

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 15, 2013

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, January 15, 2013. Vice President Susan Moylan Krey called the meeting to order at 4:00 p.m.

II. ROLL CALL.

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

Absent: Eugene Fregetto, Rich Pope, Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Brodie Austin, Ralph Dellar, Susan Stucka, Don Sofolo, Tim Haskell, Michael Rutter, Matt Ferris, Rob Nelson, Alderman Dan Wilson, Jessica Galligan.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

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

Susan Moylan Krey asked to remove XI. Announcements, D. Board Committees.

V. OATH OF OFFICE.

Jennifer Tsalapatanis took the Oath of Office.

## VI. PUBLIC COMMENTS AND QUESTIONS

Ralph Dellar, Park Ridge, Des Plaines Toastmasters, asked the following questions in regards to possible meeting room fees:

- Will IT services be included in the room reservation fees?
- Will non-profit organizations be given preferential treatment over for profit organizations or will it be first come, first served?
- Will fees be paid online or some other method and can an organization pay for dates for the year?
- Will credit/debit card processing fees apply and if so, who will pay the fee?
- If a meeting room reservation is cancelled, will the fee be refunded?

Susan Stucka, Des Plaines, Des Plaines Toastmasters, asked if the library would offer iPads to the meeting room users.

Kevin Chapman, Mount Prospect, Des Plaines Toastmasters President, stated that they value the meeting room and that the Toastmasters previously made donations to the library for meeting room use.

Vince Rangel entered the meeting at 4:14 p.m.

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

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

## VIII. CONSENT AGENDA

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

## IX. PRESENTATION – Brodie Austin, Web Services Librarian.

Brodie Austin, Web Services Librarian, explained his work at the library.

X. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report - 2012 \$170,113.48 and Approve Payment of Vendor Checks Report -2013 \$122,117.15 and ACH Payments - \$37,939.66. [Action Item]

MOTION by Jennifer Tsalapatani, seconded by Gregory Sarlo, to approve the payment of vendor checks for 2012 in the amount of \$170,113.48 and payment of vendor checks for 2013 in the amount of \$122,117.15 and ACH Payments in the amount of \$37,939.66 as listed on the vendor checks report of December 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, Rangel, Sarlo, Tsalapatani. NAYS: None. MOTION CARRIED.

B. Review and Approve Proposal for Copier Lease. [Action Item]

Director Sorensen stated that the current copier lease expires March 1, 2013. The library currently leases 9 copy machines. Proposals were received from six vendors for the lease of 9 copy machines. The lowest proposal was from Impact Networking, in the amount of \$82,115.64 for a 36-month contract. Director Sorensen stated that the library would raise the price for black and white copies from 10 cents to 15 cents, which will increase revenue approximately \$12,000/yr.

Rob Nelson, Genesis Technologies, stated that the proposal submitted by Genesis was incorrectly stated in the copier lease proposal document.

MOTION by Jennifer Tsalapatani, seconded by Dion Kendrick, to table the discussion for copiers leases until the February 19, 2013 Board of Trustees meeting. ROLL CALL VOTE: AYES: Kendrick, Mokry, Perez, Rangel, Sarlo, Tsalapatani. NAYS: Moylan Krey. MOTION CARRIED.

C. Report Out Management Committee Action, December 18, 2012 – Susan Moylan Krey.

MOTION by Committee, to approve revisions to Library Policy, Section A, General Policies, as follows:

- A-2 Confidentiality of Records
- A-3A Citizen's Opinion

- A-4 Complaints Concerning Library Materials
- A-4A Request for Reconsideration
- A-5 Library System Membership
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9A Donor Form
- A-10A Ethics Statement for Public Library Trustees
- A-14 Board of Trustees Email Communications

and to approve the following Library Policies, Section A, General Policies, as presented:

- A-1 General Policy
- A-2A Officer's Request for Confidential Library Information
- A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
- A-4B Guidelines for Hearings Concerning Library Materials
- A-4C Materials Reconsideration Hearing
- A-6 Vision Statement
- A-7 Statement on Professional Ethics
- A-9 Gifts and Endowments
- A-10 Bylaws of the Board of Trustees
- A-11 Organization and Operation
- A-12 Public Participation at Board Meetings
- A-12A Visitor Registration
- A-13 Internet Access Policy
- A-15 Identity Protection

VOTE: AYES: All. NAYS: All. MOTION CARRIED.

The board discussed C-7 Public Meeting Room Use.

MOTION by Gregory Sarlo, seconded by Jennifer Tsalapatani, to charge a \$15.00 set-up fee for all groups.

AMENDED MOTION by Gregory Sarlo to charge a \$30.00 fee for for-profit outside groups, free for residents and a \$15.00 set-up fee across the board.

SUBSTITUTE MOTION by Dion Kendrick, to charge a \$30.00 set-up fee across the board. MOTION WITHDRAWN.

SUBSTITUTE MOTION by Dion Kendrick, seconded by Steve Mokry, to charge a \$30.00 set-up fee for outside not-for-profit groups and not offer meeting rooms to profit groups.

ROLL CALL VOTE: AYES: Kendrick, Mokry. NAYS: Moylan Krey, Perez, Rangel, Sarlo, Tsalapatanis. MOTION FAILED.

MOTION by Jennifer Tsalapatanis, to charge no fee for non-profit groups and keep the status quo for any other groups. MOTION DIED FOR LACK OF A SECOND

SUBSTITUTE MOTION by Dion Kendrick, seconded by Steven Mokry, to not charge a fee for rental of meeting room, but charge a \$30.00 set-up fee, for profit and non-profit. ROLL CALL VOTE: AYES: Kendrick, Mokry. NAYS: Moylan Krey, Perez, Rangel, Sarlo, Tsalapatanis. MOTION FAILED.

AMENDED MOTION by Gregory Sarlo, seconded Susan Moylan Krey, to charge a \$15.00 set-up fee for meeting room use, for non-profit organizations. VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Rangel, Sarlo. NAYS: Tsalapatanis. MOTION CARRIED.

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to keep the status quo and not offer meeting room use to for-profit groups. VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Rangel, Sarlo, Tsalapatanis. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve revisions to Library Policy, Section C, General Regulations, as follows:

- C-2 Material Loan Periods
- C-5 Displays and Exhibits
- C-5A Exhibit Proposal
- C-5B Letter of Acceptance
- C-5C Waiver of Responsibility
- C-5D Community Exhibit Case Guidelines
- C-6 Use of Public Bulletin Board
- C-8 Rules of Conduct



and to approve the following Library Policies, Section C, General Regulations, as presented:

- C-1 Registration Eligibility
- C-3 Overdue Fines
- C-4 Lost or Damaged Materials
- C-9 Library Hours
- C-10 Disposition of Library Materials
- C-11 ADA Grievance Procedure
- C-11A Disability Discrimination Compliance Complaint Form
- C-12 Pass Through Costs

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

D. Approve Payment to 3M - \$17,241.23. [Action Item]

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve payment to 3M in the amount of \$17,241.23. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Declaration of Surplus Property. [Action Item]

MOTION by Jennifer Tsalapatani, seconded by Gregory Sarlo, to declare the list of chairs, surplus property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## XI. ANNOUNCEMENTS

- A. The board will participate in the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."
- B. Vice President Moylan Krey invited the board to attend the 23<sup>rd</sup> President's Day Library Legislative Breakfast on Monday, February 18, 2013, 8:30 a.m., Arboretum Club in Buffalo Grove.

C. Vice President Moylan Krey invited the board to attend a Trustee Forum Workshop on February 2, 2013.

XII. CORRESPONDENCE

The Des Plaines Public Library was featured in an article about Wii bowling in the Wall Street Journal.

XIII. ADJOURNMENT

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

Meeting adjourned at 6:11 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
February 19, 2013

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, February 19, 2013. President Rich Pope called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Alma Perez, Rich Pope, Gregory Sarlo, Carol Kidd.

Absent: Susan Moylan Krey, Vince Rangel, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Brodie Austin, David Whittingham, Don Sofolo, Tim Haskell, Michael Rutter, Tom Pieters, Jason Rolloff, Dave Boelter, Jessica Galligan, Anthony Oliver, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

MOTION by Steve Mokry, seconded by Gregory Sarlo, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

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

Alderman Wilson was not in attendance. He was at a City Council meeting.

VII. PRESENTATION – David Whittingham, Readers' Services.

David Whittingham, Readers' Advisor, gave his presentation on the library's homebound outreach program, which serves Des Plaines seniors.

VIII. CONSENT AGENDA

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve the Consent Agenda items A. Approval of the Minutes of the Regular Meeting – January 15, 2013 and B. Approval of the Minutes of the Management Committee meeting - December 18, 2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked to remove C. Acceptance of Financial Reports for January 2013. Eugene Fregetto asked to remove D. Acceptance of Reports. 1. Director's Report and 2. Contract List.

Trustee Kendrick stated that the Board should ask for a reduced levy amount to reduce the fund balance. Kendrick stated that the library has cash reserves in excess

of \$2,800,000 and states this is taxpayer money, not library money, and the excess should be given back to the taxpayers. Kendrick stated that he is challenging the board and finance committee to significantly reduce the levy in 2014.

MOTION by Gregory Sarlo, seconded by Steve Mokry, to accept the Financial Reports for January 2013, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto asked for more information in the Director's Report. Trustee Fregetto asked that Director Sorensen explain the duties of the 21 librarian positions.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to reject the Director's Report, as presented. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Mokry, Perez, Sarlo, Pope. MOTION FAILS.

