

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 17, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 17, 2012. President George Magerl called the meeting to order at 4:04 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 Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Stephanie Spetter, Alderman Dan Wilson, Adetola Sobitan, Matthew Rogina, Eileen Pratt.

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

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

CONSENT AGENDA

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

PRESENTATION – OPEN MEETINGS ACT, ILLINOIS ATTORNEY GENERAL'S OFFICE – Adetola Sobitan and Matthew Rogina.

Adetola Sobitan, a representative from the Illinois Attorney General's office, gave a presentation on the Open Meetings Act.

Steve Mokry left the meeting at 4:30 p.m.

UNFINISHED BUSINESS

Trustee Fregetto reported on upcoming public meetings (community conversations) promoting the grant, Engage Des Plaines.

President Magerl asked board members to volunteer to attend ward meetings. Trustee Kendrick will attend the Ward 3 meeting on February 8, Gene Fregetto will attend an upcoming Ward 5 meeting and Jeff Rozovics will attend the Ward 8 meeting on February 16.

Trustees Kendrick and Rangel volunteered to be present for a Meet and Greet at the library on Saturday, February 11 at 1:00 pm.

NEW BUSINESS

MOTION by Dion Kendrick, to approve payment of vendor checks in the amount of \$260,323.17, as listed on the vendor checks report and authorize the Library Director to have transferred the amount required to the library's operating account. MOTION WITHDRAWN.

There was a difference in the vendor checks amount because not all checks were included in the report sent to the board. A special meeting will be called to approve checks for invoices received in January and not included in the report given to the board for January 2012.

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve the payment of vendor checks in the amount of \$193,407.23, as listed on the vendor checks report of December 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 Vince Rangel, seconded by Dion Kendrick, to approve payment to 3M in the amount of \$17,128.00. Vote: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that trustees will be asked to complete online training from the Office of the Attorney General on the Open Meetings Act.

ANNOUNCEMENTS

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

President Magerl encouraged board members to attend the 22nd Presidents' Day Library Legislative Breakfast on Monday, February 20, 2012 at the Arboretum Club in Buffalo Grove.

President Magerl stated that there will be an ILA Trustee Forum Workshop on February 4, 2012 at the Oakbrook Marriott.

The board called for a Special meeting to be held on Tuesday, January 25, 2012 at 6:00 p.m.

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

Meeting adjourned at 5:26 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 21, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 21, 2012. President George Magerl called the meeting to order at 7:02 p.m.

ROLL CALL.

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

Absent: Steve Mokry, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Stephanie Spetter, April Krzeczkowski, Alicia Mellish.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Vince Rangel, seconded Susan Moylan Krey, 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. He was at a City Council meeting.

CONSENT AGENDA

President Magerl asked to pull D. Acceptance of Financial Reports for January 2012 from the Consent Agenda.

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

President Magerl asked why the line item for bank fees, 960065, was spent at 28.89%. Director Sorensen replied that she would ask the library accountants for an explanation of expenses for this line item to date.

MOTION by George Magerl, seconded by Dion Kendrick, to approve D. Acceptance of Financial Reports for January 2012, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION – Library Insurance Management and Risk Control Combination (LIMRiCC). April Krzeczowski and Alicia Mellish.

April Krzeczowski, Deputy Director at Library Insurance Management and Risk Control Combination (LIMRiCC) stated that LIMRiCC was established to provide conventional insurance coverage for claims by its participants. The programs offered provide participating libraries with lower premiums as all these libraries are pooled together as one organization.

Alicia Mellish, Client Services Director at Assurance, spoke about Assurances' role in the health care negotiation process and that a Request for Proposal is sent out annually to find the best vendors with the most competitive pricing for LIMRiCC participants.

UNFINISHED BUSINESS

President Magerl reported that the Meet and Greet scheduled at the library on Saturday, February 11 was cancelled.

Trustees Rangel and President Magerl will host a meet and greet at the library on Sunday, March 4 from 2:00 – 3:00 p.m.

Trustee Rozovics attended the Ward 8 meeting on February 16 and spoke to residents about services the library provides.

Trustee Kendrick will attend Ward 5 in March.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$287,374.11. This amount combined

with \$118,018.17, which was approved at a Special Board meeting on January 25, 2012 totals \$405,392.28, which is the amount listed on the vendor checks report of January 2012, and authorize the Library Director to have \$287,374.11 transferred to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve Illinois Public Library Annual Report, as presented. ROLL CALL VOTE. AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded Jeff Rozovics, to approve payment to Library Ideas LLC in the amount of \$17,650.00. Vote: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Magerl asked that the contract list, prepared monthly by Director Sorensen, be listed separately on the agenda under VII. Consent Agenda E. Acceptance of Reports.

President Magerl stated that he and Library Director Sorensen attended the 22nd Presidents' Day Library Legislative Breakfast on Monday, February 20, 2012.

President Magerl reported that the library has been awarded \$59,852.28 for the Per Capita Grant for 2011 – 2012.

President Magerl asked board members to attend Illinois Library Day 2012 in Springfield on Wednesday, April 18.

OTHER

President Magerl thanked the Friends of the Library for their generosity in funding programs and providing supplies for the programs and referred the board to an itemized list of the Friends donations. This list was included in the board packet.

EXECUTIVE SESSION

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to enter into an Executive Session at 8:16 p.m. to discuss Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:38p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

MOTION by Vince Rangel, seconded by Dion Kendrick, 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:

January 20, 1998 – Appointment, Employment, or Dismissal of Employee.
March 17, 1998 – Appointment, Employment, or Dismissal of Employee.

January 18, 2000 – Compensation, Discipline & Performance of Specific Employees, Semi-Annual Review of Minutes.
February 15, 2000 – Compensation, Discipline & Performance of Specific Employees.
September 21, 2004 – To Discuss Compensation of a Specific Employee.
October 19, 2004 – To Discuss Compensation of a Specific Employee.
December 20, 2005 – To Discuss Semi-Annual Review of Executive Session Minutes, Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.
January 17, 2006 – To Discuss Probable or Imminent Litigation.
February 21, 2006 – To Discuss Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.
March 21, 2006 – To Discuss Probable or Imminent Litigation.
April 18, 2006 – To Discuss Probable or Imminent Litigation.
May 16, 2006 – To Discuss Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.
August 22, 2006 – To Discuss Probable or Imminent Litigation.
September 19, 2006 - Compensation, Discipline or Performance of a Specific Employee.
May 15, 2007 - Compensation, Discipline or Performance of a Specific Employee.
November 6, 2006 - To Discuss Probable or Imminent Litigation.
June 19, 2007 – To Discuss Semi-Annual Review of Executive Session Minutes and Probable or Imminent Litigation.
November 20, 2007 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body.
May 20, 2008 – To Discuss Probable or Imminent Litigation and Compensation, Discipline or Performance of a Specific Employee.
June 17, 2008 – To Discuss Semi-Annual Review of Executive Session Minutes and Compensation, Discipline or Performance of a Specific Employee.
September 23, 2008 - Review of Executive Session Minutes and Probable or Imminent Litigation.
October 21, 2008 - Review of Executive Session Minutes.
April 21, 2009 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Purchase or Lease of Real Property for the Use of the Library.
May 19, 2009 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.
June 16, 2009 – To Discuss Semi-Annual Review of Executive Session Minutes.
November 3, 2009 - To Discuss Salary Schedule for One or More Classes of Employees.
February 16, 2010 – To Discuss Pending or Imminent Litigation.
May 18, 2010 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.
December 21, 2010 – Semi-Annual Review of Executive Session Minutes.
April 28, 2011 – Review of Executive Session Minutes.
June 21, 2011 – Semi-Annual Review of Executive Session Minutes.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to concur with the consensus in Executive Session to retain the following minutes:

July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.

June 15, 2010 - To Discuss the Appointment, Employment, Compensation, Discipline,

Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

June 29, 2010 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

November 2, 2011 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

November 15, 2011 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

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

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

Meeting adjourned at 8:42p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 20, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 20, 2012. President George Magerl called the meeting to order at 7:01 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, George Magerl, Susan Moylan Krey, Richard Pope, Vincent Rangel, Jennifer Tsalapatani, Carol Kidd.

Absent: Eugene Fregetto, Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

Steve Antonoff stated that there will be a Low Vision Fair at the library on Saturday, May 12 from 10 a.m. to 2 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

CONSENT AGENDA

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

UNFINISHED BUSINESS

Trustees Rangel and President Magerl attended a Meet and Greet at the library on Sunday, March 4 from 2:00 – 3:00 p.m.

Vince Rangel and Dion Kendrick will host a Meet and Greet on Saturday, April 14, 2012 between 1:00 – 2:00 p.m.

Steve Mokry will host a Meet and Greet on Monday, April 23 from 6:00 – 7:00 p.m.

Director Sorensen reported that the line item for bank fees (960065) was underfunded in the 2012 budget. In the 2011 budget bank fees were listed in two places, 960065 (Epay fees - \$500.00) and 960990 (Misc. Contractual Svcs - \$1,000.00) and for the 2012 budget it was decided that the two line items could be combined, but \$500 was budgeted instead of \$1,500. Director Sorensen explained that this line item will be overspent in 2012.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$237,718.87 as listed on the vendor checks report of February 2012 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Tsalapatanis. NAYS: None. MOTION CARRIED.

