



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting October 19, 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, October 19, 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, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Patricia Thompson, Earl Wilson, Gregory Sarlo, Carol Kidd.

Absent: Umair Qadeer

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

### 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. PUBLIC COMMENTS AND QUESTIONS.

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

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

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 – September 28, 2017.
- B. Approval of the Minutes of the Finance Committee Meeting – October 4, 2017.
- C. Acceptance of Financial Reports for September 2017.
- D. Acceptance of Reports.
  - 1. August 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 - \$215,972.89.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$215,972.89 as listed on the vendor checks report of September 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. Approval of Library Closings through January 2019. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the Library Closings through January 2019. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Discuss Per Capita Grant Application Requirements for Trustees.

Assistant Library Director Roberta Johnson explained the requirements for the 2018 Per Capita Grant application. Trustees are required to review Chapters 1 – 5 of the “Trustee Facts File” and these chapters were included in the September board packet. President Sarlo will complete an educational program focusing on safety in the library.

D. Report Out Management Committee Action, October 4, 2017 – Denise Hudec. [Action Item]

Chair of the Management Committee, Denise Hudec, stated that the Management Committee met to discuss two new job descriptions and seven revised job descriptions for the proposed department of Patron Accounts and Materials Services (PAMs). Chair Denise Hudec also stated that Circulation Services and Technical Services would be combined to create this new department. The position of Head of Circulation Services would be eliminated as of December 31, 2017.

Chair Denise Hudec also explained that the committee discussed proposed changes to the department of Marketing and Communication. Heather Imhoff, Head of Marketing and Communication, stated that there is a need for a Graphic Designer who will do original artwork. Also proposed is a new position for a Production Clerk. The position of Graphic Artist would be eliminated as of December 31, 2017.

Chair Denise Hudec also stated that there were minor changes to the Reference Librarian position.

Trustee Patricia Thompson asked how many current employees would be let go with the restructuring of departments. Library Director Holly Richards Sorensen responded that the Head of Circulation Services and Graphic Artist positions would be eliminated. Library Director Holly Richards Sorensen stated that the employee who is currently employed as a Graphic Artist has accepted an open position for a part time Circulation Services Assistant and that the Head of Circulation Services is qualified to apply for the Head of Patron Accounts and Materials Services. President Gregory Sarlo stated that he met with the Head of Circulation Services and the Graphic Artist and the meetings went very well. President Gregory Sarlo also stated that he will talk about the meetings he had with employees in Executive Session at the November board meeting. Trustee Patricia Thompson stated that all of the trustees received a letter from a current employee, but before discussing this issue in Executive Session the board was being asked to vote on a recommendation from the Management Committee. President Sarlo stated that the board could discuss the employee’s letter and take a vote on the recommendation from the Management Committee or the vote could be tabled until the November board meeting after discussion in Executive Session. Trustee Kristen Graack stated that she is a member of the Management Committee and that the committee discussed the proposed changes

to department structure and staffing extensively. Trustee Kristen Graack also stated that the committee members asked a lot of questions and that library staff did their due diligence in considering the needs of the future of the library. Trustees Bruce Lester and Earl Wilson stated that they were comfortable voting on the changes to job descriptions and policy.

MOTION by Committee, to approve the following new job descriptions:

- Head of Patron Accounts and Materials Services
- Page Supervisor
- Graphic Designer
- Production Clerk

and to approve changes to the following job descriptions:

- Assistant Director
- Creative Services Manager
- Reference Librarian
- Acquisitions and Cataloging Manager
- Copy Cataloging Assistant
- Acquisitions and Receiving Assistant
- Processing Clerk
- Patron Accounts Assistant
- Materials Services Manager
- Materials Services Clerk

and to approve changes to Personnel Policy, D-8 General Benefits and D-9 General Rules and Regulations.

ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Wilson, Sarlo.

NAYS: Thompson. MOTION CARRIED.

#### X. ANNOUNCEMENTS.

Trustee Bruce Lester asked if there could be a sign by the bike rack that states that the area is under video surveillance and Library Director Holly Richards Sorensen stated that a sign will be created.

#### XI. CORRESPONDENCE.

#### XII. OTHER.

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:41 p.m.

Minutes prepared Carol Kidd.