Trustee Sarlo complimented Director Sorensen on her performance as the Library Director.

Trustee Fregetto stated that the contract list should have a title, among several others.

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

MOTION by Rich Pope, seconded by Gregory Sarlo, to accept the Director's Report, as written. ROLL CALL VOTE: AYES: Mokry, Perez, Sarlo, Pope. NAYS: Fregetto, Kendrick. MOTION CARRIED.

IX. UNFINISHED BUSINESS

- A. Review and Approve Proposal for Copier Lease. [Action Item]

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to accept the 36 month copier lease proposal for the Des Plaines Public Library from Impact Networking. ROLL CALL VOTE: AYES: Kendrick, Mokry, Perez, Sarlo, Pope. NAYS: Fregetto. MOTION CARRIED.

X. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$285,686.19 and ACH Payments - \$43,731.37. [Action Item]

MOTION by Rich Pope, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$285,686.19 and ACH Payments paid in the amount of \$43,731.37 as listed on the vendor checks report of January 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Pope, Sarlo. NAYS: None. MOTION CARRIED.

- B. Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve Illinois Public Library Annual Report, as amended. VOTE. AYES: All. NAYS: None. MOTION CARRIED.

- C. Authorization to Request Proposals for Payroll Services. [Action Item]

MOTION by Steve Mokry, seconded by Gregory Sarlo, to direct Library Director Sorensen to request proposals for Payroll Services. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Authorization to Request Proposals for Website Redesign. [Action Item]

MOTION by Dion Kendrick, seconded by Gregory Sarlo, to direct Library Director Sorensen to request proposals for Website Redesign. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XI. ANNOUNCEMENTS

A. Board Committees.

President Pope announced committee assignments for 2012/2013.

XII. CORRESPONDENCE

No correspondence.

XIII. ADJOURNMENT

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

Meeting adjourned at 8:53p.m.

Minutes prepared Carol Kidd.

## VII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
March 19, 2013

### 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, March 19, 2013. President Rich Pope called the meeting to order at 7:00 p.m.

### II. ROLL CALL.

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

Absent: Vince Rangel, Jennifer Tsalapatani.

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

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### V. PUBLIC COMMENTS AND QUESTIONS

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

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

### VII. CONSENT AGENDA

Trustee Kendrick asked to remove from the Consent Agenda A. Approval of the Minutes of the Regular Board Meeting – February 19, 2013 and C. Acceptance of Financial Reports for February 2013.



## VII.A.

Trustee Fregetto asked to remove from the Consent Agenda D.1 February 2013 Statistics Report, D.2 2013 Circulation by Month, D.4 Chart- Computer Use Wired, D-5 Chart- Computer Use Wireless, D-6 Director's Report on Strategic Goals.

Trustee Kendrick stated that he would like the motion for approval of the Illinois Public Library Annual Report to be changed to the following:

"MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve Illinois Public Library Annual Report, as modified."

MOTION by Dion Kendrick, seconded by Rich Pope, to expand Trustee Kendrick's comments on page 5 regarding his statement on how to reduce the levy amount to reduce the fund balance and to change the motion approving the Illinois Public Annual Report to "to approve Illinois Public Library Annual Report, as modified." VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to change the comments in the February 19, 2013 board of trustees minutes to the following:

"Trustee Fregetto asked that Director Sorensen explain the duties of the 21 librarian positions."

and to correct the motion for the Illinois Public Library Annual Report to the following:

"to approve Illinois Public Library Annual Report, as modified."

VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Rich Pope, seconded by Steve Mokry, to approve the minutes, as corrected.

VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to refund \$2,000,000 to the taxpayers.

President Pope stated that the motion was out of order and that the item was not on the agenda and there would be no discussion and no vote would be taken.

No discussion took place on this motion and no action was taken because this item was not on the agenda.

Trustee Fregetto asked that the motion be included in the minutes.

Director Sorensen will contact the library attorney to ask if the motion must be included in the minutes.

## VII.A.

MOTION by Rich Pope, seconded by Susan Moylan Krey, to approve the Financial Reports for February 2013. VOTE: AYES: Moylan Krey, Mokry, Perez, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

MOTION by Rich Pope, seconded by Gregory Sarlo, to approve D. Acceptance of Reports, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$194,795.02 and ACH Payments - \$44,081.65. [Action Item]

MOTION by Rich Pope , seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$194,795.02 and ACH Payments paid in the amount of \$44,081.65 as listed on the vendor checks report of February 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VIII. ANNOUNCEMENTS

Director Sorensen explained what the requirements were for the 2014 Per Capita Grant application. Director Sorensen stated that the Per Capita Grant application is not due until October 2013.

- A. 2014 Per Capita Requirements for Trustees –
  1. Review Chapter 10, "Marketing Promotion and Collaboration" of Serving Our Public 2.0: Standard for Illinois Public Libraries, 2009
  2. The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

## IX. CORRESPONDENCE

No correspondence.

## VII.A.

### XIII. ADJOURNMENT

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

Meeting adjourned at 8:29p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
April 16, 2013

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, April 16, 2013. Treasurer Jennifer Tsalapatani called the meeting to order at 7:00p.m.

II. ROLL CALL.

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

Absent: Susan Moylan Krey, Richard Pope, Gregory Sarlo.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Brodie Austin, Peter Tsalapatani, Jim Bailey, Eric Plotkin, Alderman Dan Wilson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

MOTION by Jennifer Tsalapatani, to approve the agenda.

Trustee Kendrick stated that there was a string of emails between himself and President Pope during the period of March 24, 2013 through April 3, 2013 when he asked that the April agenda include Discussion of the Library Cash Position. Trustee Kendrick stated that this is not on the agenda and he was not given a reason.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to place on the May 21, 2013 agenda, "Discussion of the Library Cash Position" as an action item.

Trustee Tsalapatani asked for elaboration on what Trustee Kendrick wanted on the agenda as an action item.

Trustee Kendrick stated that he wanted to include Discussion of the Library Cash Position on the agenda, because there was a discussion at the last meeting about the library's cash position and he had made a motion to refund the money to the taxpayers and that motion was ruled invalid, because it was not on the agenda.

## VII.A.

SUBSTITUTE MOTION by Jennifer Tsalapatani, seconded Vince Rangel, to bring "Discussion of the Library Cash Position" to a future finance committee meeting and have the Finance Committee report out to the board. ROLL CALL VOTE: AYES: Mokry, Perez, Rangel, Tsalapatani. NAYS: Fregetto, Kendrick. MOTION CARRIED.

Trustee Tsalapatani stated that she would call a Finance Committee meeting.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, that on the agenda the award notice letter for the Per Capita Grant letter be so noted as an agenda item, instead of being lost as being classified as correspondence. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick to list the Treasurer's Report as a separate item on the agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

### V. PUBLIC COMMENTS AND QUESTIONS

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

Trustee Tsalapatani thanked Alderman Dan Wilson for his support of the library and city council.

Alderman Wilson thanked the board for their work on the library board.

## VII.A.

### VII. CONSENT AGENDA

Trustee Kendrick asked to remove from the Consent Agenda:

- A. Approval of the Minutes of the Regular Board Meeting – March 19, 2013
- B. Acceptance of Financial Reports for March 2013.
- C. Acceptance of Reports, C-2. 2013 Circulation by Month
- C. Acceptance of Reports, C-7. 2013 Cash Budget Projection

Trustee Fregetto asked to remove from the Consent Agenda:

- C. Acceptance of Reports, C.1 March 2013 Statistics Report
- C. Acceptance of Reports, C.3 Circulation Statistics 2011 - 2013
- C. Acceptance of Reports, C.4 Chart- Computer Use Wired
- C. Acceptance of Reports, C-5 Chart- Computer Use Wireless
- C. Acceptance of Reports, C-6 Director's Report on Strategic Goals.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to approve VII. Consent Agenda, C. Acceptance of Reports. C.8. 2013 Contracts, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated that on the March 19, 2013 regular meeting minutes the motion (page 5) was written as:

“MOTION by Dion Kendrick, seconded by Rich Pope, to expand Trustee Kendrick's comments on page 5 regarding his opinion on how to reduce the levy amount to reduce the fund balance and to change the motion approving the Illinois Public Annual Report to “to approve Illinois Public Library Annual Report, as modified.” VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

Trustee Kendrick disagrees with the motion wording and asked that the motion be revised to the following:

Wants the word “opinion” stricken, and referred to the Open Meetings Act training and Trustee Kendrick read from the training document.

Library Director Sorensen asked Trustee Kendrick to write out his motion.

Trustee Tsalapatani asked Trustee Kendrick to draft a document that can be included in the March and April minutes.

Trustee Kendrick wants the February and March minutes to be revised.

Library Director Sorensen asked Trustee Kendrick to write out his discussion of the meeting.

## VII.A.

Trustee Fregetto asked that draft minutes be written and given to the board before the meeting so that the trustees can review the minutes and give feedback to the board secretary.

Trustees Kendrick and Trustee Fregetto want draft meeting minutes "like a week after the meeting" to be sent to the board and then "everyone puts in their input, like, oh, you missed this part." Trustee Kendrick stated "that then everything is accurate and this is what I said and then we don't have these issues a month later."

Trustee Tsalapatanis asks that a Management Committee meeting be called to discuss sending the minutes ahead of the meeting for board review.

