



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting April 19, 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, April 19, 2018. Vice President Vincent Rangel called the meeting to order at 7:01 p.m.

### II. ROLL CALL.

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

Absent: Nicholas Harkovich, Umair Qadeer, Gregory Sarlo.

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

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Bruce Lester, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

John Jasionowski, President of Friends of the Library, announced that the spring book sale grossed \$4,690.00.

Trustee Umair Qadeer entered the meeting at 7:04 p.m.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Kristen Graack asked to remove B. Acceptance of Financial Reports for March 2018.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the following consent agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – March 15, 2018.
- C. Acceptance of Reports.
  - 1. March 2018 Statistics Report.
  - 2. 2018 Circulation by Month.
  - 3. Chart - Circulation Statistics.
  - 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 Kristen Graack stated that the natural gas expenditure for the month of March was over \$7,000 and the line item for Natural Gas was 53.65% expended. Trustee Kristen Graack suggested an energy audit and Library Director Holly Richards Sorensen agreed that she could explore options for an energy audit.

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

- B. Acceptance of Financial Reports for March 2018.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$371,311.37.  
[Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$371,311.37 as listed on the vendor checks report of March 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. Review Copier/Printer Lease and Maintenance Contract.

Library Director Holly Richards Sorensen reported that the Copier/Printer Lease and Maintenance Contract is for both public and staff equipment. Three vendors, Impact Networking, Information Systems and Business Solutions, and COTG, submitted proposals for the Copier/Printer Lease and Maintenance Contract. Impact Networking submitted a proposal that did not include all new copiers. Trustee Bruce Lester suggested that Impact be contacted and asked to submit an alternate bid that includes all new equipment. This agenda item will be tabled until the May 17, 2018 Board of Trustees meeting.

IX. ANNOUNCEMENTS.

- A. Migration to Polaris.

Library Director Holly Richards Sorensen reported that CCS libraries are transitioning to a new library catalog, which will improve services to library patrons.

- B. Per Capita Grant Award.

Library Director Holly Richards Sorensen reported that the library received a Per Capita Grant check in the amount of \$45,316.14, which will need to be expended by August 15, 2018.

- C. Last Date to File Statement of Economic Interest – May 1, 2018.

Library Board Secretary Carol Kidd reminded the board that their Statement of Economic Interest is due no later than May 1, 2018.

X. CORRESPONDENCE.

- A. Self-Help Closet & Pantry of Des Plaines, Chamber of Commerce February Food Fight.

The library staff, Friends of the Library and Board of Trustees participated in the Self-Help Closet and Pantry of Des Plaines, Chamber of Commerce February Food Fight.

- B. Elections Office of Cook County Clerk, Early Voting.

Library Director Holly Richards Sorensen reported that the library was an early voting site for voters in suburban Cook County.

- C. Presence Holy Family Medical Center, New Beginnings.

Library Director Holly Richards Sorensen reported that the library collected donations of children's clothing and accessories for the New Beginnings prenatal program at Presence Holy Family Medical Center.

- D. Cards for Hospitalized Kids.

Library Director Holly Richards Sorensen reported that the library hosts a monthly teen program where the teens make homemade cards for kids in the hospital.

XI. OTHER

Trustee Earl Wilson stated that he noticed that there was no elevator service at the library for two days. Trustee Earl Wilson asked how library patrons were accommodated if they could not use the stairs. Gary Valente, Head of Building & Security Services, stated that patrons who could not use the stairs were escorted to the freight elevator, which was in service. Gary Valente explained why the elevators were not in service and the difficulty he was having with Schindler Elevator to get both elevators repaired.

Trustee Bruce Lester stated that he and the board were disappointed in Schindler's initial response and concerned about the company's ability to repair the elevators in a timely manner.

XII. Executive Session – To Discuss

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

MOTION by Bruce Lester, seconded by Umair Qadeer, go into executive session at 7:43 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:44 p.m. and was called to order by Vice President Vincent Rangel.

XIII. (Regular Session) Action.

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

No Action to report out of Executive Session.

XIV. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Kristen Graack, to adjourn the regular meeting.

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

Meeting adjourned at 8:45 p.m.

Minutes prepared Carol Kidd.