

# VIII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 20, 2015

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 20, 2015. President Sarlo called the meeting to order at 4:08 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Steve Mokry, Rich Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Alma Perez.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jennifer Steurer, Jo Bonell, Gary Valente, Earl Wilson, Mike Ruter, Alice Chrostowski, Don Sofolo.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

None.

VI. OATH OF OFFICE.

Earl Wilson took the Oath of Office for Library Trustee.

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

Alderman Robinson was not in attendance.

VIII. CONSENT AGENDA.

MOTION by Vince Rangel, seconded by Rich Pope, to approve the Consent Agenda items, as follows:

- A. Approval of the Minutes of the Regular Board Meeting – December 16, 2014.
- B. Acceptance of Financial Reports for December 2014.
  - 1. Treasurer’s Report as of December 31, 2014.
- D. Acceptance of Reports.
  - 1. December 2014 Statistics Report
  - 2. 2014 Circulation by Month
  - 3. Chart - Circulation Statistics 2010-2014
  - 4. Chart - Computer Use Wired
  - 5. Chart - Computer Use Wireless
  - 7. 2014 Cash Budget Projection
  - 8. 2014 Contracts

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

Trustee Mokry stated that there has been a lot of fluctuation in percent of change on the Statistic Reports and asked if the way the statistics are compiled would be revised in 2015. Director Sorensen responded that there will be a new baseline for the 2015 statistics.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve Consent Agenda. D.6. Director’s Report on Strategic Goals. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report – 2014, \$238,614.46 and Vendor Checks Report – 2015, \$80,910.62 and ACH Payments - \$46,517.54. [Action Item]

MOTION by Rich Pope, seconded by Steve Mokry, to approve the payment of vendor checks for 2014 in the amount of \$238,614.46 and to approve the payment of vendor checks for 2015 in the amount of \$80,910.62 for a total of \$319,525.08 and to approve ACH Payments in the amount of \$46,517.54 as listed on the vendor checks report of December 2014 and authorize Library Director Sorensen to have transferred the amount required to the library’s operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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- B. Approve Switchgear Replacement, SmartNet Agreement & Wireless Network Equipment.

MOTION by Steve Mokry, seconded by Kris Graack, to approve Switchgear Replacement in the amount of \$70,103.48 to TigerDirect.com, Cisco SmartNet Agreements in the amount of \$5,936.08 to TigerDirect.com and Wireless Network Equipment in the amount of \$14,636.09 to TigerDirect.com. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Declaration of Surplus Property.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### X. ANNOUNCEMENTS.

- A. Awards.

Director Sorensen announced that Trustee Rangel received the Abraham Lincoln Veteran Champion Award.

Director Sorensen also announced that President Sarlo was awarded the Distinguished Psychologist Providing Excellence in Training Award by the Illinois Psychological Association.

- B. Des Plaines Chamber of Commerce & Industry “FOOD FIGHT.”

Director Sorensen asked the board to participate in the Des Plaines Chamber of Commerce & Industry “FOOD FIGHT.”

- C. 24<sup>th</sup> President’s Day Library Legislative Breakfast, Monday, February 16, 2015, 8:30 a.m. – 10:30 a.m., Arboretum Club, Buffalo Grove.

Director Sorensen invited the board to attend the President’s Day Legislative Breakfast.

- D. Filing Statement of Economic Interest begins March 2015.

Director Sorensen informed the board that they will be required to file with the Cook County Clerk a Statement of Economic Interests beginning March 1, 2015

- E. 2015 ILA Trustee Forum Workshops.

Director Sorensen invited the board to attend the ILA Trustee Forum Workshops.

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### XI. CORRESPONDENCE.

Director Sorensen announced that the library was awarded \$72,955.00 for the Per Capita Grant.

### XII. EXECUTIVE SESSION – To Discuss

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

MOTION by Kris Graack, seconded by Vince Rangel, to enter into an Executive Session at 4:59 p.m. for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 5:45 p.m. and was called to order by President Sarlo.

### XIII. EXECUTIVE SESSION – Regular Session Action.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

MOTION by Kris Graack, seconded by Rich Pope, to give the Library Director a salary increase of 2.75% for 2015 and a one-time bonus of three additional vacation days. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### XIV. ADJOURNMENT.

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

Meeting adjourned at 5:50 p.m.

Minutes prepared Carol Kidd.

## VII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
February 17, 2015

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 17, 2015. President Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Steve Mokry, Alma Perez, Vince Rangel, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Rich Pope.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Obaidur Rahman, John Jasionowski.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

None.

VI. OATH OF OFFICE.

Obaidur Rahman took the Oath of Office for Library Trustee.

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

Alderman Robinson was not in attendance.

VIII. CONSENT AGENDA.

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

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report – \$234,633.31 and ACH Payments - \$41,030.84

MOTION by Gregory Sarlo, seconded by Kris Graack, to approve the payment of vendor checks in the amount of \$234,633.31 and the ACH Payments in the amount of \$41,030.84 as listed on the vendor checks report of January 2015 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.

MOTION by Steve Mokry, seconded by Alma Perez, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve 3M Service Agreement - \$18,242.00.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve 3M Service Agreement in the amount of \$18,242.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Illinois Public Library Annual Report.

MOTION by Vince Rangel, seconded by Kris Graack, to approve the Illinois Public Library Annual Report (IPLAR), as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Review Salary and Classification Schedule.

Trustee Graack asked at the December 16, 2014 Board of Trustees meeting what the cost would be to adjust any employees who do not currently meet the new minimum salary schedule. Director Sorensen reported that the cost to adjust employees' salaries to the

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new minimum salary schedule would be \$5,187.69 for 2015.

MOTION by Kris Graack, seconded by Vince Rangel, to recommend that any employee who does not meet the minimum salary on the Salary and Classification Schedule for 2015 be increased to the minimum as of 01/01/2015 and to continue this practice when there are changes to the Salary and Classification Schedule. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- F. Report Out Building and Grounds Committee Action, February 17, 2015 – Steve Mokry.