Susan Moylan Krey asked for an explanation of why the vendor check list does not equal the month to date expenditures. Director Sorensen will review the information with library accountants, Lauterbach and Amen, and report back to the board at the April meeting.

MOTION by Vince Rangel, seconded by Dion Kendrick, to declare the 1997 Thomas Mobile Library surplus property and to offer the Mobile Library to the City of Des Plaines for right of first refusal and then to sell the vehicle. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Library Director Sorensen stated that the library will comply with Illinois Public Act 97-0609 by posting to the library website total compensation information for all of its employees regardless of salary level.

MOTION by Dion Kendrick, seconded by Vince Rangel, to format the 2011 Employee Compensation report to resemble the City of Des Plaines report and place subtotals after each departmental listing. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Magerl asked Trustees Tsalapatanis and Rozovics to write a letter to Mayor Moylan if they would like to continue to serve on the board of trustees. The trustee's term will end on June 30, 2012. President Magerl's term will also end on June 30, 2012.

President Magerl reported that all trustees received a letter from Acting City Manager Jason Slowinski asking trustees to complete online training on the Open Meetings Act and submit their certificate of completion to the city clerk's office. President Magerl asked that the trustees also give a copy of the certificate to Carol Kidd so that this information can be posted to the library website.

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

Meeting adjourned at 7:45 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 17, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 17, 2012. President George Magerl call the meeting to order at 7:00p.m.

ROLL CALL.

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

Absent: Vincent Rangel, Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jo Bonell, Alderman Dan Wilson, Evelina Oles, Margaret Scholl.

PLEDGE OF ALLEGIANCE.

Jeffery Rozovics arrived at 7:02p.m.

CONSIDERATION OF THE AGENDA

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, 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 in attendance, but did not give a report.

CONSENT AGENDA

MOTION by G. Magerl to pull Item B, the Financial Reports from the Consent Agenda.

MOTION by S. Mokry to pull Item A from the Consent Agenda.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the Consent Agenda, as modified.

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

Steven Mokry stated that his name was missing from the Roll Call for the March 20th Meeting minutes. He was in fact present.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to accept Item A as Modified.

G. Magerl stated that there was a technicality in putting pages 22 and 23 in the Financial Reports as they were not a part of the Financial Reports. Those pages were a variance report prepared per a request by Susan Moylan Krey.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to accept the Financials as modified.

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

UNFINISHED BUSINESS

President Magerl reported that Vince Rangel attended a *Meet and Greet* on Saturday, April 14, 2012 between 1:00 - 2:00p.m. Dion Kendrick offered to assist Steve Mokry at the *Meet and Greet* on Monday, April 23, between 6:00 - 7:00p.m.

Roberta then passed around copies of comments from previous *Meet and Greet* sessions.

President Magerl then talked about Bessie's Table held at the First United Methodist Church on Monday nights and suggested that the Board host a dinner. President Magerl suggested that this would be a good way to meet and talk to individuals who were non-library users.

Trustee Tsalapatani and President Magerl will host a *Meet and Greet* on Monday, May 7 between 10:00 – 11:00a.m.

Eugene Fregetto said that he attended the recent 5th Ward meeting and that there were 30 to 40 people in attendance. He was able to do a 15 minute presentation.

Director Sorensen addressed Susan Moylan Krey's question on the financials and directed everyone to page 28 for an explanation.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$195,626.07 as listed on the vendor checks report of March 2012 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Pope, Tsalapatani, Magerl, Fregetto, Rozovics. NAYS: None. MOTION CARRIED.

Susan Moylan Krey asked for an explanation of how **IL Funds E-pay Fees** and **Pro Data Payroll Fees** are shown on the report. Director Sorensen will request a '**Disbursement Reconciliation**' report from the February 2012 Financial Reports.

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatani to go out for bids on the bathroom countertop replacement. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to approve going out for bids on a new library van vehicle. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Director Sorensen announced that at the May 2012 Board Meeting a discussion would be held on the grant requirements for trustees. She announced that the *Library Law and Rules* is posted on the Wiki for review and George suggested that members read and study it prior to the May meeting discussion.

Director Sorensen reported that she directed IT to review all library communications costs to look at possible saving. The review showed that an approximate \$1500.00 monthly savings will be realized by combining and/or eliminating services that we currently have.

Director Sorensen announced that the City of Des Plaines notified us that they waived their right to purchase the mobile library. She gave details on the May 19, 2012 municipal auction where the mobile library will be on sale. The expected minimum bid is \$18,000 and that if it sold the auction company would realize a 5% commission on the sale.

President Magerl motioned to adjourn at 7:52 p.m.

Minutes prepared by Margaret Scholl

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 15, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 15, 2012. President George Magerl called the meeting to order at 7:01p.m.

ROLL CALL.

Roll call indicated the following board members were present: George Magerl, Richard Pope, Eugene Fregetto, Steven Mokry, Jeffery Rozovics.

Absent: Vincent Rangel, Jennifer Tsalapatani, Dion Kendrick, Susan Moylan Krey.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jo Bonell, Alderman Dan Wilson, Don Sofolo, Margaret Scholl, Gus Sekalias, Steven Giese, Wayne Serbin.

Dion Kendrick entered the meeting at 7:01p.m.

PLEDGE OF ALLEGIANCE.

Susan Moylan Krey entered the meeting at 7:03p.m.

CONSIDERATION OF THE AGENDA

MOTION by Steven Mokry, seconded by Jeffery Rozovics, 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 in attendance, but did not give a report.

PRESENTATION – DES PLAINES MEMORY– Steven Giese.

Steven Geise, Reference Librarian, gave a demonstration of the Des Plaines Memory project, which is on the library website.

CONSENT AGENDA

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

MOTION by Dion Kendrick, seconded by Rich Pope, to accept the consent agenda as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto created a score card that he distributed to the board that compares goals from the Strategic Plan to the Director's Report and gave his suggestions for future Director's Report.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to accept the Director's report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

UNFINISHED BUSINESS

President Magerl stated that he spoke to 5 patrons at the Meet and Greet session.

President Magerl asked the board if they would be willing to sponsor a meal for Bessie's Table at the First United Methodist Church. President Magerl stated that it would be an excellent way to meet and talk to residents who may not be regular library users.

MOTION BY Dion Kendrick, seconded by Susan Moylan Krey, to direct President Magerl to investigate the cost of the Board sponsoring a meal for Bessie's Table at the First United Methodist Church. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl asked if board members were willing to formalize the Meet and Greet program by forming a committee to discuss ways to reach out to residents who do not use the library. The Board discussed reaching residents by using email surveys, mailing questionnaire's to some households in Des Plaines, and talking to residents at the train station, ward meetings, and other places where residents may congregate. There was no consensus on formalizing the Meet and Greet program.

Director Sorensen reported that the Pro Data payroll fees were previously disbursed automatically from the operating account, but we have requested our accountants to include those fees on our Vendor Check Report.

New Business

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$206,193.31 as listed on the vendor checks report of April 2012 and authorize the Library Director of have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rozovics. NAYS: None

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve payment to NewsBank Databases in the amount of \$13,275.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen gave information to the board for the purchase of 68 replacement workstations, which is part of a four-year lifecycle policy that the board previously adopted. The lowest quote was from Dell at \$46,571.16.

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the purchase of 68 Dell Optiplex 790 replacement workstations at a cost not to exceed \$47,000. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rozovics. NAYS: None. MOTION CARRIED.

Director Sorensen asked for board approval to declare a list of items presented to the board surplus property.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to declare the list of items presented to the board surplus property and to offer the items to the City of Des Plaines for right of first refusal and then to donate or discard because of safety issues or conditions. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that for the FY2013 Per Capita Grant Requirements for Trustees, the board was asked to review Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants. This information was provided to the board on the board Wiki in March and Director Sorensen provided an additional explanation of the requirements.

President Magerl asked Susan Moylan Krey to chair the Nominating Committee and asked Trustees Rozovics and Rangel to serve on the committee. The Nominating Committee will present their recommendations for the slate of officers at the June board meeting and the board will vote on the slate of officers at the July meeting.

Trustee Kendrick reported that the Finance Committee met prior to the board meeting and gave an overview of what had been discussed. The board will discuss and vote on the recommendations from the Finance Committee at their June board meeting.

Trustee Rozovics reported that the Management Committee met on May 2, 2012 to discuss the Library Director's evaluation form. The board discussed the newly created form and President Magerl suggested that page 8 be eliminated and the scores be shown directly after each of the categories being evaluated.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve the evaluation form for the review of the Library Director, as revised and leave the format open for further modifications in future years. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Steve Mokry tentatively scheduled a Building and Grounds Committee meeting for Thursday, June 7, 2012 at 5:00 p.m.

Director Sorensen asked Margaret Scholl to email a copy of the library lease to each board member.

MOTION BY Steve Mokry, seconded by Dion Kendrick, to adjourn the meeting.

Meeting adjourned at 8:41p.m.

Minutes prepared by Margaret Scholl

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 26, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 26, 2012. 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, Steve Mokry, Richard Pope, Jeffery Rozovics, Carol Kidd.

Absent: Susan Moylan Krey, Vincent Rangel, Jennifer Tsalapatanis.

Also present: Roberta Johnson, Susan Farid, Jo Bonell, Heather Imhoff, Gary Valente, Alderman Dan Wilson, Dr. Gregory Sarlo, Alma Perez.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA

MOTION by Eugene Fregetto, seconded by Steve Mokry, 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 in attendance, but did not give a report.