Trustee Kendrick stated "we don't need a committee meeting for that, that is just a way to make it die."

Trustee Tsalapatanis stated that holding a Management Committee meeting would be a better forum than pulling everything off the agenda at every meeting. Trustee Tsalapatanis asked Trustee Kendrick if he had contacted the Library Director or the board secretary to discuss the questions he had about the meeting minutes and Trustee Kendrick responded "no, that nothing would have changed."

Trustee Mokry asked if the minutes had to be approved at the next meeting.

Alderman Wilson stated that the minutes do not have to be approved at each meeting.

Trustee Fregetto stated that on the agenda it is written "This meeting will be recorded for television broadcast" and Trustee Fregetto wants to include the library website after the statement "This meeting will be recorded for television broadcast."

Trustee Kendrick asked why the board meeting cannot be broadcast live and Director Sorensen responded that the City of Des Plaines broadcasts the library board meetings.

Motion by Jennifer Tsalapatanis, to approve the minutes of the March 19, 2013 meeting

SUBSTITUTE MOTION by Dion Kendrick, seconded by Steve Mokry, that we hold off on approving these March minutes until corrected at the next meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. CONSENT AGENDA

A. Acceptance of Financial Reports for March 2013.

Trustee Kendrick read the following prepared statement and asked that this be included in the minutes. His statement is in bold.

**DPPL Board Meeting**

**April 16, 2013**

**As of March 31, 2013 this library had \$6.8 million in its bank account. That is 120% of the three year average annual total expenses to operate the library. In other words the library could completely eliminate your property tax levy for one year, remain open, and have \$1.1 million left over.**

**That \$6.8 million balance contains \$1.5 million in reserves that were established over a year ago. This is to fund operations when the County doesn't remit our taxes in a timely fashion. Recognizing that possibility, ongoing operations, and 2013 tax collections, still results in the library holding on to \$3 million more of your money that it needs.**

**The following figures are taken from the City audits and the library financials:**

**In 2010 income was \$6.7 million; expenses \$5.9 million = \$800,000 profit**

**In 2011 income was \$6.9 million; expenses \$5.6 million = \$1,300,000 profit**

**In 2012 income was \$6.7 million; expenses \$5.6 million = \$1,100,000 profit**

**That's a three year profit of \$3.2 million and an average "return on income" of 16%. Clearly this puts your library among the upper echelon of profit making enterprises in the country. By contrast, the always evil Exxon-Mobile had a three year average return of 8.6%. The library has become a "fat cat" corporate profiteer; twice as greedy as Big Oil!**

**A 2010 national government survey of 9,000 public libraries disclosed average library per capita expenses at \$36; the Illinois average was \$59 (BTW; the highest State in the Union); the Des Plaines library was \$100 in FY 2010. Today, under the 2013 budget, the per capita expense is \$108. Using the Illinois average our current tax levy should be \$3.5 million. The 2013 levy is \$6.3 million. Clearly we are a statistical outlier; on the wrong side of the bell curve. There is much room for improvement.**

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## VII.A.

The above observations were delivered at the 4/16/13 Board meeting of the DPPL under the Financial Reports section of the Consent Agenda by Dion F Kendrick, Trustee. This document has been turned over to the Board secretary for inclusion in the formal written Minutes of said Board meeting.

X \_\_\_\_\_

**Dion F Kendrick, Trustee**

**Finance Committee Member**

**Past Library Treasurer**

MOTION by Jennifer Tsalapatani, to accept the Financial Reports for March 2013

Trustee Kendrick stated that he was not done with his comments and he still has more.

Trustee Tsalapatani asked to stay on topic and stated that the Finance Committee will meet to discuss Trustee Kendrick's statements.

Trustee Tsalapatani stated that Trustee Kendrick referred to the board as "fat cats" comparing the library to Exxon Mobile.

Trustee Kendrick stated that "this is not supposed to be a profit making enterprise and it is."

Trustee Kendrick referred to page 21 of the financial report and asked why we have two capital expenditure accounts, one under operating and one under capital projects fund. Director Sorensen responded that these are two separate funds and the Capital Projects Fund is for larger improvements, such as computer replacement, carpet replacement, etc. Trustee Kendrick commented that he wants to combine capital expenditures. Trustee Kendrick does not want to transfer funds to the Library Capital Project Funds.

Trustee Tsalapatani asked Trustee Kendrick to stay on topic and direct comments to the library director before the meeting instead of pulling everything off the consent agenda.

Motion Jennifer Tsalapatani, seconded to Vince Rangel, to accept the financial reports, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated "I smell something here".

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Trustee Tsalapatani stated that Trustee Kendrick's comments were completely out of line.

Trustee Kendrick stated that "this is Cook County hand fisted politics."

Trustee Tsalapatani asked "Is this censoring?"

Trustee Tsalapatani asked if Trustee Kendrick had the floor and he did not.

Trustee Fregetto referred to page 22 of the board packet and asked for an explanation of how the library credit cards are used. Director Sorensen explained that some companies will only accept credit cards for payment and the library makes a lot of online purchases, which include registration for meetings and programs.

Trustee Fregetto asked what the Ebsco invoices were for and Director Sorensen responded for hard copies of magazines and digital copies of magazines.

Trustee Fregetto referred board members to page 34 and stated that he found it interesting that the one IMRF line item had mm. Trustee Fregetto wanted to know if the mm should be a month and year and asked that that be corrected. Carol Kidd will contact Lauterbach to correct this error.

Trustee Fregetto asked for an explanation of the March 2013 Statistics Report and Director Sorensen explained how some statistics fluctuate and why the statistics may fluctuate from month to month. Library Director Sorensen referred to meeting room statistics and reported that the Friends of the Library booksale was held in March in 2013, and in 2012 the booksale was held in April. This would explain the drop in meeting room attendance from month to month.

Trustee Tsalapatani asked the board members to contact the library director before the meeting to ask questions about the reports included in the board packet.

Trustee Fregetto asked other trustees to contribute to the discussion at the board meetings. Trustee Fregetto wants to engage other board members to stimulate discussion and welcomes discussion on the items he removes from the consent agenda.

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve VII. Consent Agenda C. Acceptance of Reports. 1. March 2013 Statistics Report. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

### VII. Consent Agenda.

#### B. Acceptance of Reports. 2. 2013 Circulation by Month.

Trustee Kendrick made a comment that the DVDs circulation for Adults is 48% of the total adult circulation and requests that this information be included in the minutes and for children it is about 25%. Trustee Kendrick wants statistics on how many DVDs patrons are checking out per month. Assistant Director Johnson responded that the average patron is checking out four DVDs per month. Trustee Kendrick wants to know what patrons are doing in the library and thinks that patrons are just checking in and out DVDs.

Trustee Mokry asked what the DVD circulation was in Mount Prospect and Trustee Kendrick replied that he did not know.

MOTION by Jennifer Tsalapatani, seconded by Steve Mokry, to approve VII. Consent Agenda. C. Acceptance of Reports. 2. 2013 Circulation by Month. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### VII. Consent Agenda.

#### C. Acceptance of Reports. 3. Chart – Circulation Statistics 2011 – 2013, 4. Chart – Computer Use Wired and 5. Chart – Computer Use Wireless.

Trustee Fregetto stated that he asked to remove these items from the Consent Agenda C. Acceptance of Reports. 3. Chart – Circulation Statistics 2011 – 2013 and 4. Chart – Computer Use Wired and 5. Chart – Computer Use Wireless, but has no further comments about the charts.

MOTION by Steve Mokry, seconded by Alma Perez, to accept VII. Consent Agenda, C. Acceptance of Reports, 3. Chart - Circulation Statistics 2011 – 2013. 4. Chart – Computer Use Wired. 5. Chart – Computer use Wireless. VOTE: AYES: All. NAYS. MOTION CARRIED.

### VII. Consent Agenda.

#### C. Acceptance of Reports. 6. Director's Report on Strategic Goals.

Trustee Fregetto stated that the Director's Report was improving, but asked for additional changes to the report and wants to know the effects of the National Geographic Virtual Library promotion and what is the impact on usage.

Trustee Tsalapatani wants to see a unified body from the trustees and not direction from just one or two trustees. Trustee Tsalapatani has asked for a consensus from the board about directives given to the Library Director, not just one or two board members. Trustee Fregetto stated that the other trustees do not comment on the discussions.

Trustee Tsalapatani stated that Trustee Fregetto gives the library director directives and it should not be an arbitrary whim on one board member. Trustee Fregetto stated that his

## VII.A.

comments are well thought out and that he is just giving the library director feedback on how she can do better.

Trustee Mokry asked for the director's report on strategic goals to be reviewed by the board on a quarterly basis.

Trustee Tsalapatani asked that the board work as a whole and then decide where the board wants staff to put library resources.

Trustee Fregetto asked that the Director's Report be reviewed in a Management Committee meeting.

Trustee Mokry commented that for the next management committee meeting that the committee review the director's report on strategic goals. Trustee Fregetto asked to add to Trustee Mokry's motion and Trustee Mokry stated that this is not a motion, by adding the statistics report.

MOTION by Vince Rangel, seconded by Alma Perez, to approve VLL. Consent Agenda. C. Acceptance of Reports. 6. Director's Report on Strategic Goals. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII. Consent Agenda.