Trustee Mokry stated that the Building and Grounds Committee met on February 17, 2015 to review the proposed agreements between the Des Plaines Public Library and Lohan Anderson for the two year renovation project. Trustee Mokry stated that the agreements were reviewed by the library's attorney. Trustee Mokry also stated that there would be an additional cost of \$87,500 in 2015. Director Sorensen explained that the renovation project would be completed over a two year period and that the cost to go out for bid for phase one was not included in the original proposal.

MOTION by Committee, to recommend to the board to approve the contract, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### X. ANNOUNCEMENTS.

President Sarlo announced committee assignments for 2015/2016.

Director Sorensen asked board members to contribute to the Chamber of Commerce "Food Fight." Donations will be accepted until February 28, 2015.

Director Sorensen reported that the library has a team for the Penguin Plunge which will benefit Special Olympics.

### XI. CORRESPONDENCE.

#### XII. EXECUTIVE SESSION – To Discuss

- A. Probable or Continuing Litigation.

MOTION by Vince Rangel, seconded by Steven Mokry, to enter into an Executive Session at 7:44 p.m. to discuss Probable or Continuing Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:03 p.m. and was called to order by President Sarlo.

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### XIII. EXECUTIVE SESSION – Regular Session Action.

#### A. To Discuss Probable or Continuing Litigation.

The board consensus was to authorize President Sarlo to sign the documents presented in Executive Session.

### XIV. ADJOURNMENT.

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

Meeting adjourned at 8:03 p.m.

Minutes prepared Carol Kidd.



## VII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
March 17, 2015

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 17, 2015. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Steve Mokry, Alma Perez, Obaidur Rahman, Vince Rangel, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Rich Pope.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

Stephanie Spetter, Head of Youth Services, introduced Stephanie Wolferman, the new Preschool Liaison Librarian.

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

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

Trustee Mokry asked to remove from the Consent Agenda item D. Acceptance of Reports.  
6. Director's Report on Strategic Goals.

MOTION by Vince Rangel, seconded by Alma Perez, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – February 17, 2015.
- B. Approval of the Minutes of the Building and Grounds Committee Meeting – February 17, 2015.
- C. Acceptance of Financial Reports for February 2015.
  - 1. Treasurer's Report as of February 28, 2015.
- D. Acceptance of Reports.
  - 1. February 2015 Statistics Report
  - 2. 2015 Circulation by Month
  - 3. Chart - Circulation Statistics
  - 4. Chart - Computer Use Wired
  - 5. Chart - Computer Use Wireless
  - 7. 2014 Cash Budget Projection

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

Trustee Mokry stated that at the March 16, 2015 Des Plaines City Council meeting, during public comments, Mr. Robert Vormittag commented that the content of the Sunday afternoon movie he attended was vulgar. Mr. Vormittag also commented that young people were viewing inappropriate material on the library computers.

Trustee Mokry asked what the policy was on showing movies at the library and the policy on computer use.

Director Sorensen stated that all movies shown at the Friday Night Films and Sunday Afternoon Movies series are popular movies for adults, including recent Academy Award nominated films and acclaimed foreign films. The films are also available for checkout from the library's collection. Ratings vary from PG to R and are listed in all the promotional materials.

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Director Sorensen also responded that all the computers at the library are filtered and if any patron is viewing inappropriate material, the library staff should be notified.

MOTION by Steve Mokry, seconded by Kris Graack, to approve VII. Consent Agenda. D. Acceptance of Reports. 6. Director's Report on Strategic Goals. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report – \$343,774.26 and ACH Payments - \$82,149.12.

MOTION by Gregory Sarlo, seconded by Vince Rangel, to approve the payment of vendor checks in the amount of \$343,774.26 and the ACH Payments in the amount of \$82,149.12 as listed on the vendor checks report of February 2015 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. Request Approval for "Food for Fines" Program for 2015.

Director Sorensen asked the board to approve the "Food for Fines" program for 2015 from Sunday, May 3, 2015 – Saturday, May 16, 2015.

MOTION by Kris Graack, seconded by Alma Perez, to approve "Food for Fines" program for 2015 from Sunday, May 3, 2015 – Saturday, May 16, 2015. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Early Literacy Area Picture Book Shelving and The Interlocal Purchasing System (TIPS) Program.

Director Sorensen stated that the children's picture book shelving is the next phase of the youth services department project. The total cost for the purchase of the picture book shelving and installation, is \$90,606. Director Sorensen explained that The Interlocal Purchasing System (TIPS) Program will contract for the lowest pricing for the shelving. The TIPS program provides substantial savings to the library through cooperative purchasing.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve the Library Furniture International (LFI) Proposal for the second floor installation and purchase of picture book shelving in the amount of \$90,606 and to approve the Interlocal Agreement, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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IX. ANNOUNCEMENTS.  
None.

X. CORRESPONDENCE.  
None.

XI. OTHER  
None.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:25 p.m.

Minutes prepared Carol Kidd.

## VII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
April 21, 2015

### 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 21, 2015. Vice President Rangel called the meeting to order at 7:00 p.m.

### II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Steve Mokry, Alma Perez, Rich Pope, Vince Rangel, Carol Kidd.

Absent: Obaidur Rahman, Gregory Sarlo, Earl Wilson.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Susan Farid, Stephanie Spetter, Alice Chrostowski, Mildred D. Schmalz, Robert A. Vormittag, Julie Coburn, Carolyn Lee Simmons, Marilyn Munton, Roger Caruthers.

### III. PLEDGE OF ALLEGIANCE.

Trustee Wilson entered the meeting at 7:01 p.m.

### IV. CONSIDERATION OF THE AGENDA.

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

### V. PUBLIC COMMENTS AND QUESTIONS.

Roger Caruthers, Des Plaines resident, asked the board to review movie selections for the Sunday Afternoon Movie to align with the library's mission statement.

