



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting August 17, 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, August 17, 2017. President 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, Bruce Lester, Vincent Rangel, Patricia Thompson, Earl Wilson, Gregory Sarlo, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Nicholas Harkovich, Umair Qadeer.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE – Vincent Rangel, Vice President.

Vincent Rangel took the Oath of Office for Vice President.

VI. PUBLIC COMMENTS AND QUESTIONS.

President Gregory Sarlo introduced Nicholas Harkovich and Umair Qadeer.

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

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

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 – July 27, 2017.
- B. Acceptance of Financial Reports for July 2017.
- C. Acceptance of Reports.
 - 1. July 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.
 - 7. 2017 Cash Budget Projection.

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

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$343,846.27.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$343,846.27 as listed on the vendor checks report of July 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. Review and Approve Contract for Janitorial Services. [Action Item]

Director Holly Richards Sorensen stated that the library went out for bid for the three-year janitorial contract. There were 250 hits on the RFP web page, and 14 companies attended the July 21 pre-bid meeting at the library. Six companies delivered bids, including the current janitorial service provider, Crystal Maintenance Services. Eco Clean Maintenance was the lowest bidder.

MOTION by Bruce Lester seconded by Kristen Graack, to award the bid for the three-year janitorial services to Eco Clean Maintenance in the amount of \$50,244.00 per year for a total of \$150,732.00 for three years. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve Change to September Board Meeting Date to September 28, 2017. [Action Item]

MOTION by Vincent Rangel, seconded by Bruce Lester, to approve a change to the September Board meeting date to Thursday, September 28, 2017. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Report Out Finance Committee Action, August 17, 2017 – Kristen Graack.

Chair Kristen Graack stated that the Finance Committee met on August 17, 2017 to discuss the proposal 2018 budget and that the Committee is recommending that the budget be approved, as presented.

Trustee Bruce Lester stated that health costs increased and four part-time positions have been eliminated.

President Sarlo thanked the Finance Committee members, and other board members who attended, for their good work.

Trustee Earl Wilson stated that he would like to see an alternative budget in the future and to reduce the budget, rather than approving the budget as presented. Trustee Earl Wilson stated that he would like to reduce the burden on the taxpayers.

President Gregory Sarlo stated that the levy has been reduced each year since 2012.

MOTION by Committee, to approve the 2018 library budget, as presented. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Rangel Sarlo. NAYS: Wilson. Abstain: Thompson. MOTION CARRIED.

X. ANNOUNCEMENTS.

XI. CORRESPONDENCE.

XII. OTHER.

Trustee Patricia Thompson asked if the bike rack can be moved, since there is work being done in the parking garage and Director Holly Richards Sorensen responded that she has asked for this to be done.

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:22 p.m.

Minutes prepared Carol Kidd.