C. Acceptance of Reports. 7. 2013 Cash Budget Projection.

Trustee Kendrick asked that board members go to page 46, 2013 Cash Budget Projection, and look at the last column \$3,498,338 and that is our projected excess cash position after all the taxes are collected, expenses paid and 1.5 million is put away in reserves, we have \$3,500,000 left and Trustee Kendrick wanted to point out where this information is in the report and "that is what we have to talk about and give the money back to the taxpayers."

Trustee Mokry asked how much the reserve fund is growing and Trustee Kendrick referred Trustee Mokry to the bottom of the report for the 2013 Cash Budget Projection.

Trustee Tsalapatani stated that Trustee Kendrick has brought up how much money the library has in reserves three times. Trustee Tsalapatani feels that Trustee Kendrick has a difference of opinion from the other board members and at every opportunity Trustee Kendrick pontificates about what he wants and it is inappropriate to keep bringing this up. Trustee Tsalapatani states that the board meetings are not efficient, even though there is an agenda.

Trustee Kendrick stated that he is not pontificating and the only reason he brings this up for discussion three times is because he cannot say it four times.

Trustee Fregetto states that the discussion of the cash excess was brought up at the March meeting, but the chair refused to let the other board members discuss this item. Trustee

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Fregetto does not know how President Pope feels about returning excess money to the taxpayers.

Trustee Tsalapatani stated it was agreed that this item would be moved to Finance early in the meeting, particularly to discuss this item, but at every opportunity that did not satiate anyone's quest to continue in a delay of the meeting. Trustee Tsalapatani stated that Trustee Fregetto speaks about efficiency, but this is far from efficient.

Trustee Rangel stated he was speaking for some of the apparently silent members of the group and that as often as these topics are brought up, if the majority of the members really thought this was a seminal moment and point that had great consensus, we would have gone way beyond talking about it and it would have been done. It is not a great groundswell in supporting that position speaks volumes.

Trustee Mokry thinks it is getting groundswell, but it doesn't need to be talked about now and it is a big number and this board has never returned money to the taxpayers. Trustee Mokry does not know if it can be settled at one meeting and it is a complicated issue and may take several meetings.

Trustee Tsalapatani stated that this topic should not be discussed at every line item.

Trustee Perez stated that she votes and therefore she is not silent. Trustee Perez stated that even though she may not discuss every item she does understand what is being discussed and she states that they talk about the same things over and over. She appreciates some items that are brought up, because she is a new member and some topics are brought up over and over again and there is a time and place for each discussion.

Trustee Kendrick stated that there is a way to return money to the taxpayers since District 207 has done it and it can be done. If Cook County can assess your money, they can give it back on a pro rata basis. Trustee Mokry stated the library board has never given back money to the taxpayers.

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve VII. Consent Agenda. C. Acceptance of Reports. 7. 2013 Cash Budget Projections. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

### NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$169,805.66 and ACH Payments - \$49,131.96. [Action Item]

MOTION by Jennifer Tsalapatani, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$169,805.66 and ACH Payments paid in the amount of \$49,131.96, as listed on the vendor checks report of March 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Rangel, Tsalapatani. NAYS: None. MOTION CARRIED.

- B. Authorization to Request Proposals for Library Telephone System.

Director Sorensen asked the board for approval to request proposals for a new library telephone system. Director Sorensen stated it was a budgeted item and it is in the Capital Projects Budget, She also stated that it is a part of the operations plan that she gave to the board in 2012.

Motion by Dion Kendrick, seconded by Vince Rangel to authorize Director Sorensen to request proposals for Library Telephone System. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Award Bid for Payroll Service.

- C. Award Bid for Payroll Service.

Director Sorensen explained the Request for Proposals process for payroll services and recommended ProData Payroll, who is our current provider.

MOTION by Steve Mokry, seconded by Dion Kendrick, to award the bid for payroll service to ProData Payroll. VOTE: AYES: Kendrick, Mokry, Perez, Rangel. NAYS: Fregetto, Tsalapatani. MOTION CARRIED.

- D. Award Bid for Website Redesign Proposal.

Director Sorensen explained this is a budgeted item. Trustee Kendrick how much was budgeted for this project and Director Sorensen responded \$55,000. Director Sorensen stated that proposals were sent to nine vendors. The recommendation from the library committee, formed to review this process, was for Methodtree.

MOTION by Steve Mokry, seconded by Dion Kendrick, to accept the proposal from Methodtree, in the amount of \$36,000. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

Trustee Mokry left the meeting at 9:20 p.m.

### IX. ANNOUNCEMENTS

Trustee Tsalapatanis stated that she would be remiss in her duties if she did not say how appalled she was by the statement made by Trustee Kendrick to indicate that he smells a rat and that this is Cook County politics. Trustee Tsalapatanis stated that she will not sweep this under the rug and that Trustee Kendrick is questioning the board's character and that this is a volunteer board and the board serves this community in the best capacity that it can. Trustee Kendrick's comments are so outrageous and inappropriate concerning the board's character. It is inappropriate for Trustee Kendrick to make these comments and there is a level of decorum that Trustee Tsalapatanis implores Trustee Kendrick to rise to and she is sure that her fellow trustees and the viewing audience agree that respect is earned and you treat people with respect. Trustee Tsalapatanis is appalled by the comments made by Trustee Kendrick and she feels that Trustee Kendrick owes the board an apology for being out of order and unprofessional.

Trustee Kendrick does not have any comments on this statement.

### X. CORRESPONDENCE

No correspondence.

### XI. OTHER

Trustee Fregetto wanted to know why the Per Capita grant requirement on Environmental Scan was not on the April agenda and Director Sorensen stated that this item would be on the May agenda. Trustee Perez stated that she received an email from Carol Kidd, with a link to the website for viewing the webinar and she was able to watch the webinar and in the email it stated that this item would be on the May agenda. Trustee Fregetto stated that he must have missed that email.

Trustee Kendrick stated that the board should apologize to the taxpayers of Des Plaines for holding on to \$3,000,000 of their money.

Trustee Tsalapatanis stated that if Trustee Kendrick truly believed the statement he made then maybe he should stop raising the fees for the residents for usage and not be hypocritical. Trustee Kendrick wants to increase fees and reduce taxes comparing the library to the park district.

Trustee Tsalapatanis said that Trustee Kendrick results to name calling

## VII.A.

### XIII. ADJOURNMENT

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

Meeting adjourned at 9:29 p.m.

Minutes prepared Carol Kidd.



## VII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
May 21, 2013

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, May 21, 2013. President Rich Pope called the meeting to order at 7:04 p.m.

II. ROLL CALL.

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

Absent: Eugene Fregetto, Vince Rangel, Jennifer Tsalapatanis.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE.

VII. CONSENT AGENDA.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$203,201.72 and ACH Payments - \$42,754.31. [Action Item]

MOTION by Rich Pope, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$203,201.72 and ACH Payments paid in the amount of \$42,754.31 as listed on the vendor checks report of April 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. 2014 Per Capita Requirements for Trustees.

1. Review Chapter 10, "Marketing Promotion and Collaboration" of Serving Our Public 2.0: Standard for Illinois Public Libraries, 2009

The board reviewed Chapter 10. Director Sorensen presented to the board a Des Plaines Public Library Marketing Overview, which was prepared by Heather Imhoff, Head of Public Information Services.

Vince Rangel entered the meeting at 7:11 p.m.

2. The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

Roberta Johnson, Assistant Director, explained how to conduct a SWOT analysis. The board members identified the following factors that are favorable and unfavorable in achieving the needs of the community.

Strengths – Services, Knowledgeable staff, location, fiscal stability, accessibility, community presence, collections.

Weaknesses – advertisement, more hours, increase training opportunities, support continuing education for others, outside activities.

Opportunities – Increase training opportunities, more hours, support continuing education for others, remote learning, Podcasts, new website for online learning.

Threats – Competition from other libraries, perception of the library.

C. Declaration of Surplus Property.

MOTION by Gregory Sarlo, seconded by Richard Pope, to declare the list of property presented to the board as surplus. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Report Out Finance Committee Meeting – May 20, 2013.

Jennifer Tsalapatanis will report out at the June 18, 2013 Board of Trustees meeting. President Pope asked that Jennifer have a budget schedule prepared for the next board meeting.

E. Appoint Committee to nominate board of Trustee Officers for 2013/2014.

President Pope appointed Trustees Vince Rangel, Steve Mokry, Susan Moylan Krey to serve on the Nominating Committee.

President Pope announced that he will not run for President for 2013/2014.

IX. Announcements.

Trustee Mokry asked if the library could donate books to the library in Oklahoma. Trustee Sarlo asked if some of the surplus property could be donated to the library in Oklahoma. Director Sorensen will report back to the library board on whether the library/schools in Oklahoma would want used books and/or used computers.

X. Correspondence.

XI. Adjournment.

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

Meeting adjourned at 7:56 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
June 18, 2013

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, June 18, 2013. President Rich Pope called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Alma Perez, Jennifer Tsalapatani, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jo Bonell, Margaret Scholl, Randy Leggee.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, 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 John Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

Trustee Fregetto asked to remove A. Approval of the Minutes of the Regular Board Meeting – May 21, 2013.

## IX.A.

Trustee Kendrick asked to remove C. Acceptance of Financial Reports for May 2013, 1. Treasurer's Report as of May 31, 2013 and D. Acceptance of Reports, 7. 2013 Cash Budget Projection.

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

Trustee Fregetto stated that he was not present at the May 21, 2013 Board meeting, although the minutes reflect that he was in attendance.