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Bob Vormittag, Des Plaines resident, asked the board to review the movie selection and not to show R rated films.

Marilyn Munton, Des Plaines resident, asked the board when the group could expect a response to their request for the review of movies shown at the Sunday Afternoon Movie. Vice President Rangel responded that the board would discuss and contact the residents using information they provided on the sign-in sheet.

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

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kris Graack, seconded by Alma Perez, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

A. Approve Payment of Vendor Checks Report – \$343,774.26 and ACH Payments - \$82,149.12.

MOTION by Rich Pope, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$343,774.26 and the ACH Payments in the amount of \$82,149.12 as listed on the vendor checks report of April 2015 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Steve Mokry, Chair of Building & Grounds, announced that the Building and Grounds Committee would meet on Wednesday, May 6, 2015 at 9:00 a.m.

X. CORRESPONDENCE.

Director Sorensen distributed a list of movies shown in the last year at the Sunday Afternoon Movie. Trustee Graack suggested asking patrons for their suggestions and Director Sorensen responded that evaluation sheets are passed out after every movie. Director Sorensen stated that the Sunday Afternoon Movie is popular and well attended by library patrons.

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XI. OTHER  
None.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:24 p.m.

Minutes prepared Carol Kidd.

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BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
May 19, 2015

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 19, 2015. President Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Steve Mokry, Alma Perez, Rich Pope, Obaidur Rahman, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Kathy Krus, Dave Schwartz, John Jasionowski, Dave Czyzewicz, Don Sofolo.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

Kathy Krus, Des Plaines resident, asked where she could find information about the building renovation project. Heather Imhoff, Head of Public Information Services, responded that information about the renovations has been in the newspapers and included in the library's eNewsletter. Heather also stated that the library will have a blog dedicated to the renovation project with current information of what's happening, why and when. There will also be a kiosk in the lobby with information on the renovation.



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

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

MOTION by Rich Pope, seconded by Alma Perez, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks and ACH Payments Report – \$238,754.67.

MOTION by Rich Pope, seconded by Kris Graack, to approve the payment of vendor checks and ACH payments the amount of \$238,754.67 as listed on the vendor checks report of April 2015 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 Purchase of Network Video Recorder Security System.

Director Sorensen stated that the current network video security system is at the five-year life-cycle and has been budgeted for replacement in 2015. Director Sorensen also stated that three proposals were included in the board packet and the recommendation is for Advent Systems, Inc. as the lowest bidder. Trustee Mokry asked what had changed in the 4 ½ years since the current system was installed and Director Sorensen responded that the current system is at capacity.

MOTION by Steve Mokry, seconded by Kris Graack, to approve Advent Systems, Inc. for the Network Video Recorder Security System. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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- C. Report Out Building and Grounds Committee Meeting, May 6, 2015 – Steve Mokry.

Trustee Mokry reported that the Building and Grounds Committee met on May 6, 2015 to discuss the building renovation project and that a handout describing the renovations was included in the board packet. Trustee Mokry explained that the bid process will be combined to include both phases of the building project, which will reduce costs by approximately \$7,000 - \$10,000.

- D. 2016 Per Capita Grant Requirements for Trustees

- 1. Review Chapter 5, “Technology” of Serving Our Public 3.0: *Standards for Illinois Libraries, 2014.*

Assistant Director Johnson explained that the library budgets for new technology, which includes online tutoring for children, electronic databases with learning components, resume support and many other programs that introduce and teach the latest technology to the patrons.

- 2. All members of the library board will identify and describe how library funds are used to support educational programs and training opportunities for patrons. The library board and staff will engage in a discussion on how the library fosters sharing.

Assistant Director Johnson reported that the library spends approximately \$45,000 on programming for adults and children. The library staff teaches many computer and non-technology classes. Trustee Graack stated that the new building renovations will support the advance of technology.

- 3. Review Internet Access Policy.

The board reviewed the Internet Access Policy. No changes were made to the policy.

- E. Announcement of Nomination Committee.

President Sarlo asked Trustee Perez to chair the Nominating Committee and asked Trustees Graack and Rangel to serve on the committee.

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### IX. ANNOUNCEMENTS.

President Sarlo stated that a small group of residents attended the April 21, 2015 board meeting to voice their concerns about the content of films shown at the monthly Friday Night Films and Sunday Afternoon movies. President Sarlo read a statement responding to their concerns about the movie content and stated that the board discussed the residents' concerns and that the library will continue to show the films, which are carefully selected based on popular demand and critical acclaim.

Trustee Graack stated that since patrons do not pay to choose and then watch the movies, they cannot expect their personal selection to be played as if they were going to a movie in a theatre where they would be able to select what they want to see from the options currently playing. Those choices may be available at the library, but not necessarily shown on a big screen for the public to view together. Patrons hopefully will recognize the difference.

### X. CORRESPONDENCE.

None.

### XI. OTHER

None.

### XII. ADJOURNMENT.

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

Meeting adjourned at 8:01 p.m.

Minutes prepared Carol Kidd.

## VII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
June 16, 2015

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 16, 2015. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Steve Mokry, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Kris Graack, Obaidur Rahman.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Alma Perez, seconded by Rich Pope, to approve the agenda, as presented.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

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

Alderman Robinson was not in attendance.

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### VII. CONSENT AGENDA.

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

### VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks and ACH Payments Report – \$261,422.48.

MOTION by Rich Pope, seconded by Vince Rangel, to approve the payment of vendor checks and ACH payments the amount of \$261,422.48 as listed on the vendor checks report of May 2015 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 Library Board Meeting Dates.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Non-Resident Fee.

MOTION by Steve Mokry, seconded by Rich Pope, to approve a Non-Resident Fee in the amount of \$280.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Report Out Nominating Committee Meeting, June 16, 2015 – Alma Perez.

Trustee Perez reported that the Nominating Committee met and recommends the following slate of officers for 2015/2016, Gregory Sarlo, President, Vince Rangel, Vice President, Rich Pope, Treasurer and Carol Kidd, Secretary.

