fregetto. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to approve the Appropriation and Levy resolution, as presented. ROLL CALL VOTE: AYES: Fregetto, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: Kendrick. MOTION CARRIED.

MOTION by Committee, to approve changes to Collection Development and Management Policy, Section B. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve changes to General Regulations, Section C, C-1, C-2, C-3, and C-4. ROLL CALL VOTE: Fregetto, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: Kendrick, Moylan Krey. MOTION CARRIED.

MOTION by Committee, to approve change to Personnel Policy, Section D. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to add additional circulation statistics material to the board packet monthly and year-to-date. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

FOOD FOR FINES PROGRAM DATES

Director Sorensen explained the food for fines program. Director Sorensen proposed the dates for food for fines be February 12 – 25, 2012.

MOTION by Vince Rangel, seconded by Steve Mokry, to hold Food for Fines from February 12 – 25, 2012. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

EXECUTIVE SESSION

MOTION by Susan Moylan Krey, seconded by Vince Rangel, to enter into an Executive Session at 8:30 p.m. for Semi-Annual Review of Executive Session Minutes. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:45 p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

MOTION by Susan Moylan Krey, seconded by Vince Rangel, to agree with the decision made in Executive Session. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry Pope, Rozovics. NAYS: None. MOTION CARRIED.

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

Meeting adjourned at 8:47 p.m.

Minutes prepared Carol Kidd.