



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

BOARD OF TRUSTEES Minutes of the Regular Meeting November 16, 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, November 16, 2017. President Gregory Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, 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.

VII. CONSENT AGENDA.

Vincent Rangel entered the meeting at 7:04 p.m.

Trustee Earl Wilson asked to remove C. Acceptance of Reports. 1. October 2017 Statistics Report.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – October 19, 2017.
- B. Acceptance of Financial Reports for October 2017.
- C. Acceptance of Reports.
 - 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.

Trustee Earl Wilson stated that according to the October 2017 Statistics Report circulation was down, as well as wireless, meeting room attendance, patron assistance and patron attendance. Trustee Earl Wilson asked what can be done to turn the tide. Trustee Bruce Lester responded that he noticed that visits to the website, catalog users, database usage and outreach statistics were increasing and this could be attributed to patrons using library services remotely. Library Director Holly Richards Sorensen stated that there is a planned marketing campaign to promote databases and library E-materials and that circulation in these areas has increased.

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the following Consent Agenda item:

- C. Acceptance of Reports.
 - 1. October 2017 Statistics Report

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments – 316,806.56.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$316,806.56 as listed on the vendor checks report of October 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 Annual Support and Maintenance Renewal Contract for Bibliotheca - \$21,397.68. [Action Item]

Library Director Holly Richards Sorensen stated that the contract with Bibliotheca is proprietary. Library Director Holly Richards Sorensen will contact Bibliotheca to compare the support and maintenance contract versus a la cart services.

MOTION by Bruce Lester, seconded by Vince Rangel, to approve the Annual Support and Maintenance Renewal Contract for Bibliotheca in the amount of \$21,397.68. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Food for Fines.

Library Director Holly Richards Sorensen explained that every year that library supports the Self-Help Closet & Food Pantry by forgiving patron fines when a food item is donated to the pantry.

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve Food for Fines. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Review Chapter 12, "Safety," of Serving Our Public 3.0 Standards for Illinois Public Libraries for Per Capita Grant Application.

Assistant Library Director Roberta Johnson talked about the requirements for the Per Capita application. Trustees were asked to review Chapter 12, "Safety," of Serving Our Public 3.0 Standards for Illinois Public Libraries."

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

MOTION by Patricia Thompson, seconded by Kristin Graack, to approve the Per Capita Grant Application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER

XII. EXECUTIVE SESSION

MOTION by Bruce Lester, seconded by Kristen Graack, to enter into Executive Session at 7:49 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:04 p.m. and was called to order by President Gregory Sarlo.

XIII. (Regular Session) Action.

MOTION by Vincent Rangel, seconded by Umair Qadeer, to approve the following statement:

The board received correspondence that pertains to job appointments. Because this subject is not within the purview of the board it is being referred to the appropriate library administration.

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

XIV. ADJOURNMENT.

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

Meeting adjourned at 9:05 p.m.

Minutes prepared Carol Kidd.