CONSENT AGENDA

Trustee Kendrick asked to remove B. Approval of the Minutes of the Finance Committee Meeting – May 15, 2012 from the Consent Agenda.

Trustee Fregetto asked to remove F. Acceptance of Reports. 1. Director's Report from the Consent Agenda.

President Magerl asked to remove C. Approval of the Minutes of the Nominating Committee Meeting from the Consent Agenda.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to accept the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked to amend the Finance Committee minutes to read:

"Trustee Kendrick stated that current projections indicate that at the end of 2012 there will be a cash balance of \$4,500,000 and he feels that approximately \$2,000,000 should be used to reduce the tax levy."

MOTION by Dion Kendrick, seconded by Rich Pope, to approve the Finance Committee Meeting minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto referred to the May 2012 Statistics Report and commented that database usage was down and he would like to discuss this at another board meeting, he would like to see attrition rates for the category "Library Card Ownership", asked for an explanation of the Meeting Room Bookings and commented that the director's report does not reflect movement on achieving strategic plan goals.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to recommend rejecting the Director's Report. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Magerl, Mokry, Pope, Rozovics. MOTION FAILED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to move the discussion of the Director's Report to the Management Committee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Jeff Rozovics, to accept the Director's Report, as presented. VOTE: AYES: Magerl, Mokry, Pope, Rozovics. NAYS: Fregetto, Kendrick. MOTION CARRIED.

President Magerl asked to remove Rich Pope's name from the Nominating Committee meeting minutes. He was not in attendance. President Magerl asked to make the following change to the minutes:

"President Magerl stated that he would serve as trustee until 12/21/2012, if needed, even though both his and Jeff Rozovics' terms will expire on June 30, 2012."

MOTION by George Magerl, seconded by Jeff Rozovics, to accept the Nominating Committee meeting minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

UNFINISHED BUSINESS

President Magerl reported that the cost to sponsor a meal for Bessie's Table would be a \$150.00 donation, but he does not think this is a good place to connect with people who do not use the library.

The board discussed attendance at the Meet and Greet Program and attendance at Ward meetings.

Trustee Fregetto reported on the progress of the UIC Grant Program.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Rich Pope, to approve the payment of vendor checks in the amount of \$291,829.15 as listed on the vendor checks report of May 2012 and authorize the Assistant Library Director Johnson to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Pope, Rozovics. NAYS: None

REPORT OUT FINANCE COMMITTEE ACTION, MAY 15, 2012.

Trustee Kendrick reported that the Finance Committee met on May 15, 2012.

MOTION by Committee, to recommend establishing a policy requiring a maximum \$1,500,000 cash reserve; approximately \$1,200,000 of that for operating expenses and \$300,000 for capital expenses. VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Pope. NAYS: Rozovics. MOTION CARRIED.

MOTION by Committee, to recommend reviewing all future open part-time library positions, regularly scheduled to work 20 hours per week, for a possible reduction in hours to less than 20 hours per week. VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Pope. NAYS: Rozovics. MOTION CARRIED.

DISCUSS LIBRARY LEASE.

The board discussed having the library attorney present at a Building and Grounds Committee meeting to help clarify the terms of the lease

MOTION by Gene Fregetto, seconded by Dion Kendrick, to have the library attorney present at the next Building and Grounds meeting to help clarify the terms of the lease. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to refer discussion of the library lease to a Building and Grounds Committee meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

REPORT OUT NOMINATING COMMITTEE ACTION, MAY 21, 2012.

Jeff Rozovics reported that the Nominating Committee voted to approve the slate of officers, Rich Pope, President, Susan Moylan Krey, Vice President, Eugene Fregetto, Treasurer, and Carol Kidd, Secretary, for 2012 -2013.

REPORT OUT BUILDING AND GROUNDS COMMITTEE, JUNE 7, 2012.

Trustee Mokry reported that the Building and Grounds Committee met on June 7, 2012 and toured the building.

MOTION by Committee, to approve a space cost allocation plan for the building with costs for the plan to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve reconfiguration to the patron computer area on the fourth floor with costs for the reconfiguration to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Rich Pope, to approve recarpeting the stairs with costs for the recarpeting to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve public seating replacement (chairs) with costs for the chairs to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to approve payment to Innovation Experts for MyMediaMall in the amount of \$11,180.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to approve the library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the non-resident fee in the amount of \$288.00 for the period 07/01/2012 – 06/30/2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to accept the bid for a new Dodge Caravan 7 passenger vehicle in the amount of \$23,774, to be purchased from Napleton's Des Plaines Chrysler Jeep Dodge, 77 Rand Road, Des Plaines, IL. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Magerl invited board members to attend the 2012 ILA Annual Conference in Peoria on October 10.

OTHER

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to direct the Library Director to contact the library's employment attorney to research relevant case law to determine whether a lawsuit could be filed by employees if their 20 hours a week position was reduced by one hour to eliminate their pension. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Magerl, Mokry, Pope, Rozovics. MOTION FAILED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to ask the library's employment attorney to provide an estimate for his research for the question of reducing regularly scheduled 20 hour a week positions to 19 hours to eliminate pension costs. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Magerl, Mokry, Pope, Rozovics. MOTION FAILED.

EXECUTIVE SESSION

MOTION by Jeff Rozovics, seconded by Eugene Fregetto, to enter into an Executive Session at 9:30 p.m. for Semi-Annual Review of Executive Session Minutes and Pending or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:56 p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

MOTION by George Magerl, seconded by Dion Kendrick, 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:

June 15, 2010 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

June 29, 2010 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

November 2, 2011 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal a Specific Employee and Semi-Annual Review of Executive Session Minutes.

November 15, 2011 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.
February 21, 2012 - Review of Executive Session Minutes
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

Meeting adjourned at 9:58 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
July 17, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 17, 2012. President George Magerl called the meeting to order at 4:00p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Richard Pope, Jennifer Tsalapatani, Carol Kidd.

Also present: George Magerl, Jeff Rozovics, Roberta Johnson, Susan Farid, Jo Bonell, Heather Imhoff, Margaret Scholl, Alderman Dan Wilson, Alma Perez, Wayne Serbin, Matt Stack.

PLEDGE OF ALLEGIANCE.

PRESENTATION TO RETIRING TRUSTEES – George Magerl and Jeff Rozovics.

Director Sorensen thanked Trustee Jeff Rozovics and President George Magerl for their dedication to the library and for their good work serving on the board. Books have been purchased to include in the library collection with books plates honoring the retiring trustees.

OATH OF OFFICE.

Alma Perez took the Oath of Office.

CONSIDERATION OF THE AGENDA

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

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin, Des Plaines resident, thanked retiring board members, George Magerl and Jeff Rozovics, for their service to the community and welcomed the new board members, Alma Perez and Dr. Gregory Sarlo.

Matthew Stack, Des Plaines resident, stated that the library did not have certain Christian movies for checkout and Director Sorensen responded that Jo Bonell, Head of Adult Services, would call him to help with his request. Director Sorensen stated that if the Des Plaines Public Library does not have the requested material, it is almost always available from another library.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Dan Wilson thanked President George Magerl and Trustee Jeff Rozovics for service to the community.

Susan Moylan Krey entered the meeting at 4:13 p.m.

CONSENT AGENDA

Carol Kidd, Board Secretary, asked to remove A. Approval of the Minutes of the Regular Board Meeting – June 26, 2012, B. Acceptance of Financial Reports for June 2012 and C. Acceptance of Reports. 1. Director's Report.

Carol Kidd asked to revise the June 26, 2012 meeting minutes as follows:

MOTION by Dion Kendrick, seconded by ~~Eugene Kendrick~~ Eugene Fregetto, to approve the library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to accept the minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Carol Kidd asked that the Financial Report, Revenue Report, be revised by changing the line item for the sale of the mobile library from 4899900, Miscellaneous Revenue to 4890050 Sale of Fixed Assets. A corrected Revenue Report was distributed to the board.

MOTION by Jennifer Tsalapatani, seconded by Rich Pope, to accept the revised Financial Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Vince Rangel entered the meeting at 4:19 p.m.

MOTION by Dion Kendrick, seconded by Rich Pope, to approve the Financial Reports for June 2012, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Carol Kidd stated that she revised the June 2012 Statistic Report by expanding the Patron Assistance line item to include the number of questions asked by patrons in the Youth Services department, Adult Services department and Circulation Services department.

MOTION by Dion Kendrick, seconded by Vince Rangel, to accept the Director's Report, as revised. 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 \$197,118.13 as listed on the vendor checks report of June 2012 and authorize the Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Perez, Pope,. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Rich Pope, to approve payment to Reference USA in the amount of \$12,024.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen reported on her proposed Operations Plans for 2013 – 2015. She gave copies of the report to the board and explained that her report included projections for budget, staffing requirements, equipment, furnishing and fixture needs, fee based products and services (revenue) and staff expenditures for the time period 2013 - 2015.

MOTION by Steve Mokry, seconded by Vince Rangel, to close nominations for the slate of officers for the Library Board of Trustees for 2012/2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The results of the election: Richard Pope, President, Susan Moylan Krey, Vice President, Eugene Fregetto, Treasurer, Carol Kidd, Secretary.

Richard Pope took the oath of office for President, Susan Moylan Krey took the oath of office for Vice President, Eugene Fregetto took the oath of office for Treasurer and Carol Kidd took the oath of office for Secretary.

Richard Pope presided over the meeting as the newly elected President of the Board of Trustees.