MOTION by Eugene Fregetto, seconded by Gregory Sarlo, to approve the minutes of the May 21, 2013 regular board meeting, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated that the ending balance listed on the Treasurer's Report as of May 31, 2013 was different from the number reported on the 2013 Cash Budget Projection. Director Sorensen agreed that this was incorrect and she would correct this in her next report.

MOTION by Vince Rangel, seconded by Gregory Sarlo, to approve the 2013 Cash Budget Projection report, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$210,606.52 and ACH Payments - \$62,039.80. [Action Item]

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the payment of vendor checks in the amount of \$210,606.52, and ACH Payments paid in the amount of \$62,039.80 as listed on the vendor checks report of May 2013 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. Approve Payment to Innovation Experts for MyMediaMall - \$11,739.00. [Action Item]

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to approve payment to Innovation Experts for MyMediaMall in the amount of \$11,739.00. VOTE: AYES : All. NAYS: None. MOTION CARRIED.

## IX.A.

- C. Approve Payment to Reference USA - \$12,024.00. [Action Item]

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve payment to Reference USA in the amount of \$12,024.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Plans for Adult Technology Reorganization. [Action Item]

Director Sorensen explained the plans for the Adult Technology Reorganization and that it is a budgeted item in Capital Projects for 2013.

Randy Leggee, Director of Business Development, Environments That Work, distributed information on the pricing model that was used and also explained contract pricing. Trustee Moylan Krey asked if the products are American made and Mr. Leggee replied that they are made in Canada.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to amend the costs of the plans for the Adult Technology Reorganization to \$84,811.51 and to name the companies, Environments that Work and Norman Electric, and to correct the overage amount to \$5,811.51, which will be funded from the operating budget, account 930020.

AMENDED MOTION by Eugene Fregetto, seconded by Dion Kendrick, to amend the costs of the plans for the Adult Technology Reorganization to \$84,811.51, and to name the companies involved, Environments That Work and Norman Electric, and to correct the overage amount to \$5,811.51, which will be funded from the operating budget, account 930020, R & M Bldg & Structures, and to amend the agenda to reflect these costs, Environments That Work - \$70,511.51 and Norman Electric - \$14,300.00. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Moylan Krey, Rangel, Sarlo, Pope. NAYS: None, MOTION CARRIED.

- E. Report Out Finance Committee Action, May 20, 2013 – Vince Rangel. [Action Item]

This item was tabled until the July 16, 2013 board meeting.

- F. Report Out Nominating Committee Action, June 18, 2013 – Susan Moylan Krey. [Action Item]

Trustee Moylan Krey reported that the Nominating Committee met on June 18, 2013. Trustee Moylan Krey suggested and President Pope concurred that an immediate vote be taken to recommend Gregory Sarlo for President, Vince Rangel for Vice President, Jennifer Tsalapanis for Treasurer, and Carol Kidd for Secretary.

## IX.A.

MOTION by Steve Mokry, seconded by Dion Kendrick, to modify the slate of officers as follows: Gregory Sarlo for President, Vince Rangel for Vice President, Carol Kidd for Secretary and that the office of Treasurer be slated in July.

ROLL CALL VOTE: AYES: Kendrick, Mokry, Moylan Krey, Pope, Rangel, Sarlo. NAYS: Fregetto. MOTION CARRIED.

### G. Approval of Library Board Meeting Dates. [Action Item]

MOTION by Dion Kendrick, seconded by Gregory Sarlo, to approve the Library Board Meeting Dates for August 2013 – July 2014. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### H. Approval of Non-Resident Fee. [Action Item]

MOTION by Susan Moylan Krey, seconded by Dion Kendrick to approve the Non-Resident fee in the amount of \$275.55 for the period July 1, 2013 – June 30, 2014. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## IX. ANNOUNCEMENTS.

The July 16, 2013 Board of Trustees meeting will be at 4:00 p.m., with the Semi-Annual board dinner to immediately follow the meeting.

## X. CORRESPONDENCE.

None

## XI. OTHER.

## XII. EXECUTIVE SESSION.

Motion by Rich Pope, seconded by Vince Rangel, to enter into an Executive Session at 8:49 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:53 p.m. and was called to order by President Pope.

XIII. EXECUTIVE SESSION ACTION.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

**December 18, 2012** – Review of Executive Session Minutes.

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.

XIV. ADJOURNMENT.

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

Meeting adjourned at 8:55 p.m.

Minutes prepared Margaret Scholl.



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
August 20, 2013

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, August 20, 2013. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Gary Valente, Susan Moylan Krey, Anthony Oliver, Barry Landsman, Edwards Engineering.

III. PLEDGE OF ALLEGIANCE.

IV. PRESENTATION TO RETIRING TRUSTEE – Susan Moylan Krey.

Director Sorensen thanked Trustee Susan Moylan Krey for her dedication to the library and for her good work serving on the board. Books have been purchased to be included in the library collection with books plates honoring the retiring trustee.

V. CONSIDERATION OF THE AGENDA.

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

VI. OATH OF OFFICE.

Vince Rangel took the oath of office for Vice President.

VII. PUBLIC COMMENTS AND QUESTIONS.

VIII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

IX. CONSENT AGENDA.

Director Sorensen distributed a revised report for C. Acceptance of Reports. 7. 2013 Cash Budget Projection.

Trustee Fregetto asked to remove B. Acceptance of Financial Reports for July 2013. 1. Treasurer's Report as of July 31, 2013, C. Acceptance of Reports. 1. July 2013 Statistics Report, 2. 2013 Circulation by Month, 3. Chart – Circulation Statistics 2011 – 2013, 8. 2013 Contracts.

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

MOTION by Vince Rangel, seconded by Rich Pope, to approve B. Acceptance of Financial Reports for July 2013, 1. Treasurer's Report as of July 31, 2013, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Vince Rangel, to approve C. Acceptance of Reports. 1. July 2013 Statistics Report, 2. 2013 Circulation by Month, 3. Chart – Circulation Statistics 2011 to 2013, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve C. Acceptance of Reports. 8. 2013 Contracts, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$218,645.91 and ACH Payments - \$71,470.82. [Action Item]

MOTION by Eugene Fregetto, seconded by Alma Perez, to approve the payment of vendor checks in the amount of \$218,645.91, and ACH Payments paid in the amount of \$71,470.82 as listed on the vendor checks report of July 2013 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. Approve Computer Workstation Replacements, Outsource Solutions Group - \$11,250.73. [Action Item]

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve purchase of Computer Workstation Replacements through Outsource Solutions Group in the amount of \$11,250.73. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Maintenance Agreement for Heating, Ventilation and Air Conditioning Equipment (HVAC), Edwards Engineering - \$17,421.71. [Action Item]

MOTION by Vince Rangel, seconded by Alma Perez, to approve a Maintenance Agreement for Heating, Ventilation and Air Conditioning Equipment (HVAC) from Edwards Engineering for a three year contract in the amount of \$54,921.95, with a statement in the contract for month-to-month service at the end of the contract. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Per Capita Grant Application. [Action Item]

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve the Per Capita Grant application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Draft Budget 2014.

Director Sorensen stated that the board must approve the budget for presentation to the City Council on Wednesday, October 9, 2013.

The Finance Committee will meet on Wednesday, August 28, 2013 at 4:00 p.m. to discuss the 2014 draft budget.

#### XI. ANNOUNCEMENTS.

None.

#### XII. CORRESPONDENCE.

None.

#### XIII. OTHER.

None.

XIV. ADJOURNMENT.

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

Meeting adjourned at 8:36 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
October 15, 2013

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, October 15, 2013. President Sarlo called the meeting to order at 7:01p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Rosemary Mulligan, Alma Perez, Richard Pope, Gregory Sarlo, Carol Kidd.

Absent: Kristen Kraack, Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Jack Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

MOTION by Steve Mokry, seconded by Alma Perez, to accept the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$260,707.36 and ACH Payments - \$39,691.20. [Action Item]

MOTION by Eugene Fregetto, seconded by Rich Pope, to approve the payment of vendor checks in the amount of \$260,707.36, and ACH Payments paid in the amount of \$39,691.20 as listed on the vendor checks report of September 2013 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. Approval of Library Closings through January 2015. [Action Item]

MOTION by Eugene Fregetto, seconded by Rich Pope, to approve Library Closings through January 2015. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Sarlo stated that he wanted to address two items that were not on the agenda, but they would require no action taken.

President Sarlo stated that he received a certified letter from the Adler Law Office. The letter was a Notice of Attorney's Lien. Library Director Sorensen contacted the library attorney, Gerard Dempsey, who advised that the information received from Alder Law Office be sent to the library's insurance company. Director Sorensen stated that the insurance company was notified and she also notified Mike Bartholomew, Des Plaines City Manager.

Director Sorensen stated that at the August 20, 2013 board meeting the board approved Edwards Engineering as lowest responsible bidder for the HVAC maintenance. After the contract was approved a service technician came to the library to inspect the HVAC equipment. The technician stated that one of the three compressors for the chiller was broken and could not be repaired, because it was obsolete. Edwards Engineering advised that they would rewrite the maintenance agreement and remove maintenance for the chiller. Gary Valente, Head of Building and Security Services, then contacted McQuay International, who installed the HVAC equipment when the library was being built and has maintained the equipment. McQuay stated that they could replace the compressor at a cost of approximately \$37,000. Director Sorensen contacted library attorney, Gerard Dempsey, who advised Sorensen to send a letter to Edwards Engineering asking that the contract be rescinded, which would be in both parties best interest

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to re-open the check register. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to void the check made payable to Edwards Engineering in the amount of \$17,421.71. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to reconsider the HVAC proposals and review the second lowest bid from McQuay International.

