



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting July 27, 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, July 27, 2017. President Sarlo called the meeting to order at 4:00 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel, Earl Wilson

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

PLEDGE OF ALLEGIANCE.

III. 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.

Wayne Serbin, Des Plaines resident, stated that the library was awarded the 2017 Readers' Choice Award from the Daily Herald for the Best of the Best Library.

Earl Wilson entered the meeting at 4:03 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 from the Consent Agenda D. Acceptance of Reports. 2. June 2017 Statistics Report.

Trustees Denise Hudec and Patricia Thompson asked to remove from the Consent Agenda C. Acceptance of Financial Reports for June 2017.

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

- A. Approval of the Minutes of the Regular Board Meeting – June 15, 2017.
- B. Approval of the Minutes of the Nominating Committee Meeting – June 15, 2017.
- D. Acceptance of Reports.
 - 1. 2017 Cash Budget Projection
 - 3. 2017 Circulation by Month
 - 4. Chart - Circulation Statistics
 - 5. Chart - Computer Use Wired
 - 6. Chart - Computer Use Wireless
 - 7. Director's Report July 2017

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

Trustee Kristen Graack stated that there was a 40.16% increase in "Visits to the Website" and a 166.44% increase in "Visits to the Catalog" reported in the June 2017 Statistics Report. Director Holly Richards Sorensen responded that there was a significant increase in those statistics because the library is now tracking the full range of IP addresses assigned to devices and wireless traffic within the building and that much of the traffic is from catalog use.

Trustee Patricia Thompson asked for an explanation of the budget line item, Capital Expenditures, Improvements, in the amount of \$18,499.54. Library Director Holly Richards Sorensen responded 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 in 2016 and was spent in 2017.

Trustee Denise Hudec asked for an explanation of the budget line item, Water Bill. This line item is reported spent at 106% of the yearly budget. Director Holly Richards Sorensen responded that she will contact the City of Des Plaines Public Works department to determine if this billing amount is accurate and if the water meter is working correctly.

MOTION by Bruce Lester, seconded by Denise Hudec, to approve the following Consent Agenda items:

- C. Acceptance of Financial Reports for June 2017
- D. Acceptance of Reports.
 - 2. June 2017 Statistics Report.

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

VIII. NOMINATING COMMITTEE

MOTION by Committee, to approve the proposed slate of officers, Dr. Gregory Sarlo for President, Vincent Rangel for Vice President, Kristen Graack for Treasurer and Carol Kidd, for Secretary. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Sarlo, Wilson, Thompson. NAYS: None. MOTION CARRIED.

Dr. Gregory Sarlo took the Oath of Office for President, Kristen Graack took the Oath of Office for Treasurer and Carol Kidd took the Oath of Office for Secretary.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$272,116.00.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve payment of vendor checks and ACH Payments in the amount of \$272,116.00 as listed on the vendor checks report of June 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 Lynda.com - \$13,125.00. [Action Item]

MOTION by Kristen Graack, seconded by Patricia Thompson, to approve payment to Lynda.com in the amount of \$13,125.00 per year. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve Uninterruptable Power Supply (UPS) Replacement. [Action Item]

Director Holly Richards Sorensen explained that the Uninterruptable Power Supply powers all the servers, third and fourth floor switches and the switch to the first floor telecommunications room. The recommendation is to approve the proposal from GovConnection, Inc. in the amount of \$12,380.87, which is the lowest responsible bid.

Assistant Director Roberta Johnson explained that in 2016 the library received a reimbursement from e-rate funding in the amount of \$12,367, which was 65% of the 2016 total cost for the Uninterruptable Power Supply replacement. Assistant Director Roberta Johnson also explained that the application for reimbursement from e-rate for this project has already been submitted.

Trustee Bruce Lester asked if the funding was state or federal and Assistant Director Roberta Johnson responded that reimbursement is from federal funds and that only schools and libraries can apply for this funding.

Trustee Earl Wilson asked why the batteries are not replaced in the UPS and Michael Ruter, CEO and Co-owner of Outsource IT Solutions Group, Inc. (OSG) responded that the batteries are replaced every two to four years, but that the equipment is on a seven-year replacement life cycle. Trustee Earl Wilson disagreed with the replacement life cycle.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the proposal from GovConnection in the amount of \$12,380.87 for Uninterruptable Power Supply Replacement, which is the lowest proposal. ROLL CALL VOTE: Graack, Hudec, Lester, Sarlo. NAYS: Thompson, Wilson. MOTION CARRIED.

D. Approve Computer Lifecycle. [Action Item]

Director Holly Richards Sorensen explained that computers being replaced are five years old and that this is a budgeted item. Director Holly Richards Sorensen stated that one of the bids was non-responsive. Computers that are replaced may be donated to Computers for Schools.

Trustee Earl Wilson stated that the lifecycle of the library computers should be extended from five to six years according to his research. Trustee Earl Wilson suggested that older

computers be kept and used to replace damaged computer.

President Sarlo stated that the trend is moving toward computers with Solid State Drives, which last longer. President Sarlo also stated that technology changes rapidly and to wait longer than five years to replace computers is not a good idea.

Trustee Bruce Lester asked for information on why computers need replacing rather than replacing computers as part of a lifecycle.

Trustee Denise Hudec stated that staff is paid to make these decisions and does not want the board to start micromanaging library staff decisions. Trustee Denise Hudec suggested that in-depth discussions take place before the board meeting.

President Sarlo stated that discussions concerning lifecycle replacement should be talked about at committee level, not during the board meetings.

Trustee Bruce Lester asked what committee would meet to discuss these expenses and President Gregory Sarlo responded during the budget meetings in the Finance committee.

MOTION by Denise Hudec, seconded by Bruce Lester, to approve the proposal from Insight for 2017 Desktop Lifecycle Replacement in the amount of \$17,125.00, which is the lowest proposal. VOTE: AYES: Graack, Hudec, Lester, Rangel, Sarlo. NAYS: Wilson, Thompson. MOTION CARRIED.

E. Approve Payment to Ebsco - \$29,485.08. [Action Item]

MOTION by Patricia Thompson, seconded by Kristen Graack, to approve payment to Ebsco in the amount of \$29,485.08. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Jo Bonell, Head of Adult Services, announced the library will host the Great American Eclipse Party on Monday, August 21 at 11:30 a.m.

President Gregory Sarlo thanked former library trustee, Richard Pope, for his service on the board.

X. CORRESPONDENCE.

XI. OTHER.

Trustee Patricia Thompson stated that she attended the Center of Concern luncheon for older adults. Trustee Patricia Thompson also stated that the program was well done and there was a good turnout.

Trustee Patricia Thompson asked Library Director Holly Richards Sorensen if the library was doing anything about recent bike thefts. Library Director Holly Richards Sorensen responded that the library has a security camera in the garage and it does capture some of the bike rack, so that some bikes were recovered.

Trustee Patricia Thompson stated that the Journal & Topics newspaper wrote an article about the library's all gender restroom on the fourth floor. Trustee Patricia Thompson stated this issue could be controversial and she asked the board "for courtesy" if angry public comments were made at a board meeting. President Sarlo stated that the article was very positive and sensitive to the issue.

XIV. ADJOURNMENT`

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

Meeting adjourned at 5:25 p.m.

Minutes prepared Carol Kidd.