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

Meeting adjourned at 5:39 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 21, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 21, 2012. President Rich Pope called the meeting to order at 7:07 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Dr. Gregory Sarlo, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Susan Farid, Heather Imhoff, Dan Wilson, Michael Bartholomew, Larry Jankowski.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE.

Dr. Gregory Sarlo took the Oath of Office.

CONSIDERATION OF THE AGENDA

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, 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 Dan Wilson introduced Mike Bartholomew, City Manager for the City of Des Plaines.

CONSENT AGENDA

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

NEW BUSINESS

Trustee Fregetto stated that he had several questions regarding the vendor check list and asked in the future to speak with the Library Director before the board meetings to ask specific questions.

Trustee Fregetto asked why there were two checks written to Napletons Des Plaines and Director Sorensen responded that one check was for the purchase of the van and the other check was for a trailer hitch.

Trustee Mokry asked if other prices for the trailer hitch were requested and Director Sorensen responded that she did not request other quotes for this item.

Trustee Fregetto also asked why there was a subtotal after the payment to WOW! Internet Cable and Director Sorensen responded that there was a subtotal for the division of the ACH payments and the check payments.

Trustee Fregetto also asked about payments made to Baker & Taylor and Director Sorensen responded that these were mostly book purchases.

Trustee Fregetto also asked if the library had credit cards and Director Sorensen responded that the library does have credit cards. Trustee Fregetto asked who has the "Visa" cards and what are they used for? Director Sorensen responded that the cards are used to purchase items online such as supplies and also to pay for eBooks. Director Sorensen stated that the credit cards are locked up and in order to obtain a card, a purchase order, signed by a Department Head and the Library Director, must be presented.

Trustee Fregetto then asked about the payment to Ebsco and Assistant Director Johnson responded that the payment to Ebsco was for small changes to magazine subscriptions.

Trustee Fregetto then asked what the payment to Illinois Department of Employment Security was for and Director Sorensen responded this was a quarterly payment for unemployment.

Trustee Fregetto also asked what the payment to KOS Home Improvement was for and Director Sorensen said she would look up the invoice and follow-up with Trustee Fregetto. Director Sorensen believed this to be a repair to the building.

Trustee Fregetto asked what the payment to Kiwanis Club of Des Plaines was for and Director Sorensen responded that this was the yearly dues payment. Trustee Fregetto asked how many organizations the library belonged to and Director Sorensen responded that the library is a member of the Chamber of Commerce, Rotary Club and also Art Guild, History Center, American Libraries Association, Illinois Library Association and other organizations.

Trustee Fregetto then asked what the payment to LIMRiCC was for and Director Sorensen responded that this is payment for employee insurance costs.

Trustee Fregetto asked what the payment to Midwest Tape was for and Library Director Sorensen responded that the payment was for DVDS, CDs, Playaways and audiobooks.

Trustee Mokry asked what the payment to Anderson Lock was for and Director Sorensen responded that it was probably a broken door.

Trustee Fregetto asked about the Subtotal for the vendor checks report and Director Sorensen responded that there was a reconciliation page following that page that explained the report.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$252,199.05 as listed on the vendor checks report of July 2012 and authorize the Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Jennifer Tsalapatani entered the meeting at 7:24 p.m.

REVIEW AND ACCEPT BID FOR PUBLIC RESTROOM PARTIAL REMODEL.

Director Sorensen explained that the library went out for bid for Public Restroom (countertops & hand dryers) Partial Remodel and distributed the bid results. Director Sorensen asked that the board approve option two, which includes the bid for hand dryers in each public restroom in the amount of \$37,600, since there is money in the budget for these expenses. Director Sorensen explained that L & M Builders submitted the lowest bid and is a local business.

Trustee Moylan Krey asked what type of material would be used for the countertop and Director Sorensen responded that the material would be solid surface, not laminate. Trustee Moylan Krey asked if the sinks would be replaced and Director Sorensen said the countertops and sinks would be one piece and the builder is being asked to reuse the faucets.

Trustee Sarlo asked what type of solid surface material would be used and Director Sorensen replied that the contractor would bring samples of the solid surface materials in different colors.

Trustee Mokry asked if L&M met all the requirements for the prevailing wage and Director Sorensen replied that this was required in the bid document. Trustee Mokry then asked how many man hours to complete the project and Director Sorensen responded that she did not know that information, but that L&M will provide a start and completion date for the project.

Trustee Tsalapatani asked if the Community Development department was contacted to find out if L&M was a business in good standing and Director Sorensen said she would contact the Community Development department to ask for that information.

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to accept the lowest bid for the Public Restroom Partial Remodel from L & M Builders in the amount of \$37,600, which is Option 2 in the bid document. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Perez, Pope, Rangel, Sarlo, Tsalapatani. NAY: Mokry. MOTION CARRIED.

Director Sorensen asked for board approval to declare a list of items presented to the board as surplus property. The list will be offered to the City of Des Plaines for right of first refusal and then the computers/printers will be donated to Computers for School.

MOTION by Dion Kendrick, seconded by Gregory Sarlo, to declare the list of items presented to the board surplus property and to offer the items to the City of Des Plaines for right of first refusal and then to donate or discard because of safety issues or conditions. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

REPORT OUT FINANCE COMMITTEE, JULY 31, 2012 AND AUGUST 16, 2012.

Chairman Fregetto reported that the Finance committee met on July 31, August 16 and August 21. The board had minutes to review from the July 31 and August 16, 2012 Finance committee meetings.

Trustee Fregetto reported that at the July 31 Finance committee meeting the committee reviewed statistical information, including the 2011 Employee Compensation report that is on the library website, Des Plaines Public Library Salary and Classification Schedule, Peer Comparison, Suburban Peer Group Library Ranking for 2011 and an article from ALA/ALTAFF.

Trustee Fregetto reported that the Finance committee will visit four other libraries to ask them about their performance, operations and to further enhance our understanding of the challenges libraries have in other communities.

Trustee Fregetto then referred the board to page 40 of the board packet, the 2012 Cash Budget Projection and stated that the Finance committee wants to reduce the reserves.

Trustee Fregetto stated that he asked department heads to come to the August 16, 2012 Finance committee meeting to give presentations about their work at the library. Trustee Fregetto then stated that he would like a cost benefit analysis of all library services provided in 2013 as part of the budget analysis.

Trustee Fregetto then passed out a fee sheet from the Park District website for meeting room use. Trustee Fregetto asks the Management committee to write policy for meeting room use fees.

Trustee Kendrick stated that there is a line item in the 2012 budget for meeting room fees revenue and believes that the library can generate \$50,000 annually in meeting room fees in 2013.

Trustee Moylan Krey asked if \$50,000 annually was realistic and Trustee Kendrick replied yes.

Director Sorensen, with staff, will develop a policy for charging for meeting room use and present the proposed policy at the next Management Committee meeting.

Trustee Fregetto then reported out on the August 16 Finance committee meetings. Trustee Fregetto asks that department heads come back and make a shorter demonstration, which will benefit the public very well.

Trustee Fregetto stated that the Finance committee did briefly discuss the two budgets presented for 2013.

Trustee Fregetto passed out the accounting contract that was discussed at the August 21 Finance committee meeting.

Trustee Fregetto then reported out on the August 21 Finance committee meeting. Two draft budgets were submitted, which Trustee Fregetto does not call draft budgets, but working documents. Trustee Fregetto said he gave feedback to the Library Director and gave his ideas and opinions on how to look at the budget documents.

Trustee Moylan Krey asked what the general consensus was of the budget documents.

Trustee Fregetto said he hasn't made a decision one way or the other yet, but was focused on the 7.5% reduction, because it was a richer document, but it was a silo approach to cost cutting. Trustee Fregetto made a recommendation that the 8 departments, now working in silos, work together and not so many staff would have to be eliminated. Trustee Fregetto talked about the 3.5 million in reserves and asked that the Library Director look at line items that were underspent, because that is how we accumulated the reserves. Trustee Fregetto wants to revisit the working budget documents in preparation of the final budget document.

Trustee Mokry stated that the budget, with the 1.5% decrease, is in line with the 4.5% overall decrease that staff is recommending in the formal operations plan, as reductions for the next three years. Trustee Mokry stated that the 1.5% decrease represents what the library and residents want and he is in favor of the 1.5% reduction, as stated in the 1.5% reduction budget document presented to the board.

Trustee Kendrick doesn't want to make up his mind at this time, but is leaning toward the 7.5% decrease, or perhaps an even greater decrease 10%, and wants to see more presentations over the next month and several more Finance committee meetings. A 7.5% reduction is about \$500,000 in tax levy income and could be replaced with other income from charging for DVDs and meeting room fees. Trustee Kendrick states that he wants to increase hours for full-time staff from 37.5 to 40 hours week. Trustee Kendrick also states that staff reductions save money over the long run and the library can be more efficient. Trustee Kendrick said we should meet with other libraries and talk about their best practices and what ways are we similar and what ways are we different, like a case study.

President Pope stated that the cost to increase full-time staff to 40 hours a week would not be cost effective because the employees would have to be paid for the additional 2.5 hours a week. Director Sorensen stated that exempt employees routinely work more than 40 hrs./wk.

Trustee Fregetto stated again that the budget documents were working documents and there was enough time to analyze the documents, because the meetings were started early.