Trustee Fregetto asked to make a friendly amendment to the motion by adding “and to contact McQuay International to ask if they will honor their original proposal and if so, bring a signed contract to the November 19 Board of Trustees meeting.

The board consensus was to approve the amendment.

MOTION by Steve Mokry, seconded by Dion Kendrick, to reconsider the HVAC proposals and review the second lowest proposal from McQuay International and to contact McQuay International to ask if they will honor their original proposal and if so, bring a signed contract to the November 19 Board of Trustees meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

None.

XI. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:49 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
September 17, 2013

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, September 17, 2013. President Sarlo called the meeting to order at 7:12 p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Rosemary Mulligan, Kristen Graack, Anthony Oliver, Don Sofolo.

III. PLEDGE OF ALLEGIANCE.

IV. OATH OF OFFICE – Rosemary Mulligan and Kristen Graack.

Rosemary Mulligan took the Oath of Office.

Kristen Graack took the Oath of Office.

V. CONSIDERATION OF THE AGENDA.

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

VI. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Jack Robinson.

Alderman Robinson was not in attendance.



## VII.A.

### IX. CONSENT AGENDA.

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

### X. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$283,531.95 and ACH Payments - \$39,554.30. [Action Item]

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$283,531.95, and ACH Payments paid in the amount of \$39,554.30 as listed on the vendor checks report of August 2013 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. Declaration of Surplus Property. [Action Item]

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the disposal of surplus property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Authorization to Request Proposals for IT Services [Action Item]

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve Authorization to Request Proposals for IT Services. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Review and Approve Proposals for Voice Over IP (VOIP) Phone System. [Action Item]

Director Sorensen stated that 9 bids were received for the Voice Over IP (VOIP) Phone System and that the recommendation is Advanced Telecommunications of Illinois. This recommendation is based on the ease of use and comprehensive features of the product, the maintenance and service package, and the experience of the company.

MOTION by Dion Kendrick, seconded by Vince Rangel, to award the bid for Voice Over IP (VOIP) Phone System to Advanced Telecommunications of Illinois in the amount of \$37,000. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Review and Approve Quotes for Main Stairs Recarpeteing. [Action Item]

MOTION by Dion Kendrick, seconded by Vince Rangel, to award the bid for Main Stair Recarpeteing to Custom Carpets in the amount of \$12,487.15. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

- F. Report Out Building and Grounds Committee Action, September 4, 2013- Steve Mokry. [Action Item]

Steve Mokry, Chair of the Building and Grounds Committee, reported that the committee met on September 4, 2013 and walked through the building to look at future projects and building improvements. Mokry stated that proposals for Architectural Design Consulting services were given to the committee, but that the proposals were out of date.

MOTION by Committee to solicit RFP's for the Architectural Design Consulting Services and to approve the space audit by the October 15, 2013 Board of Trustees meeting.

MOTION by Rosemary Mulligan, seconded by Rich Pope, that the motion be laid on the table. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- G. Review Proposals for Building and Space Allocation Audit. [Action Item]

Director Sorensen stated that updated proposals were requested from Lohan Anderson and Cordogan Clark & Associates and were included in the board packet. Another company, Affrunti Design & Management, was contacted, but they did not submit a proposal.

Trustee Kendrick asked which company Director Sorensen would recommend to do the work and Director Sorensen responded Lohan Anderson who was the original library architect.

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve the proposal from Lohan Anderson for Architectural Design Consulting Services Proposal in the amount of \$38,000. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- H. Report Out Finance Committee Action, August 28, 2013 – Eugene Fregetto. [Action Item]

Trustee Fregetto, Chair of Finance Committee, reported that the committee met August 28, 2013 and Department Heads gave presentations. Trustee Fregetto stated that the Finance committee recommendation is to accept the budgeted expenses in the amount of \$6,485,005 and to levy \$5,600,000 for the 2014 budget.

- I. Review 2014 Budget. [Action Item]

The board discussed the recommendation from the Finance committee.

MOTION by Rich Pope, seconded by Vince Rangel, to accept the 2014 budget, as presented, with a decrease in the levy of 1.5%. ROLL CALL VOTE: AYES: Graack, Mulligan, Perez, Pope, Rangel, Sarlo. NAYS: Fregetto, Kendrick, Mokry. MOTION CARRIED.

- X. ANNOUNCEMENTS.

Jo Bonell, Head of Adult Services, invited the board to attend Des Arts being held at the library the weekend of October 11 and 12.

## VII.A.

Heather Imhoff, Head of Public Information Services, invited that board to attend the 5<sup>th</sup> annual family Science Expo on September 28.

### XI. CORRESPONDENCE.

None.

### XII. OTHER.

None.

### XIII. EXECUTIVE SESSION.

MOTION by Vince Rangel, seconded by Alma Perez, to enter into an Executive Session at 9:00 p.m. for the Review of Minutes from Executive Committee in Executive Session – August 23, 2013 and the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:48 p.m. and was called to order by President Sarlo.

### XIV. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Kristen Graack, Dion Kendrick, Steve Mokry, Rosemary Mulligan, Alma Perez, Richard Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

### XV. EXECUTIVE SESSION ACTION.

MOTION by Vince Rangel, seconded by Rich Pope, to direct President Sarlo to carry out the decision made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. ROLL CALL VOTE: AYES: Graack, Mokry, Mulligan Perez, Pope, Rangel, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

### XIV. ADJOURNMENT.

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

Meeting adjourned at 9:51 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
November 19, 2013

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 19, 2013. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Eugene Fregetto, Rosemary Mulligan.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Heather Imhoff, Erica Morris, Marcus Henthorn, Gary Valente, Don Sofolo, Mike Ruter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Jack Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

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

## VII.A.

### VIII. UNFINISHED BUSINESS.

- A. HVAC Maintenance Agreement – Three-year Pricing, Year One, \$32,292.00, Year Two, \$33,291.00, Year Three, \$34,319.00. [Action Item]

Director Sorensen stated that McQuay/Daikin was the second lowest bidder for the HVAC Maintenance Agreement. They submitted a proposal for three-year pricing, year one, \$32,292.00, year two, \$33,291.00 and year three, \$34,319.00.

Director Sorensen stated that Edwards Engineering agreed to rescind their proposal for the HVAC Maintenance Agreement, which did not include maintenance on the broken compressor for the chiller.

MOTION by Steve Mokry, seconded by Vince Rangel, to accept the HVAC Maintenance Agreement with Daikin with three-year pricing, year one, \$32,292.00, year two, \$33,291.00 and year three, \$34,319.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Proposal to Replace Failed Compressor in the Chiller - \$37,538.00 [Action Item]

Director Sorensen stated that the cost to replace the failed compressor in the chiller is \$37,538.00 and Daikin will begin the warranty the day of the start-up of the unit.

MOTION by Steve Mokry, seconded by Vince Rangel, to accept the proposal from Daikin to replace the failed compressor in the chiller in the amount of \$37,538.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$259,310.73 and ACH Payments - \$40,536.27. [Action Item]

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$259,310.73, and ACH Payments paid in the amount of \$40,536.27 as listed on the vendor checks report of October 2013 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. Proposed Insurance Coverage through Libraries of Illinois Risk Agency (L.I.R.A.) and Proposed Pricing for 2013/2014 \$39,400.00 – Marcus Henthorn. [Action Item]

## VII.A.

Director Sorensen introduced Marcus Henthorn, Account Executive, from Arthur J. Gallagher & Company, who explained the Libraries of Illinois Risk Agency (L.I.R.A.) program. Henthorn stated that reduction in costs for the library would be about 17% in

2014. If the program does not have enough library participation the Des Plaines library's increase in insurance premium for 2014 will be 12.24%.

MOTION by Dion Kendrick, seconded by Kristen Graack, to accept the proposal from Arthur J. Gallagher & Company to enter into the pool, Libraries of Illinois Risk Agency (L.I.R.A.), for the calendar year 2014 for an approximate cost of \$39,400.00 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Review and Approve Contract for IT Services – Outsource IT Solutions Group – Three-year Pricing, Year One, \$375,075.79, Year Two, \$386,328.07, Year Three, \$397,917.91. [Action Item]

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve the contract with Outsource IT Solutions Group for IT services with three-year pricing, year one, \$375,075.79, year two, \$386,328.07, year three, \$397,917.91. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Lyngsoe System's Service Agreement – Two-year Pricing, Year One, \$26,120.00, Year Two, \$27,170.00. [Action Item]

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the Lyngsoe Systems Service Agreement, with two-year pricing, year one, \$26,120.00, year two, \$27,170.00. VOTE: AYES: All. NAYS: None MOTION CARRIED.

President Sarlo distributed to the board a draft of the Des Plaines Library Board Evaluation Form for the Position of the Library Director. The board was asked to review the document and bring suggestions for changes, if any, to the December board meeting.

## IX. ANNOUNCEMENTS.

Heather Imhoff, Head of Public Information, stated that the library will run an advertising campaign in local newspapers promoting e-resources and library card sign-up. The goal is to introduce non library users to Des Plaines Public Library services. The campaign is paid for by the Illinois Public Library Per Capita grant.

Director Sorensen stated that the staff holiday party will be on December 13, 2013 at 8:00 a.m. and invited the board to attend.