- E. Approve Slate of Officers – President, Vice President, Treasurer, Secretary.

President Sarlo asked for any nominations from the floor. There were no nominations.

MOTION by Committee to approve the slate of officers for 2015/2016, Gregory Sarlo, President, Vince Rangel, Vice President, Rich Pope, Treasurer and Carol Kidd for Secretary. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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### IX. ANNOUNCEMENTS.

#### A. July 21, 2015 Board of Trustees Meeting – 4:00 p.m.

The July 21, 2015 board meeting will be held in the second floor conference room at 4:00 p.m.

#### B. Semi-Annual Board Dinner, July 21, 2015.

The board consensus was to go to House of Szechwan for the board dinner following the 4:00 p.m. board meeting.

### X. CORRESPONDENCE.

None.

### XI. OTHER

None.

### XII. EXECUTIVE SESSION – To Discuss

#### A. Semi-Annual Review of Executive Session Minutes.

MOTION by Vince Rangel, seconded by Rich Pope, to enter into an Executive Session at 7:27 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:40 p.m. and was called to order by President Sarlo.

### XIII. EXECUTIVE SESSION ACTION

MOTION by Rich Pope, 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:

**December 16, 2014** – Semi-Annual Review of Executive Session Minutes.

**January 20, 2015** – The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

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

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

### XIV. ADJOURNMENT`

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

Meeting adjourned at 7:42 p.m.

Minutes prepared Carol Kidd.

## VIII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
July 21, 2015

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, July 21, 2015. President Sarlo called the meeting to order at 4:09 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Steve Mokry, Rich Pope, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Alma Perez, Obaidur Rahman, Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Ali VanDoren, Jennifer Steurer, Alderman Malcolm Chester, John Jasionowski.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester introduced himself as the 6<sup>th</sup> ward alderman.



## VIII.A.

### VII. CONSENT AGENDA.

Trustee Wilson asked to remove from the Consent Agenda C.1 June 2015 Statistics Report and C.2. 2015 Circulation by Month.

Trustee Wilson asked Director Sorensen if circulation had changed in Youth Services since the new picture book shelving was installed. Director Sorensen responded that circulation for picture books for June 2015 was 7,844 and for June 2014 was 5,147. The circulation of picture books increased 52%.

Trustee Wilson stated that circulation statistics were down and Director Sorensen responded that circulation statistics were lower, but ematerial circulation continues to increase.

MOTION by Earl Wilson, seconded by Kris Graack, to approve VII. Consent Agenda C. Acceptance of Reports. 1. June 2015 Statistics Report, 2. 2015 Circulation by Month. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Steve Mokry, to approve VII. Consent Agenda

- A. Approval of the Minutes of the Regular Board Meeting – June 16, 2015.
- B. Acceptance of Financial Reports for June 2015.
  1. Treasurer's Report as of June 30, 2015.
- C. Acceptance of Reports.
  3. Chart - Circulation Statistics
  4. Chart - Computer Use Wired
  5. Chart - Computer Use Wireless
  6. Director's Report on Strategic Goals
  7. 2015 Cash Budget Projection

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

### VIII. NOMINATING COMMITTEE.

MOTION by Gregory Sarlo, seconded by Steve Mokry, to accept the slate of officers, as presented at the June 16, 2015 Board of Trustees meeting. The slate of officers are Gregory Sarlo, President, Vince Rangel, Vice President, Rich Pope, Treasurer, and Carol Kidd, Secretary. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Gregory Sarlo took the oath of office for President, Richard Pope took the oath of office for Treasurer and Carol Kidd took the oath of office for Secretary.

## VIII.A.

### IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks and ACH Payments Report – \$246,515.06.

MOTION by Rich Pope, seconded by Kris Graack, to approve the payment of vendor checks and ACH payments paid in the amount of \$246,515.06 as listed on the vendor checks report of June 2015 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 Ebsco - \$26,659.80.

MOTION by Kris Graack, seconded by Steve Mokry, to approve payment to Ebsco in the amount of \$26,659.80. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Payment to Innovation Experts for MyMediaMall - of \$12,942.00.

MOTION by Kris Graack, seconded by Steve Mokry, to approve payment to Innovation Experts for MyMediaMall in the amount of \$12,942.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Payment to Reference USA – 07/03/2015 – 07/03/2016, \$11,029.00 and 07/03/2016 – 07/03/2017, \$12,024.00.

MOTION by Steve Mokry, seconded by Rich Pope, to approve payment to Reference USA for 07/03/2015 – 07/03/2016 in the amount of \$11,029.00 and for 07/03/2016 – 07/03/2017 in the amount of \$12,024.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Approve Payment to Lynda.com - \$11,812.50.

MOTION by Kris Graack, seconded by Steve Mokry, to approve payment to Lynda.com in the amount of \$11,812.50. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VIII.A.

- F. Review and Approve Proposals for Purchase of Lifecycle Workstations Replacement.

MOTION by Steve Mokry, seconded by Kris Graack, to approve the purchase of lifecycle workstations replacement with GHA Technologies, Inc. in the amount of \$29,090.88 for 48 workstations. VOTE: AYES: Graack, Mokry, Pope, Sarlo. NAYS: Wilson. MOTION CARRIED.

### X. ANNOUNCEMENTS.

Jo Bonell, Head of Adult Services, stated that the Des Plaines Memory was featured in American Library Association's publication *Archives Alive: Expanding Engagement with Public Library Archives and Special Collections*. Steven Giese, Reference Services Librarian II, is responsible for the Des Plaines Public Library digital collection.

### XI. CORRESPONDENCE.

- A. Thank you Notes, *Cards for Hospitalized Kids* Program.

Director Sorensen stated that Youth Services sponsored the *Cards for Hospitalized Kids* program.

### XII. OTHER.

### XIII. ADJOURNMENT'

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

Meeting adjourned at 5:30 p.m.

Minutes prepared Carol Kidd.