Trustee Rangel stated that the committee was presented with an interesting challenge. He stated that he and his family have been library users for 39 years. Trustee Rangel would like to see even more people use the library, because of the great services the library provides. Trustee Rangel wants to investigate increasing revenue and look at all the components of the budget.

Trustee Tsalapatani asked what the cost savings per household per property tax bill would be if the budget was reduced by 7.5%. Trustee Tsalapatani stated that maybe a 1.5% reduction isn't the right amount, but maybe not a 7.5% reduction either, but maybe something in the middle. Trustee Tsalapatani asked what the monetary savings would be on her tax bill if the budget was reduced by 7.5%. She does not think cutting staff and materials would be worth the small savings.

President Pope stated that the next agenda item is reviewing the 2013 budget and he would like to continue discussion on that topic and asks the other board member to have a say on the budget documents.

Trustee Fregetto stated that he had just started to talk about what happened in the Finance committee. Trustee Fregetto stated that the committee will look at other libraries to find out what they are doing. Trustee Fregetto stated that the committee discussed the Request for Proposal for accounting services and the committee is recommending additional services be added to the RFP.

Trustee Moylan Krey states that when looking at the Peer Comparison report for other libraries, those libraries are not spending as much money on the collection and material and some do not even have eBooks.

Trustee Fregetto asked to finish his report.

President Pope stated that the board will review the 2013 budget. President Pope also stated that the board has had the budget documents to review and the Finance committee has met three times. President Pope states that he is in favor of the 1.5% reduction, with a 4.5% total reduction over 3 years.

Trustee Sarlo stated that he is not in favor of reducing staff in order to reduce the budget by 7.5%. Trustee Sarlo asked when was the last time the library hired a new full-time position and Director Sorensen responded that it was in 2010. Trustee Sarlo does not want to decrease the budget by laying off staff and reducing the services and also stated that patrons will not get the same service with the reduction in staff. He stated he is in favor of the 1.5% decrease in the budget.

Trustee Kendrick stated that the library should give back money to the residents and that the library is over staffed and needs to run a more fiscally efficient operation. Trustee Kendrick stated that the library should charge for meeting rooms and DVDs for extra revenue and he stated that he is in favor of the 7.5% reduction.

Trustee Tsalapatani stated that there has been a huge increase in library usage due to the down turn in the economy. She thanked the finance committee and staff for their hard work on the budget.

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve Budget 1, as presented, which decreases property taxes in real dollars by 1.5%. ROLL CALL VOTE: AYES: Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo, Tsalapatani. NAYS: Fregetto, Kendrick.
MOTION CARRIED.

Trustee Fregetto stated that the board cut off any meaningful dialogue about the budget and the opportunity to learn about the budget process.

Trustee Sarlo responded that the dialogue can continue. The board should continue talking about and researching where we can increase the revenue, not just once a year when the budget comes up, but all year.

Trustee Fregetto stated that he wanted to continue the meaningful discussion about how to deliver quality programs with a reduction in the budget. He stated that the Finance committee did not recommend a budget to the board.

ANNOUNCEMENT

Director Sorensen invited the board to attend the Adult Services Ice Cream Social on Friday, August 24 on Library Plaza.

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

Meeting adjourned at 8:27 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 18, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 18, 2012. President Rich Pope called the meeting to order at 7:03 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Dr. Gregory Sarlo, Carol Kidd.

Absent: Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Sara McLaughlin, Alderman Dan Wilson, Lawrence Jankowski.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA

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

PUBLIC COMMENTS AND QUESTIONS

Lawrence Jankowski, 30 year resident of the City of Des Plaines, read a prepared statement that he felt the board showed contempt for the taxpayers by approving the 2013 budget, without a recommendation from the Finance Committee.

Trustee Fregetto stated that he submitted his letter of resignation as Treasurer for the Des Plaines Public Library Board to President Pope. Trustee Fregetto read his letter aloud stating that he has resigned as Treasurer because the board voted to approve the 2013 budget without a recommendation from the Finance Committee.

Trustee Kendrick read a letter he wrote protesting the action by the board at their August 21, 2012 meeting, approving the 2013 budget and demanded that the board reverse their action on the 2013 budget.

Alderman Wilson entered the meeting at 7:14 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson gave dates for his upcoming ward meetings on September 22, 29 and October 6 at Cornell Park.

CONSENT AGENDA

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to remove all items from the consent agenda. No vote was taken.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING – AUGUST 21, 2012.

The Board discussed the August 21, 2012 minutes.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to confirm whether the August 21, 2012 minutes intend to use the word opinion or whether the President and the Secretary, after reviewing the videotape, choose to use a different word to represent the discussion that the board members engaged in prior to the approval of the budget. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Rangel, Sarlo. NAYS: Moylan Krey, Pope. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that the minutes from the Finance Committee meetings of August 21 be expanded to include the actual discussion that took place in the meeting and to be in harmony with the Open Meetings Act.

Kendrick withdraws motion.

MOTION by Rich Pope, seconded by Greg Sarlo, to expand minutes from the regular board meetings of August 21, 2012 and minutes of the Finance Committee meeting of August 21, 2012. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Rangel, Sarlo, Pope. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that the approved budget be sent back to the Finance committee and that Trustee Fregetto reconsider his resignation as Treasurer and that the Finance committee get on about its business and come back within two weeks and give a final budget for recommendation, but let the finance committee complete its necessary work.

President Pope stated that discussion of the 2013 budget was not on the agenda and would not be discussed or voted on.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that the action taken at the August 21, 2012 meeting, reported in minutes and presented to the board for approval, was in violation of the library bylaws, Article 4, Section 4.

President Pope stated that he would not call for the vote.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that this board affirms that approval of the budget at the August 21, 2012 meeting was in violation of Article 8, Section 3 of our library bylaws.

President Pope stated that this was not on the agenda and he would not call for the vote.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, regarding item A on the consent agenda, approval of the minutes of the regular board meeting of August 21, that this board affirm that the approval of the budget in the August 21 meeting was a violation of Article 9 Section 2 of our library bylaws.

President Pope stated that he would not call for the vote.

President Pope put all the motions in the same category as the original motions and further recorded that the president will not allow the vote.

President Pope called for break at 8:04 and called the meeting back to order at 8:14 p.m.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to begin an investigation of the Des Plaines Library Board for being in violation of the Open Meetings Act with the State's Attorney Office and Illinois Attorney General's Office.

The Board members continued to discuss the expansion of the minutes.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to insert Trustee Fregetto's notes into the Finance Committee meeting minutes of August 21, 2012.

President Pope stated no vote will be taken and stated the board already approved an expansion of the minutes for consent agenda items A. Approval of the Minutes of the Regular Board Meeting – August 21, 2012 and B. Approval of the Minutes of the Finance Committee Meeting – August 21, 2012.

Trustee Fregetto asked to amend the previous motion to include his own notes in the Finance Committee meeting minutes.

President Pope stated that the board secretary will review and expand the minutes.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that staff comes back with an adjustment to the 7.5% reduction budget document that adjusts the benefits amount.

President Pope stated that he would refer this to the Finance committee.

President Pope refused to call for the vote and referred the decision to the Finance committee.

Trustee Kendrick wants the minutes to state that there was a motion and a second and the President did not call for a vote.

MOTION by Gregory Sarlo, seconded by Eugene Fregetto, regarding the 2013 budget if there are any further concerns by trustees, that the trustees put their questions in writing and the board will review before presenting the budget to the City Council.

Motion withdrawn by Sarlo.

President Pope stated that the budget was passed and he will not call for a vote to send the budget back to the Finance Committee.

MOTION by Susan Moylan Krey seconded by Greg Sarlo, to table discussion and move on to discussion of consent agenda C. Acceptance of Financial Reports for August 2012.

ROLL CALL VOTE: AYES: Fregetto, Moylan Krey, Mokry, Perez, Rangel, Sarlo, Pope.

NAYS: Kendrick. MOTION CARRIED.

SUBSTITUTE MOTION by Dion Kendrick, to skip to item C., but reserve the right to reopen B. at the next meeting.

The Board took a 10 minute break and resumed the meeting at 9:18

MOTION by Eugene Fregetto, to ask Director Sorensen to prepare a report with a baseline of line items that exceed 67% for the next board meeting so that the board can examine those line items for overspending.

Fregetto withdrew the motion.

MOTION by Susan Moylan Krey, seconded by Greg Sarlo, to accept the financial reports, as presented. Vote: Ayes: All. NAYS: none. MOTION CARRIED.

ACCEPTANCE OF REPORTS

MOTION by Susan Moylan Krey, seconded by Steve Mokry, to accept the Director's Report and Contract List, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION – Sara McLaughlin, School Liaison Librarian, Youth Services.

Director Sorensen explained that Sara McLaughlin, School Liaison Librarian, was in attendance, but was asked to come back and speak to the board at a future meeting.

NEW BUSINESS

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the payment of vendor checks in the amount of \$233,593.30 as listed on the vendor checks report of August 2012 and authorize the Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

TRUSTEE TRAINING – Review Chapter 9, "Programming" of Standards for Illinois Public Libraries [Per Capita Grant Requirement]

Director Sorensen explained to the board that for the Per Capita Grant application the board was required to review library programming. Chapter 9 from the Standards for Illinois Public Libraries was on the Wiki for board review.

Trustee Mokry left the meeting at 10:00 p.m.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to change the expenditures for Per Capita Grant to only expenditures for digitization. MOTION WITHDRAWN.

