



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting June 15, 2017

### 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, June 15, 2017. President Sarlo called the meeting to order at 7:02 p.m.

### II. ROLL CALL.

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

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

PLEDGE OF ALLEGIANCE.

### III. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, Des Plaines resident, stated that the library recently held a wine tasting event and he asked that security monitors check identification, when serving alcohol.

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 C. Acceptance of Financial Reports for May 2017 and D.1. Acceptance of Reports 1. May 2017 Statistics Report.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – May 18, 2017.
- B. Approval of the Minutes of the Management Committee Meeting – May 18, 2017
- C. 1. Treasurer’s Report as of May 31, 2017.
- D. Acceptance of Reports.
  - 2. 2017 Circulation by Month.
  - 3. Chart - Circulation Statistics.
  - 4. Chart - Computer Use Wired.
  - 5. Chart - Computer Use Wireless.
  - 6. 2017 Cash Budget Projection.

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

Trustee Kristen Graack asked for an explanation of the Total Liabilities and Fund Balance in the amount of (\$18,133.10) and Director Holly Richards Sorensen reported that this amount was paid to Burgeon Group LLC for improvements to the Youth Services Department. Director Holly Richards Sorensen also reported that this money was donated to the library by Rivers Casino.

Trustee Kristen Graack asked for an explanation on the decrease in “Visits to Catalog” and “Catalog Users” in the May 2017 Statistics Report. Director Holly Richards Sorensen explained that the program collecting this data malfunctioned. This has been corrected and the June Statistics Report will be correct

Trustee Denise Hudec stated that "Database Usage" had increased and Jo Bonell, Head of Adult Services, stated that patrons are using Lynda.com and Gale courses and this is the reason for the increase to database use.

MOTION Kristen Graack, seconded by Vincent Rangel, to approve the consent agenda, as presented. VOTE: AYES: All. NAYES: None. MOTION CARRIED.

MOTION by Kristen Graack, seconded by Richard Pope, to approve the following Consent Agenda items:

- C. Acceptance of Financial Reports for May 2017.
- D. 1. May 2017 Statistics Report.

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

#### VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$261,166.80.

MOTION by Richard Pope, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$261,166.80 as listed on the vendor checks report of May 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 Payment to Reference USA for Two-Year Contract - \$12,024.00 Each Year.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment to Reference USA for a two-year contract in the amount of \$12,024.00 per year. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Library Board Meeting Dates.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Non-Resident Fee.

MOTION by Kristen Graack, seconded by Earl Wilson, to approve a Non-Resident Fee in the amount of \$270.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Report Out Nominating Committee Meeting, June 15, 2017 – Bruce Lester.

Trustee Bruce Lester reported that the Nominating Committee met and recommends the following slate of officers for 2017/2018, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack, Treasurer and Carol Kidd, Secretary.

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

MOTION by Committee to approve the slate of officers for 2017/2018, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack, Treasurer and Carol Kidd for Secretary. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- G. Approve Library Intergovernmental Agreement with MyMediaMall.

MOTION by Bruce Lester, seconded by Vince Rangel, to approve Library Intergovernmental Agreement with MyMediaMall. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### IX. ANNOUNCEMENTS.

President Sarlo thanked Trustee Richard Pope for his many years of service as a Trustee.

- A. July 20, 2017 Board of Trustees Meeting – 4:00 p.m.

The July 20, 2017 board meeting will be held in the second floor conference room at 4:00 p.m.

- B. Semi-Annual Board Dinner, July 20, 2017.

The board consensus was to go to Sunrise Grill for the board dinner following the 4:00 p.m. board meeting.

#### X. CORRESPONDENCE.

Library Director Holly Richards Sorensen announced that the library hosted author, Sally M. Walker on April 27 and 28 and students from District 62 were invited. The program was very successful.

Library Director Holly Richards Sorensen announced that the library will be closed on Monday, June 26, 2017 to attend the American Library Association Conference exhibits.

Director Holly Richards Sorensen stated that the Center of Concern is serving prepared lunches for seniors at the library.

XI. OTHER.

XII. EXECUTIVE SESSION – To Discuss

A. Semi-Annual Review of Executive Session Minutes.

MOTION by Vince Rangel, seconded by Bruce Lester, to enter into an Executive Session at 7:45 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:04 p.m. and was called to order by President Sarlo.

XIII. EXECUTIVE SESSION ACTION

MOTION by Kristen Graack, seconded by Richard Pope, 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 15, 2016** – Semi-Annual Review of Executive Session Minutes.

**March 16, 2017** – Appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body and security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public or public property.

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: Wilson. MOTION CARRIED.

XIV. ADJOURNMENT'

MOTION by Vincent Rangel, seconded by Richard Pope, to adjourn the regular meeting.  
VOTE: AYES: All NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:08 p.m.

Minutes prepared Carol Kidd.