## VIII.A.

### BOARD OF TRUSTEES Minutes of the Regular Meeting August 18, 2015

#### 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 18, 2015. President Sarlo called the meeting to order at 7:02 p.m.

#### II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Steve Mokry, Rich Pope, Obaidur Rahman, Vince Rangel, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Alma Perez.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, John Jasionowski, Don Sofolo, Mike Ruter.

#### III. PLEDGE OF ALLEGIANCE.

#### IV. CONSIDERATION OF THE AGENDA.

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

#### V. OATH OF OFFICE.

Vince Rangel took the oath of office for Vice President.

#### VI. PUBLIC COMMENTS AND QUESTIONS.

No public comments.

## VIII.A.

### VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester was not in attendance.

### VIII. CONSENT AGENDA.

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

### IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks and ACH Payments Report – \$325,763.45.

MOTION by Rich Pope, seconded by Vince Rangel, to approve the payment of vendor checks and ACH payments paid in the amount of \$325,763.45, as listed on the vendor checks report of July 2015 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 3M for Replacement Library Security Gates - \$12,698.25.

MOTION by Vince Rangel, seconded by Kris Graack, to approve payment to 3M for Replacement Library Security Gates in the amount of \$12,698.25. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Payment to LFI for Early Literacy Area - \$54,751.00

Director Sorensen stated that this is the final payment to LFI for the Early Literacy Area. This is a budgeted item in the 2015 budget.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve payment to LFI for the Early Literacy Area in the amount of \$54,751.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VIII.A.

- D. Report Out Finance Committee Action, August 4, 2015 and August 18, 2015 – Rich Pope.

President Sarlo thanked members of the Finance Committee who attended two budget meetings and discussed the 2016 budget document line item by line item. Trustee Pope, Chair of the Finance Committee, stated that the 2016 library budget decreases the tax levy by 1%.

MOTION by Committee, to approve the 2016 library budget, as presented. ROLL CALL VOTE: AYES: Graack, Mokry, Pope, Rahman, Rangel, Sarlo, Wilson. NAYS: None. MOTION CARRIED.

X. ANNOUNCEMENTS.

XI. CORRESPONDENCE.

XII. OTHER.

XIII. ADJOURNMENT`

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

Meeting adjourned at 7:25 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Finance Committee  
August 4, 2015

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 Tuesday, August 4, 2015. Chairman Rich Pope called the meeting to order at 9:05 a.m.

II. ROLL CALL.

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

Absent: Kris Graack.

Also present: Earl Wilson, Holly Richards Sorensen, Roberta Johnson.

III. 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.

IV. Public Comments and Questions.

No public in attendance.

V. Review 2016 Draft Library Budget

Chairman Pope suggested going through the budget document line by line.

Trustees Mokry and Wilson asked why the tax levy was being decreased by 1% rather than 1.5%. Director Sorensen explained that for the years 2013 – 2015 the operations plan was to reduce the levy by 1.5% and for the 2016 budget Director Sorensen asked President Sarlo and Treasurer Pope what their recommendations for the tax levy and they suggested a 1% reduction.

The Committee discussed the budget document summary sheet and requested that the line item, Reserve Fund, be removed to simplify the document.

The Committee discussed the budget for Capital Projects Fund. Director Sorensen responded that the 2016 budget document included costs for Phase Two of the building renovation.

The Committee asked why there was \$3,000 for moving expenses in the 2016 budget and Director Sorensen responded that books will have to be moved and crates rented for book storage. This will be staff moving the collection and is not included in the renovation bid.

Trustee Wilson asked why the Backup Disaster Recovery (BDR) item is included in both the operating fund and capital projects fund. Director Sorensen responded that in the operating fund the cost is for the Backup Disaster Recovery off-site storage and in the capital projects fund the cost is for the Backup Disaster Recovery replacement. The Finance Committee will meet on August 18, 2015 at 6:30 p.m. to discuss these budgeted line items and Outsource Solutions Group will be at the meeting to explain the expenditures.

Director Sorensen explained that the budget includes an additional part-time Youth Services Assistant position for 15 hours a week.

The Finance Committee will meet on Tuesday, August 18, 2015 at 6:30 p.m. to discuss "Review of the Backup Disaster Recovery Replacement and Off-Site Storage" line items.

MOTION by Steve Mokry, seconded by Rich Pope, to accept the 2016 budget document except for the review of the Backup Disaster Recovery Replacement and Off-Site Storage line items. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VI. ADJOURNMENT.

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

Meeting adjourned at 11:05 p.m.

Minutes prepared by Carol Kidd.



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
September 15, 2015

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 15, 2015. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Steve Mokry, Rich Pope, Vince Rangel, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Alma Perez, Obaidur Rahman.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Gary Valente, Michael Barnes, Denise Hudec, Patricia Thompson, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE.

Denise Hudec and Patricia Thompson took the Oath of Office for Trustee.

VI. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, Des Plaines resident, stated that he recently attended a program on using library resources and was amazed at the knowledge of the librarians. Mr. Serbin said that the library is the wealthiest building in town, you can lose your money but not your knowledge.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

Trustee Wilson asked to remove from VIII. Consent Agenda

D. Acceptance of Reports.

3. Chart - Circulation Statistics 2011-2015.
4. Chart - Computer Use Wired.
5. Chart - Computer Use Wireless.

MOTION by Kris Graack, seconded by Rich Pope, to approve VIII. Consent Agenda

- A. Approval of the Minutes of the Regular Board Meeting – August 18, 2015.
- B. Approval of the Minutes of the Finance Committee Meeting – August 18, 2015.
- C. Acceptance of Financial Reports for August 2015.
  1. Treasurer’s Report as of August 31, 2015.
- D. Acceptance of Reports.
  1. August 2015 Statistics Report
  2. 2015 Circulation by Month
  6. Director’s Report on Strategic Goals
  7. 2015 Cash Budget Projection

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

Trustee Wilson stated that it was not the charts that he intended to remove from the consent agenda, but items 1. August 2015 Statistics Report and 2. 2015 Circulation by Month.