Substitute motion by Dion Kendrick, to amend the budget to change the line items in the budget. Withdraw the motion

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the FY2013 Per Capita Grant application, as presented. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Perez, Rangel, Sarlo, Pope. NAYS: None. MOTION CARRIED.

Director Sorensen asked for board approval to declare a list of items presented to the board surplus property.

MOTION by Susan Moylan Krey, seconded by Vince Rangel, to declare the list of items presented to the board surplus property and to offer the items 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.

MOTION by Gregory Sarlo, seconded by Susan Moylan Krey, to declare the 1998 Chevrolet Astro Van surplus property and to offer the van to the City of Des Plaines for right of first refusal and then to sell the vehicle. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Pope appointed Steve Mokry to chair the Nominating Committee and asked Vince Rangel and Dion Kendrick to serve on the committee.

ANNOUNCEMENTS

Information about the 2012 Illinois Library Association Annual Conference, Trustee Day, was made available to the board. Trustee Day is October 10, 2012.

MOTION by Rich Pope, seconded by Susan Moylan Krey, to make a recommendation to postpone Executive Session and to schedule a meeting of the Executive Committee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to adjourn the meeting.

Meeting adjourned at 10:29 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 18, 2012

I. CALL TO ORDER

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 18, 2012. President Rich Pope called the meeting to order at 7:03 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Gregory Sarlo, Carol Kidd.

Absent: Eugene Fregetto, Vince Rangel, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Marcus Henthorn, Erika Morris.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

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

V. PUBLIC COMMENTS AND QUESTIONS
None.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson was not in attendance.

VII. CONSENT AGENDA

Trustee Kendrick asked to remove A. Approval of the Minutes of the Regular Board Meeting – November 20, 2012, B. Acceptance of Financial Reports for November 2012, C. Director's Report – Holly Richards Sorensen.

MOTION by Rich Pope, seconded by Steve Mokry, to approve VIII. Consent Agenda. C. Acceptance of Reports. 2. Contract List, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Greg Sarlo, to approve the minutes, as presented. ROLL CALL VOTE: AYES: Pope. NAYS: Kendrick, Mokry, Perez, Sarlo. Abstain. Moylan Krey. MOTION FAILS.

MOTION by Dion Kendrick, seconded by Gregory Sarlo, to amend the minutes to include the statement "the accounting proposal was a no bid contract." VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve the Financial Reports for November 2012, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Gregory Sarlo, to approve the Director's Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS

- A. Approve Payment Of Vendor Checks Report - \$201,481.88 And ACH Payments - \$37,114.94. [Action Item]

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the payment of vendor checks in the amount of \$197,999.58 and ACH Payments in the amount of \$53,976.44 as listed on the vendor checks report of November 2012 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: None. MOTION CARRIED.

- B. Approve Insurance Proposal from Hartford Insurance for Library Property, General Liability, Automobile, Inland Marine – Fine Arts, Volunteer Plus Program, Employers' Liability, Umbrella, Directors' & Officers Liability and Approve Insurance Proposal from Illinois Public Risk Fund for Workers' Compensation - \$45,469.00. [Action Item]

MOTION by Dion Kendrick , seconded by Susan Moylan Krey, to approve the proposal from Hartford Insurance for Library Property, General Liability, Automobile, Inland Marine – Fine Arts, Volunteer Plus Program, Employers’ Liability, Umbrella, Directors’ & Officers Liability and Approve Insurance Proposal from Illinois Public Risk Fund for Workers’ Compensation in the amount of \$45,469.00, as presented. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: None. MOTION CARRIED.

C. Approve Payment ProQuest - \$15,615.00. [Action Item]

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve payment to ProQuest in the amount of \$15,615.00. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: None. MOTION CARRIED.

D. Approve Payment to Newsbank in the amount of \$13,675.00.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve payment to Newsbank in the amount of \$13,675.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approve Payment to Ebsco - \$27,930.83. [Action Item]

MOTION by Gregory Sarlo, seconded by Susan Moylan Krey, to approve payment to Ebsco in the amount of \$27,930.83. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Resolutions. [Action Item]

1. Appropriation and Levy.

MOTION by Rich Pope, seconded by Gregory Sarlo, to approve the 2013 Appropriation and 2012 Levy resolution, as presented. ROLL CALL VOTE: AYES: Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: Kendrick. MOTION CARRIED.

G. Report Out Management Committee Action, December 18, 2012 – Susan Moylan Krey. [Action Item]

Chair of the Management Committee, Susan Moylan Krey, reported that the Management Committee met to discuss changes to the following job descriptions:

1. Building & Security Services Assistant
2. Monitor
3. Part-time Monitor
4. Circulation Services Assistant
5. Part-time Circulation Services Assistant
6. Graphic Artist
7. Reference Services Assistant
8. Reference Services Librarian
9. Reference Services Librarian II

MOTION by Committee, to approve revisions to the following job descriptions:

1. Building & Security Services Assistant
2. Monitor
3. Part-time Monitor
4. Circulation Services Assistant
5. Part-time Circulation Services Assistant
6. Graphic Artist
7. Reference Services Assistant
8. Reference Services Librarian
9. Reference Services Librarian II

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

Susan Moylan Krey asked to postpone the discussion of revisions to policy until the January board meeting.

H. Food for Fines Program Dates. [Action Item]

Director Sorensen asked for board approval to host a Food for Fines Program from April 14 – 27.

MOTION by Gregory Sarlo, seconded by Susan Moylan Krey, to host a Food for Fines Program from April 14 -27, 2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

The board will meet at 4:00 p.m. on January 15, 2013.

X. CORRESPONDENCE.

No correspondence.

XI. EXECUTIVE SESSION

Motion by Susan Moylan Krey, seconded by Steve Mokry, to enter into an Executive Session at 8:23 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:35 p.m. and was called to order by President Pope.

XII. EXECUTIVE SESSION ACTION

MOTION by Steve Mokry, seconded by Dion Kendrick, 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:

June 26, 2012 – Review of Executive Session Minutes and Pending or Imminent Litigation.

October 16, 2012 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

And to concur with the consensus in Executive Session that the following minutes will be retained:

July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIII. ADJOURNMENT

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

Meeting adjourned at 8:37 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 20, 2012

I. CALL TO ORDER

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 20, 2012. President Rich Pope called the meeting to order at 7:02 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Jennifer Tsalapatani, Carol Kidd.

Absent: Susan Moylan Krey Eugene Fregetto, Gregory Sarlo.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Sara McLaughlin, Alderman Dan Wilson, Anthony Oliver, Nathan Gaskill.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

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

V. PRESENTATION – Sara McLaughlin, Youth Services.

Sara McLaughlin, School Liaison Librarian, Youth Services, talked about her responsibilities as School Liaison Librarian. Sara answered questions from the board.

VI. PUBLIC COMMENTS AND QUESTIONS

Anthony Oliver, Senior Library Executive, Cordogan Clark & Associates, stated that he was the owner's rep on the design of the library building.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

VIII. CONSENT AGENDA

MOTION by Steve Mokry, seconded by Vince Rangel, to approve the consent agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS

- A. Approve Payment Of Vendor Checks Report - \$201,481.88 And ACH Payments - \$37,114.94. [Action Item]

MOTION by Rich Pope, seconded by Jennifer Tsalapatani, to approve the payment of vendor checks in the amount of \$201,481.88 and ACH Payments in the amount of \$37,114.94 as listed on the vendor checks report of October 2012 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Accounting Contract Renewal. [Action Item]

Director Sorensen introduced Nathan J. Gaskill, CPA, Lauterbach & Amen, LLP, who answered questions from the board regarding the services Lauterbach & Amen provides to the library.

The accounting proposal was a no bid contract.

Gregory Sarlo entered the meeting at 7:48 p.m.

MOTION by Dion Kendrick, to approve the accounting contract for another year with an out clause. MOTION FAILED FOR LACK OF A SECOND.

President Pope stated that the board had the following options regarding the Accounting Contract Renewal:

1. Reject the proposed proposal for accounting services.
2. Accept the three-year contract, but ask for a 30 day opt-out clause.

3. Accept a one- year contract, with no opt-out clause.

MOTION by Jennifer Tsalapatani, seconded by Gregory Sarlo, to accept the contract presented by Lauterbach & Amen, LLP for three years, with an opt-out clause. ROLL CALL VOTE: AYES: Mokry, Perez, Rangel, Sarlo, Tsalapatani, Pope. NAYS: Kendrick. MOTION CARRIED.

C. Nominating Committee Report. [Action Item]

MOTION by Committee to recommend Jennifer Tsalapatani for the office of Treasurer. ROLL CALL VOTE: AYES: Mokry, Perez, Rangel, Sarlo, Tsalapatani, Pope. NAYS: None. MOTION CARRIED. Kendrick votes present.

D. Meet and Greet Board Attendance.

Vince Rangel will chair the meet and greet program.

X. ANNOUNCEMENTS

Director Sorensen stated that David Whittingham, Readers' Services Assistant, was the author of *Images of America: Des Plaines*.

The Des Plaines Public Library was named a star library for 2012 by Library Journal.

XI. CORRESPONDENCE.

No correspondence.

XII. ADJOURNMENT

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

Meeting adjourned at 8:29 p.m.

Minutes prepared Carol Kidd.

- Progress Report
- Response Requested by _____
- Board Action Required June 26, 2012

BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
June 7, 2012

Chair: Steve Mokry.
Present: Steve Mokry, Dion Kendrick, Rich Pope, George Magerl, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Gary Valente.

