



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting November 15, 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, November 15, 2018. Vice President Vincent Rangel 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, Christopher Renkosiak, Earl Wilson, Carol Kidd.

Absent: Umair Qadeer, Gregory Sarlo.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, Gary Valente, Diane Vargas, M. Scott Donovan.

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA.

Trustee Kristen Graack asked to change the order of New Business as follows:

- A. Approve Payment of Vendor Checks and ACH Payments Report - \$249,108.30. [Action Item]
- B. Approve Proposal for Automated Logic, 1<sup>st</sup> year \$17,864, 2<sup>nd</sup> year \$18,400, 3<sup>rd</sup> year \$18,936. [Action Item]

- C. Report Out Planning Committee Action, November 15, 2018 – Vincent Rangel. [Action Item]
- D. Approve Proposal for Monthly Accounting Services. [Action Item]
- E. Approve 2019 Per Capita Grant Application. [Action Item]

MOTION by Bruce Lester, seconded by Christopher Renkosiak, to approve the revised order of New Business, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$249,483.30. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$249,483.30 as listed on the vendor checks report of October 2018 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Proposal for Automated Logic, 1<sup>st</sup> year \$17,864, 2<sup>nd</sup> year \$18,400, 3<sup>rd</sup> year \$18,936. [Action Item]

Library Director Holly Richards Sorensen stated that a proposal from Automated Logic was included in the packet. The proposal is for the automated building controls, which includes library air handling unit, hot water system, chiller water system, fan power box, VAV box, front end database backup protection, DDC front end-webctrl server, db backup restore test and driver update. The controls are standard, but the software is proprietary. Because the software is proprietary to Automated Logic, other companies would not quote service. Head of Building and Security Services Gary Valente stated that

in order for the library to contract with another vendor for these services, the system would need to be reprogrammed and the software updated at a cost of approximately \$20,000. Automated Logic has serviced this equipment since the building opened in 2000. Gary Valente also stated that the services provided by Automated Logic has been excellent. Diana Vargas and M. Scott Donovan, both from Automated Logic, were in attendance to answer questions from the board. Trustee Kristen Graack asked if the library would get other bids and Gary Valente stated that no other company would provide bids. Other companies, such as Trane or Honeywell would want to install their own computer software stated Gary Valente. Trustee Vincent Rangel stated if the cost to change companies is at least \$20,000 and there is no guarantee that the library would save these costs over a three-year period, that to contract with another company would not be in the best interest of the library. Trustee Bruce Lester asked Gary Valente if other companies are competitive with Automated Logic and he stated that Automated Logic is competitive with other companies.

Umair Qadeer entered the meeting at 7:10 p.m.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to approve the proposal from Automated Logic for three years in the amount of \$55,200 - 1<sup>st</sup> year \$17,864, 2<sup>nd</sup> year \$18,400 and 3<sup>rd</sup> year \$18,936. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Report Out Planning Committee Action, November 15, 2018 – Vincent R

Chair of the Planning Committee, Vincent Rangel, reported that the Planning Committee met to discuss progress on the Strategic Plan. A status update on activities started and completed as of November 2018 was distributed to the board.

MOTION by Umair Qadeer, seconded by Bruce Lester, to approve the November 2018 Status Update for the Strategic Plan and the 2019 Strategic Focus January – June, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Proposal for Monthly Accounting Services. [Action Item]

MOTION by Bruce Lester, seconded by Kristen Graack, to award the proposal for Monthly Accounting Services to Lauterbach and Amen for three years in the amount of \$65,910 - 1<sup>st</sup> year \$21,610, 2<sup>nd</sup> year \$21,970 and 3<sup>rd</sup> year \$22,330. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approve 2019 Per Capita Grant Application. [Action Item]

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the 2019 Per Capita Grant Application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

None.

X. CORRESPONDENCE.

None.

XI. OTHER.

Trustee Earl Wilson asked Library Director Holly Richards Sorensen about the recent sewer back-up on the 3<sup>rd</sup> and 4<sup>th</sup> floors of the library. Library Director Holly Richards Sorensen responded that the 3<sup>rd</sup> floor washroom flooded on November 2, resulting in the water being shut off and the building being closed for the evening. Plumbers were called and the pipes were rodded. The library janitorial service cleaned the flooded areas. Plumbers found a cell phone and pill bottle wedged in one of the pipes, which caused the back-up. The library insurance company was notified and a claim was made for damages. All repairs have been made and clean-up has been completed. Library Director Holly Richards Sorensen stated that a restoration company was recommended by the insurance company and they completed the final clean-up and repair of the damaged areas.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:56p.m.

Minutes prepared Carol Kidd.