



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting February 15, 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, February 15, 2018. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Heather Imhoff, Michelle Meyer-Edley, Stephanie Spetter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Kristen 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 was not in attendance.

VII. CONSENT AGENDA.

Trustee Earl Wilson asked to remove from the Consent Agenda the following items:

- B. Acceptance of Financial Reports for January 2018
- C. Acceptance of Reports
 - 1. January 2018 Statistics Report
 - 2. 2018 Circulation by Month
 - 3. Chart- Circulation Statistics

Trustee Nicholas Harkovich asked to remove from the Consent Agenda the following item:

- B. Acceptance of Financial Reports for January 2018

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – January 25, 2018.
- C. Acceptance of Reports
 - 4. Chart – Computer Use Wired
 - 5. Chart- Computer Use Wireless
 - 6. Director’s Report
 - 7. 2018 Cash Budget Projection

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

Trustee Earl Wilson stated that the chart reporting circulation statistics for January 2018 was incorrect showing an increase in circulation rather than a decrease. Library Director Holly Richards Sorensen agreed that the chart was incorrect.

Trustee Umair Qadeer entered the meeting at 7:03 p.m.

President Gregory Sarlo reminded board members that if they have questions about items in the board packet, they can contact Library Director Holly Richards Sorensen or Assistant Library Director Roberta Johnson.

Trustee Nicholas Harkovich asked if line items Books (970600) and Subscriptions & Books (970620) are for different materials and Library Director Holly Richards Sorensen responded that Subscriptions and Books is for magazines and travel series books.

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

- B. Acceptance of Financial Reports for January 2018
- C. Acceptance of Reports
 - 1. January 2018 Statistics Report
 - 2. 2018 Circulation by Month
 - 3. Chart- Circulation Statistics

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$235,637.10. [Action Item]

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve payment of vendor checks and ACH Payments in the amount of \$235,637.10 as listed on the vendor checks report of January 2018 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 Illinois Public Library Annual Report. [Action Item]

Library Director Holly Richards Sorensen explained that the library is required to file the Illinois Public Library Annual Report with the Illinois State Library no later than 60 days after the expiration of the fiscal year.

Assistant Library Director Roberta Johnson explained how the Illinois Public Library Annual Report was compiled.

Trustee Earl Wilson stated that he had created a "Cliffs Notes" version of Illinois Public Library Annual Report and he asked to present his PowerPoint presentation to the board as an educational exercise. The board declined his offer to present his PowerPoint.

President Sarlo stated that the board's job was to approve the document for submission to the State of Illinois.

Trustee Bruce Lester called for the question.

Trustee Earl Wilson stated that there was a mistake in the Illinois Public Library Annual Report and requested that he be allowed to present his PowerPoint.

Trustee Denise Hudec asked Trustee Earl Wilson to tell the board where the mistake was in the Illinois Public Library Annual Report and Trustee Earl Wilson complied with the request.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve Illinois Public Library Annual Report. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Sarlo. NAYS: None. ABSTAIN: Wilson, Thompson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER

XII. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance of Dismissal of Specific Employees.

MOTION by Umair Qadeer, seconded by Denise Hudec, to enter into Executive Session at 7:54 p.m. to discuss The Appointment, Employment, Compensation, Discipline, Performance of Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:16 p.m. and was called to order by President Gregory Sarlo

XIII. (REGULAR SESSION) ACTION.

- A. The Appointment, Employment, Compensation, Discipline, Performance of Dismissal of Specific Employees.

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the decision made in Executive Session to award Library Director Holly Richards Sorensen a 5% salary increase after full consideration by the board in Executive Session. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Sarlo, Wilson, Thompson. NAYS: None. MOTION CARRIED.

XII. ADJOURNMENT.

MOTION by Nick Harkovich, seconded by Kristen Graack, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:28 p.m.

Minutes prepared Carol Kidd.