Call to Order: 5:01 p.m. by Steve Mokry.

ROLL CALL: Mokry, Kendrick, Pope.

Dion Kendrick asked to add Discussion of Library Lease to the agenda.

MOTION by Rich Pope, seconded by Dion Kendrick, to add "Discussion of Library Lease" to the agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Rich Pope, to approve the agenda, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed the library lease. Trustee Kendrick stated that he did not think that the lease was clear. The library lease will be discussed at the June 26, 2012 Board of Trustees meeting.

The Committee began the tour of the building at 5:15 p.m.

The Committee inspected the countertops in the fourth floor public restrooms. Director Sorensen explained that countertop replacement was in the 2012 budget and staff will request bids for this project.

While on the fourth floor Assistant Director Roberta Johnson showed the committee how the proposed reconfiguration to the patron computer area would benefit the patrons by providing more workspace.

Director Sorensen reported that the garage that housed the Mobile Library could be converted into useable space and suggested a space cost allocation plan for the building for redesigning certain areas of the library, including the fourth floor. The cost for the plan would be in the 2013 budget.

The meeting resumed at 6:35 p.m.

MOTION by Steve Mokry, seconded by Dion Kendrick, to recommend to the board a space cost allocation plan for the building with costs for the plan to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to recommend to the board reconfiguration to the patron computer area on the fourth floor with costs for the reconfiguration to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Rich Pope, to recommend to the board recarpeting the stairs with costs for the recarpeting to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Rich Pope, to recommend to the board public seating replacement (chairs) with costs for the chairs to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Rich Pope, to adjourn the meeting.

The meeting adjourned at 6:40 p.m.

Minutes prepared by Carol Kidd

- Progress Report
- Response Requested by _____
- Board Action Required 08/21/2012

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
August 16, 2012

Committee: Eugene Fregetto, Dion Kendrick, Steve Mokry, Vince Rangel.
Also Present: Rich Pope, Jennifer Tsalapatani, Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid, Stephanie Spetter, Sue Pirie, Jo Bonell, Gary Valente, Don Sofolo, Tim Haskell, Gus Sekalias.

Call to Order: 4:00p.m. by Eugene Fregetto.

CONSIDERATION OF THE AGENDA

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

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING – JULY 31, 2012

The minutes from the July 31, 2012 Finance Committee Meeting were revised to:

The committee discussed charging for meeting room use. It was ~~decided~~ discussed that the Management committee meet to recommend a fee schedule for meeting room use.

MOTION by Eugene Fregetto, seconded by Vince Rangel, to accept the minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

DEPARTMENT HEADS PRESENTATION.

- Presentations were made by Gary Valente, Head of Building and Security Services
- Don Sofolo, President of Outsource Solutions Group
- Susan Farid, Head of Circulation Services
- Stephanie Spetter, Head of Youth Services
- Suzanne Pirie, Manager of Technical Services
- Jo Bonell, Head of Adult Services
- Heather Imhoff, Head of Public Information Services

REVIEW 2013 BUDGET DOCUMENTS.

Director Sorensen explained the two budget documents that were emailed to board members on Tuesday, August 14, 2012.

The Finance Committee will meet again on Tuesday, August 21, 2012 at 5:30 p.m. to discuss:

- Follow-up on 2 budget documents
- Discuss Finance committee looking into other libraries
- Request for Proposal for Accounting Services.

RFP FOR ACCOUNTING SERVICES FOR 2013 - 2016

Trustee Fregetto asked Director Sorensen to ask Dorothy Wisniewski, Director of Finance for the City of Des Plaines, if the library is included in the City's audit and if the library can have an audit separate from the City of Des Plaines.

MOTION by Steve Mokry, seconded by Vince Rangel, to adjourn the meeting.

The meeting adjourned at 7:34 p.m.

Minutes prepared by Carol Kidd.

- Progress Report
- Response Requested by _____
- Board Action Required ~~09/18/2012~~ 10/16/2012

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
August 21, 2012

The Finance Committee meeting was held in the second floor conference room on Tuesday, August 21, 2012. Chair Eugene Fregetto called the meeting to order at 5:30 p.m.

ROLL CALL.

Roll call indicated the following committee members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Vince Rangel.

Also Present: Rich Pope, Alma Perez, Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid, Stephanie Spetter, Heather Imhoff.

Call to Order: 5:30 p.m. by Eugene Fregetto.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to accept the agenda, as presented.

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING –AUGUST 16, 2012

Change to August 16, 2012 Finance Committee meeting minutes follows:

DEPARTMENT HEADS PRESENTATION.

Presentations were made by:

1. Gary Valente, Head of Building and Security Services
2. Don Sofolo, President of Outsource Solutions Group
3. Susan Farid, Head of Circulation Services
4. Stephanie Spetter, Head of Youth Services
5. Suzanne Pirie, Manager of Technical Services
6. Jo Bonell, Head of Adult Services
7. Heather Imhoff, Head of Public Information Services

MOTION by Dion Kendrick, seconded by Vince Rangel, to accept the minutes, as revised.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto wants to meet with Dorothy Wisniewski, Director of Finance, and include Trustee Kendrick, to discuss the audit and the relationship between the library and the city. Trustee Mokry asked if Dorothy Wisniewski can be invited to the Finance committee meeting.

FOLLOW-UP TWO (2) BUDGET DOCUMENTS.

Carol Kidd distributed budget documents to the committee members and Director Sorensen explained that the cover document to the 1.5% reduction in budget was expanded.

Two budget documents were distributed to board members to review for the 2013 budget. These budget documents were emailed to the board members on August 14, 2012. Both budgets will decrease property taxes in real dollars; one budget decreasing property taxes in real dollars by 1.5%, which translates to 4.38% decrease over the extended amount in taxes collected in 2012 and; one budget decreasing property taxes in real dollars by 7.5%, which translates into a 10.2% decrease over the extended amount in taxes collected in 2012. The committee discussed library operations and increasing fees to patrons for services to increase revenues.

Trustee Fregetto talked about the budget document with the 7.5% reduction and the services that would be discontinued or reduced, which include:

- Lay off 8 full time staff, one from each department
- Home bound services eliminated
- Books and materials delivered to Assisted Living facilities – Trustee Fregetto suggested that the facilities pick up the materials
- Early literacy programming would be reduced by half, with Spanish and Polish language storytimes being eliminated.
- Phone calls from the public would go direct to voicemail
- Staff participation in community groups would be reduced
- Book discussions would be reduced by half
- Computer classes would be reduced by one third
- Educational programming to the public would be reduced by 25%
- Marketing would be reduced
- Security desk on 1st floor would be staffed only half the time the library is open
- Program setups for the public would be eliminated
- New materials would take approximately 25% longer to be available to the public

Trustee Fregetto wants a budget documents that lists the costs savings for the above services. Trustee Fregetto stated that this is a working document.

Trustee Kendrick wants to institute user fees, such as charging for DVDs, just like a movie rental place and thereby replace 80% of the \$477,000 reduction in the tax levy in the 7.5% decrease in budget. Trustee Kendrick wants to outsource services and Trustee Mokry asked if there would be a reduction of costs if outsourced and Trustee Kendrick stated that

RFPs should be prepared and then we can find out if there is savings with outsourcing. Trustee Kendrick wants full-time staff hours increased to 40 hours/wk.

Trustee Fregetto talked about silos and that the library operates in a departmental silo. Staff responded that the library does not operate in silos, nor is there a silo effect at the library.

Trustee Mokry stated that the library operates at 98% efficiency.

Library Director Sorensen stated that you cannot offer programs without staff and that staff not only plans the programs, but also presents them. Director Sorensen also stated that staff are always evaluating programs and eliminates programs that are not well attended.

Trustee Rangel suggest increasing revenue by charging for DVDs and meeting rooms.

Library Director Sorensen stated that no one comes to the library asking that we reduce their property tax, that she does not feel that we are in a crisis and that the people of Des Plaines deserve a great library.

FINANCE COMMITTEE TO LOOK INTO OTHER LIBRARIES.

The committee discussed the differences between library operations at Orland Park Library, Tinley Park Library and Des Plaines Public Library. The committee discussed inviting other libraries to meet with the Des Plaines Public Library board.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to have two members of the Finance committee visit four libraries (Mount Prospect, Arlington Heights, Orland Park, Tinley Park) to discuss with them their operations. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

RFP FOR ACCOUNTING SERVICES FOR 2013-2016.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to add to the RFP for accounting services for 2013 -2016 the following reports:

- Cash budget projections
- Analyzing the library's cash position for extra funds
- Perform periodic fraud tests
- Display financial information in spreadsheet format with historicals, including actuals

These services should be priced out individually and be in addition to the accounting reports currently being provided to the library.

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

MOTION by Steve Mokry, seconded by Vince Rangel, to adjourn the meeting.

The meeting adjourned at 6:52 p.m.

Minutes prepared by Carol Kidd.

- Progress Report
- Response Requested by _____
- Board Action Required 08/21/2012

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
July 31, 2012

Chair: Eugene Fregetto
Present: Eugene Fregetto, Dion Kendrick, Rich Pope, Vince Rangel, Alma Perez,
Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid,
Stephanie Spetter

Call to Order: 6:01 p.m. by Eugene Fregetto.