Trustee Wilson asked if the library had sufficient bandwidth to provide a fast internet experience for patrons and Director Sorensen responded that the wireless system was upgraded last year and since then there have been no patron complaints about internet speed.

MOTION by Vince Rangel, seconded by Earl Wilson, to approve VIII. Consent Agenda

- D. Acceptance of Reports.
  - 1. August 2015 Statistics Report
  - 2. 2015 Circulation by Month
  - 6. Chart - Circulation Statistics 2011-2015.
  - 7. Chart - Computer Use Wired.
  - 8. Chart - Computer Use Wireless.

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

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks and ACH Payments Report – \$224,877.11.

MOTION by Rich Pope, seconded by Kris Graack , to approve the payment of vendor checks and ACH payments paid in the amount of \$224,877.11, as listed on the vendor checks report of August 2015 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.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve the list of surplus property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Bid for Variable Frequency Drives Replacement.

Director Sorensen stated that the Variable Frequency Drives Replacement is a budgeted item in the amount of \$70,000. Director Sorensen also stated that three bids were received and the lowest bidder was Core Mechanical. Core Mechanical did not include all requested documentation in their bid. Library staff contacted Core Mechanical to request missing information and Core Mechanical responded by providing the missing documentation including cost of the by-pass feature that is needed to manually switch the VFD on and off. This by-pass feature adds \$12,000 to the bid. The total bid, including the by-pass is \$36,895.00 and Core Mechanical remained the lowest bidder.

MOTION by Kris Graack, seconded by Steve Mokry, to approve the bid from Core Mechanical in the amount of \$36,895 for the Variable Frequency Drives Replacement. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Bid for Library Renovation Project – Interior Renovation.

Director Sorensen stated that bids for the Library Renovation Project were opened on September 9, 2015. Five bids were received, two bids for furniture, fixtures and equipment and three bids for construction. The construction costs were higher than originally budgeted and Director Sorensen recommended postponing the terrace renovation until 2017 to stay within the budget. Director Sorensen stated that Thomas Interior Systems and Troop Contracting were the recommended vendors for the project. The total bid from Troop Contracting for construction was \$1,703,754 and the total bid Thomas Interior Systems for furniture, fixtures and equipment was \$369,162. Director Sorensen stated that the project was budgeted for \$2,154,071.

MOTION by Vince Rangel, seconded by Rich Pope, to approve the project as presented. VOTE: AYES: Graack, Hudec, Mokry, Pope, Rangel, Sarlo, Wilson. NAYS: None. ABSTAIN: Thompson. MOTION CARRIED.

X. Announcements.

XI. Correspondence.

XII. Other

XIII. Executive Session – To Discuss

A. Discussions Regarding Self-Evaluation, Practices and Procedures or Professional Ethics.

MOTION by Vince Rangel, seconded by Steve Mokry, to enter into Executive Session at 7:53 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Rangel left the meeting at 7:53 p.m.

The regular session reconvened at 8:15 p.m. and was called to order by President Sarlo.

MOTION by Kris Graack, seconded by Steve Mokry, to adjourn the regular meeting.

Meeting adjourned at 8:15 p.m.

Minutes prepared by Carol Kidd.

## VII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
October 20, 2015

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 20, 2015. Vice President Rangel called the meeting to order at 7:05 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Denise Hudec, Steve Mokry, Obaidur Rahman, Vince Rangel, Earl Wilson, Carol Kidd.

Absent: Kris Graack, Rich Pope, Gregory Sarlo, Patricia Thompson.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

VI. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, Des Plaines resident, stated that there have been budget problems in Springfield and asked Director Sorensen if the library had been affected by the budget problems and she responded not so far.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester was not in attendance.

## VIII.A.

### VIII. CONSENT AGENDA.

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

### IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks and ACH Payments Report – \$346,950.22.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve the payment of vendor checks and ACH payments paid in the amount of \$346,950.22, as listed on the vendor checks report of September 2015 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.

MOTION by Steve Mokry, seconded by Earl Wilson, to approve the list of surplus property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approval of Library Closings through January 2017.

MOTION by Steve Mokry, seconded by Earl Wilson, to approve library closings through January 2017. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Change in Day for Library Board Meeting from Tuesday to Thursday Beginning November 19, 2015.

MOTION by Steve Mokry, seconded by Earl Wilson, to approve change in day for library board meetings from Tuesday to Thursday beginning November 19, 2015. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Approve Revised Library Board Meeting Dates.

MOTION by Steve Mokry, seconded by Denise Hudec, to approve revised library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VIII.A.

### F. AV Proposals.

Director Sorensen presented proposals for Audio/Visual (A/V) Renovation Technology from Abt Electronics, Advent Systems and Sensory Technologies. Director Sorensen stated that the staff recommends Abt Electronics in the amount of \$71,729.38, because Abt has successfully performed multiple audio/visual installations at the library and has provided excellent service.

MOTION by Steve Mokry, seconded by Earl Wilson, to approve Abt Electronics for the audio/visual renovation technology project in the amount of \$71,729.38. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

G. Approve Resolution Approving Proposed Amendments to Library Insurance Management and Risk Control Combination ("LIMRICC") By-laws and Intergovernmental Agreement.

MOTION by Steve Mokry, seconded Obaidur Rahman, to approve the Resolution Approving Proposed Amendments to Library Insurance Management and Risk Control Combination ("LIMRICC") By-laws and Intergovernmental Agreement, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

H. Approve Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination ("LIMRICC").

MOTION by Steve Mokry, seconded Earl Wilson, to approve the Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination ("LIMRICC"), as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED

IX. Announcements.

X. Correspondence.

XI. Other

MOTION by Steve Mokry, seconded by Earl Wilson, to adjourn the regular meeting.

Meeting adjourned at 7:47 p.m.

Minutes prepared by Carol Kidd.

