



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting January 25, 2018

### 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, January 25, 2018. President Gregory Sarlo called the meeting to order at 4:02 p.m.

### II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Bruce Lester, Gregory Sarlo, Patricia Thompson, Earl Wilson, Carol Kidd.

Absent: Denise Hudec, Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Heather Imhoff, Jo Bonell, Michelle Meyer Edley, Stephanie Spetter, John Jasionowski, Wayne Serbin.

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA.

Trustee Patricia Thompson stated that the agenda was missing OTHER. This was added to the agenda.

MOTION by Bruce Lester, seconded by Patricia Thompson, to approve the agenda, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

Library Director Holly Richards Sorensen announced that Michelle Meyer-Edley was promoted to the Head of Patron Accounts and Materials Services as of January 1, 2018.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Kristen Graack asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for December 2017.

Trustee Nicholas Harkovich asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for December 2017
- C. Acceptance of Reports.
  - 1. December 2017 Statistics Report
  - 2. 2017 Circulation by Month
  - 3. Chart- Circulation Statistics
  - 4. Chart – Computer Use Wired
  - 5. Chart- Computer Use Wireless

Trustee Patricia Thompson asked to remove from the Consent Agenda:

- A. Approval of the Minutes of the Regular Board Meeting – December 21, 2017
- B. Acceptance of Financial Reports for December 2017

Trustee Earl Wilson asked to remove from the Consent Agenda:

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

MOTION by Earl Wilson, seconded by Kristen Graack, to approve the following Consent Agenda item:

- C. Acceptance of Reports
  - 7. 2017 Cash Budget Projection.

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

Trustee Kristen Graack stated that on the Governmental Funds Statement of Revenue, Expenditures, and Changes in Fund Balances report that a balance of \$129,740.53 remained in the Capital Improvements Fund. Library Director Holly Richards Sorensen responded that this balance will remain in the library's fund balance and can be used for future library expenditures, such as replacing the HVAC, when needed.

Trustee Patricia Thompson stated that the November board minutes were included in the board packet instead of the December minutes. Library Board Secretary Carol Kidd stated that the December minutes were included in the packet that was emailed to board members and those minutes would be approved at this meeting.

Trustee Patricia Thompson also stated she read in the newspaper that the library was considering eliminating fines. Library Director Holly Richards Sorensen stated that revenue from fines is dropping each year because of automatic renewals, declining circulation and no fines for eMaterials.

Trustee Nicholas Harkovich asked for an explanation of the line item, Lost Materials. Library Director Holly Richards Sorensen responded that this is revenue from patrons who lose or damage materials. Trustee Nicholas Harkovich also asked for an explanation for Non-Resident Cards. Library Director Holly Richards Sorensen responded that Rosemont does not have a library, but their residents can use the Des Plaines Public Library for a fee. Rosemont pays for 75% of the Des Plaines Public Library card for their residents.

Trustee Umair Qadeer entered the meeting at 4:18 p.m.

Trustee Earl Wilson asked if the overage in the line item, Visual Materials, was due to applications such as Hoopla, which is a digital media service. Jo Bonell, Head of Adult Services, responded that that was correct. Patrons accessing Hoopla are able to stream movies, which are always available and are never placed on a waiting list. Trustee Earl Wilson stated that in previous Director's Reports there was a list of library programs and attendance for the month. Library Director Holly Richards Sorensen responded that that information is included in the 2017 Statistics Report under Meeting Room Bookings and Meeting Room Attendance.

MOTION by Kristen Graack, seconded by Bruce Lester to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – December 21, 2017.
- B. Acceptance of Financial Reports for December 2017.
- C. Acceptance of Reports.
  - 1. December 2017 Statistics Report
  - 2. 2017 Circulation by Month
  - 3. Chart - Circulation Statistics
  - 4. Chart - Computer Use Wired
  - 5. Chart - Computer Use Wireless
  - 6. Director's Report on Strategic Goals

VOTE: All. NAYS: None. MOTION CARRIED.

#### VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$366,957.35.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$366,957.35 as listed on the vendor checks report of December 2017 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 Youth Services Workroom Upgrade Proposals – Furniture, \$21,037.28 and Shelving, \$19,051.90. [Action Item]

Library Director Holly Richards Sorensen stated that this renovation to the Youth Services workroom was budgeted for in the 2018 budget. Library Director Holly Richards Sorensen also stated that the bid process is through a government bid that guarantees the library the lowest cost.

MOTION by Nicholas Harkovich, seconded by Umair Qadeer, to approve the Youth Services Workroom Upgrade Proposal for Furniture, \$21,037.28 and Shelving, \$19,051.90. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

A. Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

Director Sorensen invited the board to participate in the annual Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT", which supports the local food pantry.

B. President's Day Library Legislative Breakfast, Monday, February 19, 2018.

Director Sorensen invited board members to attend the President's Day Library Legislative Breakfast on Monday, February 19, 2018. Board members who would like to attend should contact Carol Kidd.

C. Filing Statement of Economic Interest begins March 2017.

Board members will be required to file their Statement of Economic Interests and will be notified by email by the Cook County Clerk's Office.

X. CORRESPONDENCE.

XI. OTHER

The board will discuss the Library Director's evaluation at the February board meeting in Executive Session. The board asked Library Director Holly Richards Sorensen to prepare a report comparing the Des Plaines Public Library to similar libraries in the area.

XII. ADJOURNMENT.

MOTION by Bruce Lester, seconded by Nicholas Harkovich. to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 4:53 p.m.

Minutes prepared Carol Kidd.