## X. CORRESPONDENCE.

- A. 2014 National Medal for Museum & Library Service Award.

## VII.A.

Assistant Director Johnson reported that the library applied for the 2014 National Medal for Museum & Library Service Award and letters of support were included in the board packet.

Director Sorensen stated that the Des Plaines Public Library was named a 3 Star Library by *Library Journal* magazine.

XI. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 8:19 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
December 17, 2013

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 17, 2013. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Kristen Graack, Alma Perez, Richard Pope, Gregory Sarlo, Carol Kidd.

Absent: Steve Mokry, Rosemary Mulligan Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Courtney Schade, Heather Imhoff, Tiffany Nash, Dan Pohrte.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.



VII. CONSENT AGENDA.

Trustee Kendrick asked to remove from the Consent Agenda A. Approval of the Minutes of the Regular Board Meeting – November 19, 2013, B. Acceptance of Financial Reports for November 30, 2013, and C. 7. 2013 Cash Budget Projection.

MOTION by Kristen Graack, seconded by Rich Pope, to accept the Consent Agenda, except for items A. Approval of the Minutes of the Regular Board Meeting – November 19, 2013, B. Acceptance of Financial Reports for November 2013 and C.7. 2013 Cash Budget Projection. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Vince Rangel entered the meeting at 7:05 p.m.

Trustee Kendrick distributed a copy of The Journal newspaper from Friday, December 6, 2013 and referred to the Speak Out column that discussed the City of Des Plaines ordinance for contract procedure and the requirement to have an apprentice program.

The Board directed Library Director Sorensen to contact the library attorney and request a written opinion.

Regarding other items Trustee Kendrick pulled from the Consent Agenda; he noted for the Board that the DPPL cash position of \$6.5 million @ 11/30/13 was equal to one full years tax levy; far in excess of the authorized reserves of \$1.5 million. He requested that the Finance Committee to look into ways to return those monies to the taxpayer.

MOTION by Vince Rangel, seconded by Alma Perez, to approve Consent Agenda items, A. Approval of the Minutes of the Regular Board Meeting – November 19, 2013, B. Acceptance of Financial Reports for November 30, 2013 and C. 2013 Cash Budget Projection. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$331,722.95 and ACH Payments - \$57,542.17. [Action Item]

MOTION by Eugene Fregetto, seconded by Kristen Graack, to approve the payment of vendor checks in the amount of \$331,722.95, and ACH Payments paid in the amount of \$57,542.17 as listed on the vendor checks report of November 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

- B. Authorization to Begin Process for 2<sup>nd</sup> Floor Early Literacy Area Construction Project and Approve Selection of Construction Manager.  
[Action Item]

Director Sorensen asked for approval of the 2<sup>nd</sup> Floor Early Literacy Area Construction Project and for approval of the selection of a construction manager.

MOTION by Vince Rangel, seconded by Rich Pope, to authorize Director Sorensen to begin the process for the 2<sup>nd</sup> Floor Early Literacy Area Construction Project and approve the selection of construction manager.

Trustee Kendrick asked to make a friendly amendment to send the proposal back to the architect and to ask the architect to request 3 or 4 bids/proposals from the construction manager.

MOTION by Vince Rangel, seconded by Rich Pope, to send the proposal for the 2<sup>nd</sup> Floor Early Literacy Area Construction Project back to the architect and to ask the architect to request 3 or 4 bids/proposals from the construction manager. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. 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 - \$48,728.00. [Action Item]

MOTION by Dion Kendrick, seconded by Kristen Graack, to approve the 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 in the amount of \$48,728.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Payment to ProQuest - \$14,107.00 [Action Item]

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve payment to ProQuest in the amount of \$14,107.00. VOTE: AYES: All. NAYS: None MOTION CARRIED.

- E. Approve Payment to Newsbank - \$14,905.00 [Action Item]

MOTION by Kristen Graack, seconded by Alma Perez, to approve payment to Newsbank in the amount of \$14,905.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

### F. Review and Approve Increase to Salary Schedule for 2014. [Action Item]

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve the 1.5% increase to the salary schedule for 2014. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### G. Resolutions – Appropriation and Levy. [Action Item]

MOTION by Rich Pope, seconded by Vince Rangel, to approve the 2014 Appropriation and 2013 Levy resolution, as presented. ROLL CALL VOTE: AYES: Graack, Perez, Pope, Rangel, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

## IX. ANNOUNCEMENTS.

The January 21, 2014 board meeting is at 4:00 p.m. The board dinner will immediately follow the meeting.

## X. CORRESPONDENCE.

No correspondence.

## XI. EXECUTIVE SESSION

MOTION by Dion Kendrick, seconded by Rich Pope, to enter into an Executive Session at 8:07 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:19 p.m. and was called to order by President Sarlo.

## XII. EXECUTIVE SESSION ACTION

MOTION by Dion Kendrick, seconded by Alma Perez, 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:

August 23, 2013 (Executive Committee) - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

September 17, 2013 (Executive Committee) - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

September 17, 2013 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

## VII.A.

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.

MOTION by Dion Kendrick, seconded by Vince Rangel, to adjourn the regular meeting.

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

Meeting adjourned at 8:20 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Building and Grounds Committee Meeting  
September 4, 2013

I. CALL TO ORDER.

The Building and Grounds Committee meeting was held in the second floor conference room on Wednesday, September 4, 2013. The Chair of Building and Grounds, Steve Mokry, called the meeting to order at 5:03 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Steve Mokry, Vince Rangel, Eugene Fregetto, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Alma Perez.

III. Consideration of the Agenda.

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

IV. BUILDING WALKTHROUGH.

Director Sorensen distributed a handout listing the areas of the library the committee would walk through to discuss the following improvements:

Fourth Floor:

1. Adult Technology Center Reorganization (2013)
2. Computer Lab: Consider repurposing the space due to moving digital instruction out to main public area.
3. Work Center
4. Digital Learning Area: Create a flexible arrangement for training on a wide variety of topics and technologies to accommodate one to ten learners.
5. Adult Services Workroom: See B2 below.
6. Terrace: Consider ways to make the outdoor terrace more usable.

### Third Floor

1. EBar (2014): Create digital device learning center and “petting zoo.”
2. Adult Services Office: Consider relocating and consolidating all AS staff into one area within the building.
3. Technical Services Office: Consider relocating and TS staff to the ground floor.
4. Public Information Office: Consider relocating PI staff if this contributes to the feasibility of other improvements.
5. Teen Lounge: Consider repurposing existing space to be a dedicated lounge for teen patrons, larger than the current space.

### Second Floor

1. Youth Services Program Space: Consider repurposing existing space to increase the area available for children’s programs.
2. Early Literacy Center (2014): create family centered area for developing key pre-reading skills.

### First Floor

1. Garage/Mobile Library Workroom Conversion: Consider repurposing the former garage into usable staff and/or public space. New doors and HVAC to be taken into consideration.
2. IT Staff Office: Consider relocating the IT staff work area if this contributes to the feasibility of other improvements.
3. Circulation Staff Office: Consider reducing the amount of space dedicated to CS staff, if this contributes to the feasibility of other improvements.
4. Meeting Room A Projection Room: Consider repurposing the existing projection room.
5. Hallway Gallery: Consider establishing a space for a permanent installation of public art.

Director Sorensen explained that the committee would look at the various projects that will be included in the space audit that is a budgeted item for 2013.

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

While on the fourth floor Assistant Director Johnson showed the committee the reconfiguration to the patron computer area under construction.

Vince Rangel left the meeting at 6:10 p.m.

The meeting resumed at 6:16 p.m.

The Committee discussed the areas of the library that will need to be improved.

Director Sorensen distributed proposals for preliminary design concepts from Lohan

Anderson and Cordogan, Clark & Associates, Inc.

The proposal from Cordogan, Clark & Associates was dated August 28, 2012 and the Lohan Anderson proposal was dated May 23, 2013. The Committee agreed that they would accept updated proposals from the same firms.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to solicit RFP's for the Architectural Design Consulting Services and to approve the space audit by the October 15, 2013 Board of Trustees meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:49p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Finance Committee  
August 28, 2013

I. CALL TO ORDER.

The Finance Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Wednesday, August 28, 2013. Treasurer Fregetto called the meeting to order at 4:00 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Eugene Fregetto, Richard Pope, Steve Mokry, Carol Kidd.

Absent: Jennifer Tsalapatani.

Also present: Dion Kendrick, Alma Perez, Gregory Sarlo, Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Gary Valente, Susan Farid, Don Sofolo, Tim Haskell, Heather Imhoff, Michelle Meyer Edley, Brodie Austin, Stephanie Spetter, Tim O'Connor.

III. CONSIDERATION OF THE AGENDA.

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

IV. DEPARTMENT HEADS PRESENTATION.

Director Sorensen distributed an informational handout (Department Summary, Des Plaines Public Library 2014 Budget) that coincides with each department's presentation.

Jo Bonell, Head of Adult Services, stated that Adult Services is Readers' Services on the third floor and Reference Services on the fourth floor. Bonell explained that Adult Services has budgeted for a third floor e-Bar project where patrons can learn digital literacy skills from library staff. The project will include an area dedicated to the e-Bar learning and the budget request includes purchasing digital devices for staff/patron training.

Gary Valente, Head of Building and Security Services, explained that his budget requests include an HVAC controls upgrade, new public restroom partitions, an upgrade to the staff kitchen, fourth floor carpeting and new chairs for the meeting rooms.