VIII.A.



DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES

Agenda for the Regular Meeting  
November 19, 2015  
7:00 PM

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 Thursday, November 19, 2015. President Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Gregory Sarlo, Denise Hudec, Kris Graack, Steve Mokry, Patricia Thompson, Earl Wilson, Vince Rangel.

Absent: Rich Pope, Obaidur Rahman.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, John Jasionowski,

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

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

V. PUBLIC COMMENTS AND QUESTIONS

John Jasionowski announced the Friends of the Library Holiday Book Sale on Saturday, December 5<sup>th</sup> from 9:30 a.m to 3:30 p.m. In addition to books, there will be various gift items and crafts from the Des Plaines History Center and other artists.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester

Alderman Chester was not in attendance.

VII. CONSENT AGENDA

MOTION by Vince Rangel, seconded by Kris Graack, to approve the Consent Agenda as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS

MOTION by President Sarlo, seconded by Vince Rangel to approve payment of vendor checks and ACH Payments in the amount of \$553, 984.33 as listed on the vendor checks report of November 2015 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS

Heather Imhoff described the November 19th article in the Des Plaines Journal about the library's renovation, including a picture of trustees, staff and construction workers.

Director Sorensen invited any of the trustees to contact herself or Roberta Johnson for a tour of the library renovations at any time.

Steve Mokry suggested that the Building and Grounds Committee meet at 6 p.m. before the December 17<sup>th</sup> Board Meeting to tour the library. All trustees are welcome to attend.

X. CORRESPONDENCE

Director Sorensen mentioned the thank you letters from the children at the Plato Academy for the atlas stand that was donated to the school. She also showed the Certificate of Appreciation from Two Men and a Truck for our participation in their Truckload of Warmth clothing drive.

Denise Hudec commented how much she and her nephew enjoyed the October 24<sup>th</sup> magic show at the library.

## XI. OTHER

Kris Graack asked for some clarification about the change of date for the board meeting. President Sarlo stated that the date change had to be published for 30 days before the next meeting.

The trustees discussed the November 10<sup>th</sup> *Daily Herald* article about the possibility of a new library district being formed in unincorporated Elk Grove Township. There are many steps before the residents of this new district could receive library cards, including: a petition, an issue on the ballot, a majority vote, formation of a district board, and a contract with the nearest library to provide library cards. The trustees were excited by the possibility of offering library cards to these households.

## XII. Adjournment

MOTION by Kris Graack, seconded by Vince Rangel, to adjourn the regular meeting.

Meeting adjourned at 7:20 p.m.

This meeting was recorded for television broadcast and can be viewed on the library website at [dppl.org](http://dppl.org).

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
December 17, 2015

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 Thursday, December 17, 2015. President Sarlo called the meeting to order at 7:03 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Denise Hudec, Kris Graack, Steve Mokry, Earl Wilson, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Rich Pope, Obaidur Rahman, Patricia Thompson.

Also present: Holly Richards Sorensen, Heather Imhoff, Jo Bonell, Stephanie Spetter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

## VII.A.

### V. PUBLIC COMMENTS AND QUESTIONS.

### VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester was not in attendance.

### VII. CONSENT AGENDA.

MOTION by Kris Graack, seconded by Earl Wilson, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### VIII. NEW BUSINESS.

#### A. Approve Payment of Vendor Checks Report and ACH Payments - \$431,003.94.

MOTION by Gregory Sarlo, seconded by Steve Mokry, to approve payment of vendor checks and ACH Payments in the amount of \$431,003.94 as listed on the vendor checks report of November 2015 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### B. Approve Per Capita Grant Application.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve the Per Capita Grant Application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### C. Approve Proposal for Monthly Accounting Services.

MOTION by Vince Rangel, seconded by Kris Graack, to accept the proposal from Lauterbach & Amen for accounting services for three years in the amount of \$62,670. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VII.A.

### D. Report Out Building and Grounds Committee – Steve Mokry.

Trustee Mokry stated that the Building and Grounds Committee toured the four floors of the library where construction was in process. Trustee Mokry stated that overall the work is being professionally done in a safe, clean manner. The project is on time and on schedule. Trustee Mokry also stated that he may request that Building and Grounds meet again in February 2016 for another building walkthrough.

### E. Report Out Management Committee – Kris Graack.

Trustee Graack stated that the Management Committee met on December 8, 2016 to review job descriptions and library policies.

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

Head of Adult Services

Head of Marketing and Communications – new title for Head of Public Information Services

Head of Youth Services

Head of Building & Security Services

Circulation Services Manager

Creative Services Manager

Readers' Services Manager

Technical Services Manager

Web Services Manager

Administrative Services Assistant – replace Administrative Services Clerk

Building and Security Services Assistant, Part-Time

Youth Services Librarian, Part-Time

Readers' Services Assistant

Reference Librarian

Reference Librarian II

School Liaison Librarian

Teen Services Librarian

Youth Services Assistant

Youth Services Librarian

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

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

A-4 Complaints Concerning Library Materials

A-4A Request for Reconsideration

A-4B Guidelines for Hearings Concerning Library Materials

## VII.A.

- A-7 Statement on Professional Ethics
- A-17 Investment Policy (revised and relocated to A from Miscellaneous)

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

- A-1 General Policy
  - A-2 Confidentiality of Records
  - A-2A Officer's Request for Confidential Library Information
  - A-2B Illinois Library Records Confidentiality Act
  - A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
  - A-3A Citizen's Opinion
  - A-4C Materials Reconsideration Hearing
  - A-5 Library System Membership
  - A-6 Vision Statement
  - A-8 Policy on Library Expenditures
  - A-9 Gifts and Endowments
  - A-9A Donor Form
  - 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-14 Board of Trustees Email Communications
  - A-15 Identity Protection
  - A-16 Carrying Guns on Library Property
- VOTE: AYES: All. NAYS: All. MOTION CARRIED.