Trustee Fregetto asked that agenda item IX. Discussion of Non-Property Revenue Sources for Consideration in the 2012 Budget be changed to Discussion of Non-Property Revenue Sources for Consideration in the 2013 Budget.

MOTION by Dion Kendrick, seconded by Vince Rangel, to accept the agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

BENCHMARKING DES PLAINES LIBRARY PERFORMANCE.

The committee reviewed statistical information distributed by Trustee Fregetto and Kendrick, including the 2011 Employee Compensation report that is on the library website, Des Plaines Public Library Salary and Classification Schedule, Peer Comparison, Suburban Peer Group Library Ranking for 2011 and an article from ALA/ALTAFF. Trustee Fregetto asked that "Transforming Our Libraries, Ourselves" reproduced from ALA.org/altaff, Peer Comparison and Suburban Peer Group Library Ranking for 2011 be included as part of the Finance Committee meeting minutes.

ACCOUNTING OF CASH RESERVES IN CASH BUDGET AND FINANCIAL STATEMENTS.

MOTION by Eugene Fregetto, seconded by Vince Rangel, to add a line item to the Cash Budget Projection chart prepared by Director Sorensen to include the line item cash reserves in the amount of \$1,500,000, which was approved by the board at the June 26, 2012 meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Vince Rangel , to request that the library director provide a written report, including the background and history, regarding the working cash fund and provide the committee an opinion regarding whether the \$1,500,000 that we designated as reserve should be a working fund cash account as referred to in library law. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

BUDGET GUIDELINES REGARDING 7.5% REDUCTION DIRECTED BY THE BOARD ON 11/2/2011.

The committee directed Director Sorensen to prepare two budgets for the next Finance committee meeting. Budget 1 will reduce the tax levy by 7.5% and Budget 2 will reduce the tax levy by 1.5%.

BUDGET PROCESS: PRESENTATION BY LIBRARY DIRECTOR AND ASSISTANT DIRECTOR.

Director Sorensen and Assistant Director Johnson gave an overview of the budget process.

The Finance committee will meet again on Thursday, August 16, 2012 at 4:00 p.m. to hear department head presentations.

APPLICATION OF COST/BENEFIT ANALYSIS FOR THE 2013 BUDGET.

Trustee Fregetto will send examples/ideas on cost/benefit analysis to Director Sorensen.

DISCUSSION OF NON-PROPERTY REVENUE SOURCES FOR CONSIDERATION IN THE 2013 BUDGET.

The committee discussed charging for meeting room use. It was discussed that the Management committee meet to recommend a fee schedule for meeting room use.

MOTION by Eugene Fregetto, seconded by Dion Kendrick.

The meeting adjourned at 7:56 p.m.

Minutes prepared by Carol Kidd.

- Progress Report
- Response Requested by _____
- Board Action Required 06/26/2012

BOARD OF TRUSTEES
 Minutes of the Finance Committee Meeting
 May 15, 2012

Chair: Dion Kendrick
 Present: George Magerl, Eugene Fregetto, Susan Moylan Krey, Rich Pope,
 Holly Richards Sorensen, Roberta Johnson, Susan Farid, Jo Bonell,
 Margaret Scholl

Call to Order: 5:04 p.m. by Dion Kendrick.

MOTION by Eugene Fregetto, seconded by Susan Moylan Krey to accept the Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ESTABLISH OPERATING CASH POSITIONS/OUTLOOK

The Committee discussed the projected cash balance at the end of the year. Trustee Kendrick stated that current projections indicate that at the end of 2012 there will be a cash balance of \$4,500,000 and he feels that approximately \$2,000,000 should be used to reduce the tax levy. Director Sorensen stated that the library is in a good cash position because spending has been very conservative. Director Sorensen also stated that the building is almost 12 years old and that major expenditures will have to be budgeted for in the coming years.

The Committee discussed who was responsible for major building repairs, the library or the City of Des Plaines, as landlord. The Committee decided that board members should have a copy of the lease and Director Sorensen stated that she would have the lease scanned and emailed to board members.

MOTION by Eugene Fregetto, seconded by Susan Moylan Krey, to recommend establishing a policy requiring a maximum \$1,500,000 cash reserve; \$1,200,000 of that for operating expenses and \$300,000 for capital expenses. VOTE: AYES: All. NAYS: None
 MOTION CARRIED.

EXAMINE OTHER EXPENSE CONTROLS (HEALTH/PENSIONS)

The Committee discussed employer cost for providing health/dental insurance to library employees. Trustee Kendrick stated that a high deductible policy for employees would result in savings to the library. Director Sorensen stated that current employee insurance is with LIMRiCC and that premiums will remain the same for 2012/2013.

Director Sorensen will solicit quotes for a high deductible insurance policy.

PART TIME PENSIONS

The Committee discussed eliminating IMRF for part time staff who work 20 hours per week. Director Sorensen explained that employees regularly scheduled to work 20 hours per week or 1,000 hours per year, are enrolled in IMRF, per City of Des Plaines agreement with IMRF. The Committee will recommend to the board that future open part-time positions, regularly scheduled to work 20 hour per week, be re-evaluated for possible reduction in hours to less than 20 hours per week.

MOTION BY Eugene Fregetto, seconded by Susan Moylan Krey, to recommend reviewing all future open part-time library positions, regularly scheduled to work 20 hour per week, for a possible reduction in hours to less than 20 hours per week. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

TAX LEVY REDUCTION FOR 2013 BUDGET YEAR

The Committee discussed reducing the tax levy.

The Committee will recommend to the board to consider as part of the 2013 budget planning process to work toward reducing the tax levy over the next 3 years.

INCREASE SPENDING ON PATRON PRODUCTS

The Committee discussed whether or not to increase spending on patron materials. The Committee suggests that staff make recommendations on how they would increase patron products.

OTHER SOURCES OF INCOME (MEETING ROOMS/DVD CHARGES)

The Committee discussed why fees for meeting room use have not been implemented. Assistant Director Roberta Johnson stated that the library has committed free meeting rooms to the Learn to Read group and that based on last year's room usage, total revenue for meeting room fees would only be about \$3,000.00.

Trustee Kendrick stated that additional revenue could be generated by charging 50¢ for DVDs and Director Sorensen replied that patrons would go elsewhere for their DVDs.

The meeting adjourned at 6:47p.m.

Minutes prepared by Margaret Scholl

- Progress Report
- Response Requested by _____
- Board Action Required 02/21/2012

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
January 25, 2012

Chair: Jeff Rozovics
Present: Jeff Rozovics, Rich Pope, , Dion Kendrick, Eugene Fregetto, Holly Richards
Sorensen, Carol Kidd.

Absent: Jennifer Tsalapatanis.

Call to Order: 5:02 p.m. by Jeff Rozovics.

MOTION by Richard Pope, seconded by Jeff Rozovics, to accept the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Richard Pope, seconded by Jeff Rozovics, to enter into an Executive Session at 5:05 p.m. to discuss Review of Executive Session Minutes. VOTE: Ayes: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 6:04 p.m. and was called to order by Jeff Rozovics.

MOTION by Rich Pope, seconded by Jeff Rozovics, to approve the consideration to the minutes discussed in Executive Session. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Jeff Rozovics, to adjourn the meeting.

The meeting adjourned at 6:07 p.m.

Minutes prepared by Carol Kidd

- Progress Report
- Response Requested by _____
- Board Action Required 05/15/2012

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
May 2, 2012

Chair: Jeff Rozovics
Present: George Magerl, Jeff Rozovics, Rich Pope, Dion Kendrick, Eugene Fregetto, Jennifer Tsalapatanis, Holly Richards Sorensen, Roberta Johnson, Margaret Scholl

Call to Order: 5:02 p.m. by Jeff Rozovics.

MOTION by Richard Pope, seconded by Jeff Rozovics, to accept the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Various questionnaire forms used in the director review process at other libraries were passed out for those present to review.

MOTION BY Jennifer Tsalapatanis, seconded by Rich Pope, to formulate a library director review questionnaire reflecting the explanation and comments from the Hatfield form, combined with the questions from both forms together with comment boxes, and to present this questionnaire to the full Board at the May 15, 2012 regular Board meeting.

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

MOTION by Jeff Rozovics, seconded by Rich Pope, to adjourn the meeting.

The meeting adjourned at 5:50p.m.

Minutes prepared by Margaret Scholl

- Progress Report
- Response Requested by _____
- Board Action Required 06/26/2012

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
May 21, 2012

Chair: Susan Moylan Krey
Present: Susan Moylan Krey, Jeffery Rozovics, Vincent Rangel, George Magerl,
Margaret Scholl

Call to Order: 4:02p.m. by Susan Moylan Krey.

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

President Magerl stated that he would serve as a trustee until 12/21/2012 if needed, even though both his and Jeffery Rozovics terms will expire on June 30, 2012.

MOTION by Jeffery Rozovics, seconded by Vincent Rangel, to nominate Rich Pope to the office of President of the Des Plaines Public Library Board of Trustees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jeffery Rozovics, seconded by Vincent Rangel, to nominate Susan Moylan Krey to the office of Vice President of the Des Plaines Public Library Board of Trustees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to nominate Eugene Fregetto for the office of Treasurer subject to his acceptance and if he does not accept the nomination, Vincent Rangel would be the nominee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Vincent Rangel, seconded by Jeffery Rozovics, to nominate Carol Kidd to the office of Secretary of the Des Plaines Public Library Board of Trustees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 4:56p.m.

Minutes prepared by Margaret Scholl.