Susan Farid, Head of Circulation Services, stated that the library would purchase approximately 4,000 library cards in 2014 and that the library contracts with a collection agency for the return of lost materials. Farid also stated that van delivery service could be a major expense in the future.

Gregory Sarlo entered the meeting at 4:20 p.m.

Don Sofolo, Outsource Solutions Group, (OSG) stated that the library has contracted with his company since 2008 and that the current IT contract ends 12/31/2013. OSG works with 5 local libraries and is currently working as a technology consultant for the Aurora Public Library new construction project. Sofolo gave an overview of the IT Services budget for 2014. Sofolo stated that OSG provides support to both patrons and staff. Sofolo stated that he meets weekly with the Library Director and Assistant Director and monthly with all library department heads to implement strategic technological goals. OSG is available 24/7 to the library and often works after hours so as not to interrupt library services.

Heather Imhoff, Head of Public Information, explained that her department is responsible for marketing the library, both internally and externally. In October the department will focus on a marketing campaign that will promote e-resources. This campaign is funded through the Per Capita Grant. There will be inserts in the Journal, Daily Herald and online. In 2014, Public Information will promote the proposed third floor e-bar. These promotions will encourage Des Plaines resident to come to the library to learn how to use their devices and download library materials to their devices.

Michelle Meyer Edley, Manager of Technical Services, stated that the Technical Services department orders all materials, tracks expenses, catalogs materials, mends damaged materials and discards items. Meyer Edley is asking to purchase two RFID pads to increase efficiency in her department. Meyer Edley stated that she is reducing the supply budget for Technical Services by \$31,000 for 2014.

Brodie Austin, Web Services Librarian, stated that he maintains the library website for patrons and staff. He also helps staff implement web based social media. Austin is asking to hire a part-time person in 2014 to help him manage and maintain the website and to provide a back-up for when he is not in the library. Austin also is requesting the purchase of new video equipment that would replace the outdated equipment that requires tapes. This will make the process for transferring the video easier and the board meetings will not have to be interrupted to change tapes.

Stephanie Spetter, Head of Youth Services, stated that two interns were hired this summer with Per Capita Grant funds. They helped with summer reading club and went outside the library to preschools to promote summer reading and the library. Spetter talked about a three-year plan to renovate the second floor that will promote the American Library Association initiative "Every Child Ready to Read". Part of the proposed plan will be to install Early Literacy stations that will encourage parent and child to learn together. Spetter wants the second floor to become a destination for families for education and

entertainment. This project will include early literacy stations, areas for programming, a possible build out of the story time room and will create additional spaces for programs outside the story time area.

Trustee Fregetto asked for a ten minute break that started at 5:27 p.m. The meeting resumed at 5:37 p.m.

## V. REVIEW 2014 BUDGET DOCUMENTS.

The following budget documents were distributed to the board:

- 2014 DPPL Budget
- Historical Comparison, Des Plaines Public Library 2011 – 2014 E-Spending
- Historical Comparison 2008-2014 DPPL Budgets
- 2014 Budget – 2014 Des Plaines Public Library Fund – Levy Decrease 1.5%

Trustee Fregetto stated that the library has underspent the budget since 2010 and that is why there is an excess reserve fund. Trustee Fregetto proposed passing the budget with a two part plan as follows:

- Approve a budget in the amount of \$5,800,000.
- Move \$500,000 from the reserve fund to cover budget overruns.

Trustee Fregetto wants to tighten up the budget and bring the budget expenditures under \$6,000,000.

Trustee Pope asked if money from the reserves could be used for an unexpected major expense and Director Sorensen replied that that is why the money is in reserve and can be spent, with board approval, for an unexpected major expense. The money is unrestricted.

Trustee Mokry asked if the library will levy \$6,485,005 and Director Sorensen responded that the library will levy \$6,169,550 and that the library expenditures are \$6,485,005.

Trustee Fregetto referred to the historical comparison for the periods 2010 – 2012 and said he wants to reduce the levy and use reserves for expenditures in 2014.

Director Sorensen stated that \$421,250 is budgeted for Capital Expenditures in 2014.

Director Sorensen stated many budgeted items were tabled in 2010, 2011 and 2012.

Trustee Perez asked that the reserves be spent on improvements to the library and wants to use the reserves for library services that will benefit the community. Trustee Perez stated that she did not agree with lowering the levy to \$5,100,000, because eventually, in three

to four years, the reserves would be spent and then the library would have to ask to increase the levy.

Trustee Pope stated that he is comfortable with 1.5% reduction in the levy for 2014 and possibly more than 1.5% in 2015.

Director Sorensen stated that the Building and Grounds committee will meet to discuss a proposed space audit for the library so that a plan can be made for changes to the building that will improve services to the community.

MOTION by Eugene Fregetto, to accept the proposed budget expenditures for 2014 in the amount of \$6,485,005 and to use \$1,000,000 of our excess cash reserves to reduce the property tax levy. Motion failed for lack of a second.

MOTION by Steve Mokry, seconded Eugene Fregetto, to make a recommendation to the Board to accept budgeted expenses in the amount of \$6,485 005 and to levy \$5,600,000 for the 2014 budget. ROLL CALL VOTE: Fregetto, Mokry. NAYS: Pope. MOTION CARRIED.

#### VI. ADJOURNMENT.

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

Meeting adjourned at 6:38p.m.

Minutes prepared by Carol Kidd.

## VII.B.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 06/18/2013

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
May 20, 2013

I. CALL TO ORDER.

The Finance Committee meeting was held in the second floor conference room on Monday, May 20, 2013. The Chair of Finance, Jennifer Tsalapatani, called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Eugene Fregetto.

Also present: Rich Pope, Alma Perez, Holly Richards Sorensen, Heather Imhoff, Stephanie Spetter, Nathan Gaskill, Tim O'Connor.

III. Consideration of the Agenda.

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

IV. DISCUSS LIBRARY FUND BALANCE

Vince Rangel entered the meeting at 7:02 p.m.

Library Director Sorensen introduced Nathan Gaskill, Partner, Lauterbach & Amen. Lauterbach & Amen are the library accountants.

Nathan Gaskill distributed to committee members a formula for calculating whether a fund balance accumulation would be considered an unlawful accumulation. The rule of thumb is: Add the fund balance at the beginning of the fiscal year to the taxes extended for the prior year, giving the total funds available for the fiscal year. The sum of this computation is then divided by the average annual expenditure from the fund for the previous three fiscal years. If the dividend is greater than 2, there is a rebuttable presumption that the tax is an abuse of power. Nathan Gaskill explained that he often sees 3 – 6 month of expenses as a fund balance and sometimes 12 months. Nathan talked about the Des Plaines Public Library's financial problems in 2010 when there was a discussion about closing the library, because there was not a sufficient fund balance to keep the library open. Nathan stated that with a \$6,500,000 budget, a six month fund balance of \$3,250,000 would help maintain a forward cash position. Nathan explained that there is no state statute that references the limit for libraries for their fund balance accumulation.

Director Sorensen referred to her 2013 – 2015 operations plan and how she will recommend to the board a 1.5% reduction in the levy each year through 2015. Director Sorensen talked about increased staffing to meet the public demand for staff-directed programs and events. She also stated that future projects included installation of a new telephone system, HVAC upgrade, fourth floor public technology reorganization, and conducting a building and space allocation audit. The library building will change with the changing needs of the community.

The committee discussed future projects and completing projects by using a sensible plan.

The committee discussed completing projects that were not completed in 2010 due to property tax revenue not being received on time.

Trustee Kendrick distributed a memo he wrote to committee members asking for a recommendation to the board to refund 2.5 million of excess cash to the taxpayers.

Director Sorensen replied that she spoke with Dorothy Wisniewski, Director of Finance, City of Des Plaines, and that you do not refund tax money, but reduce the levy.

Trustee Rangel stated that he would like to preserve the integrity of the institution by utilizing the fund balance for responsible projects.

Trustee Tsalapatani asked Director Sorensen to comment on giving back property tax money and Director Sorensen stated that once the levy was reduced, there would be a new levy, which would reduce the library revenue to 4.2 million and the library cannot be maintained with a reduction of this amount.

Trustee Rangel stated that the library is responsible and an anchor in our community.

Trustee Tsalapatani asked that the Des Plaines Public Library be compared to libraries in the surrounding communities.

Trustee Kendrick asked that his handout be included in the minutes. Trustee Tsalapatani stated that she does not agree with including the handout in the minutes.

MOTION by Jennifer Tsalapatani, seconded by Vince Rangel, to not include the handout written by Dion Kendrick in the minutes. ROLL CALL VOTE: AYES: Rangel, Mokry, Tsalapatani. NAYS: Kendrick. MOTION CARRIED.

MOTION by Jennifer Tsalapatani, seconded by Steve Mokry, to have a six- month reserve in the fund balance. ROLL CALL VOTE: AYES: Rangel, Mokry, Tsalapatani. NAYS: Kendrick. MOTION CARRIED.

SUBSTITUTE MOTION by Dion Kendrick, to commission Lauterbach & Amen to do a brief analysis of their client database to give the library an indication of how many public libraries are at a 25 % fund balance, 30%, 35% fund balance. MOTION DIED for lack of a second.

Trustee Mokry stated that he is in favor of reducing the levy by 1.5%, as proposed by Director Sorensen.

MOTION by Steve Mokry, seconded by Vince Rangel, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:32 p.m.

Minutes prepared by Carol Kidd.