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

- C-1 Registration Eligibility
- C-2 Material Loan Periods
- C-3 Overdue Fines
- C-5 Displays and Exhibits - Eliminated
- C-5A Letter of Acceptance - Eliminated
- C-6 Use of Public Bulletin Board
- C-8 Rules of Conduct
- C-11A Disability Discrimination Compliance Complaint Form

## VII.A.

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

- C-4 Lost or Damaged Materials
- C-7 Public Meeting Room Use
- C-9 Library Hours
- C-10 Disposition of Library Materials
- C-11 ADA Grievance Procedure
- C-12 Pass Through Costs

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

MOTION by Committee, to approve revisions to Policy D, Personnel Policy, as follows:

- D-6C Vacation
- D-8E Memberships
- D-9A Fair Labor and Standards Act
- D-9C Selection and Employment of Personnel
- D-9D Background Checks
- D-9W New Employee Orientation - Eliminated

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

F. Declaration of Surplus Property.

MOTION by Vince Rangel, seconded by Kris Graack, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

G. Resolutions, Appropriation and Levy.

MOTION by Gregory Sarlo, seconded by Steve Mokry, to approve the 2016 Appropriation and 2015 Levy for Library Purposes for Des Plaines Public Library. ROLL CALL VOTE: AYES: Graack, Hudec, Mokry, Rangel, Sarlo, Wilson. NAYS: None. MOTION CARRIED.

## IX. ANNOUNCEMENTS.

Director Sorensen invited trustees to attend the 26<sup>th</sup> Annual President's Day Library Legislative Breakfast on Monday, February 14, 2016.

## X. CORRESPONDENCE.



XI. EXECUTIVE SESSION.

MOTION by Steve Mokry, seconded by Vince Rangel, to enter into an Executive Session at 7:44 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:01 p.m. and was called to order by President Sarlo.

XII. REGULAR SESSION ACTION.

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

June 16, 2015 – Semi-Annual Review of Executive Session Minutes.

September 15, 2015 – Discussions Regarding Self-Evaluation, Practices and Procedures or Professional Ethics.

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

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

MOTION by Kris Graack, seconded by Vince Rangel, to postpone discussion of Executive Session Item B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee until the January 21, 2016 Board of Trustees meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIII. ADJOURNMENT.

MOTION by Steve Mokry, seconded by Kris Graack, to adjourn the regular meeting.

Meeting adjourned at 8:03 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
December 8, 2015

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Tuesday, December 8, 2015. Chair Kris Graack called the meeting to order at 4:09 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Rich Pope, Patricia Thompson, Kris Graack, Carol Kidd.

Also Present: Holly Richards Sorensen, Roberta Johnson.

III. REVIEW JOB DESCRIPTIONS.

The Committee discussed changes to 19 job descriptions.

MOTION by Kris Graack, seconded by Rich Pope, to approve revisions to the following job descriptions:

Head of Adult Services  
Head of Marketing and Communications – new title for Head of Public Information Services  
Head of Youth Services  
Head of Building & Security Services  
Circulation Services Manager  
Creative Services Manager  
Readers' Services Manager  
Technical Services Manager  
Web Services Manager  
Administrative Services Assistant – replace Administrative Services Clerk  
Building and Security Services Assistant, Part-Time  
Youth Services Librarian, Part-Time  
Readers' Services Assistant  
Reference Librarian

Reference Librarian II  
School Liaison Librarian  
Teen Services Librarian  
Youth Services Assistant  
Youth Services Librarian

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

IV. LIBRARY POLICY REVIEW – SECTION A, GENERAL POLICIES AND SECTION C, GENERAL REGULATIONS.

The Committee discussed changes to Library Policy, Section A, General Policies.

MOTION by Kris Graack, seconded by Patricia Thompson, to approve revisions to Library Policy, Section A, General Policies, as follows:

- A-4 Complaints Concerning Library Materials
- A-4A Request for Reconsideration
- A-4B Guidelines for Hearings Concerning Library Materials
- A-7 Statement on Professional Ethics
- A-17 Investment Policy (revised and relocated to A from Miscellaneous)

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

- A-1 General Policy
- A-2 Confidentiality of Records
- A-2A Officer's Request for Confidential Library Information
- A-2B Illinois Library Records Confidentiality Act
- A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
- A-3A Citizen's Opinion
- A-4C Materials Reconsideration Hearing
- A-5 Library System Membership
- A-6 Vision Statement
- A-8 Policy on Library Expenditures
- A-9 Gifts and Endowments
- A-9A Donor Form
- 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-14 Board of Trustees Email Communications
- A-15 Identity Protection
- A-16 Carrying Guns on Library Property

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

The Committee discussed changes to the Library Policy, Section C, General Regulations.

MOTION by Kris Graack, seconded by Patricia Thompson, to approve revisions to Library Policy, Section C, General Regulations, as follows:

- C-1 Registration Eligibility
- C-2 Material Loan Periods
- C-3 Overdue Fines
- C-5 Displays and Exhibits - Eliminated
- C-5A Letter of Acceptance - Eliminated
- C-6 Use of Public Bulletin Board
- C-8 Rules of Conduct
- C-11A Disability Discrimination Compliance Complaint Form

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

- C-4 Lost or Damaged Materials
- C-7 Public Meeting Room Use
- C-9 Library Hours
- C-10 Disposition of Library Materials
- C-11 ADA Grievance Procedure
- C-12 Pass Through Costs

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

The Committee discussed changes to Library Policy, Section D, Personnel Policy.

MOTION by Kris Graack, seconded by Patricia Thompson, to approve revisions to Policy D, Personnel Policy, as follows:

- D-6C Vacation
- D-8E Memberships
- D-9A Fair Labor and Standards Act
- D-9C Selection and Employment of Personnel
- D-9D Background Checks
- D-9W New Employee Orientation - Eliminated

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

MOTION by Kris Graack seconded by Rich Pope, to adjourn the meeting.

The meeting adjourned at 5:30p.m.

Minutes prepared by Carol Kidd