



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting December 21, 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, December 21, 2017. Vice President Vincent Rangel called the meeting to order at 7:03 p.m.

II. ROLL CALL.

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

Absent: Nicholas Harkovich, Gregory Sarlo.

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

III. PLEDGE OF ALLEGIANCE.

Nicholas Harkovich entered the meeting at 7:04 p.m.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

None.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Earl Wilson asked to remove D. Acceptance of Reports. 3. Chart – Circulation Statistics 2013 – 2017 and 6. Director’s Report on Strategic Goals.

Trustee Denise Hudec asked to remove C. Acceptance of Financial Reports for November 2017.

MOTION Kristen Graack, seconded by Nicholas Harkovich, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – November 16, 2017.
- B. Approval of the Minutes of the Ad Hoc Committee Meeting – November 16, 2017.
- D. Acceptance of Reports.
 - 1. November 2017 Statistics Report
 - 2. 2017 Circulation by Month
 - 4. Chart - Computer Use Wired
 - 5. Chart - Computer Use Wireless
 - 7. 2017 Cash Budget Projection

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

Trustee Denise Hudec asked why the amount received in the library fines line item was a negative amount for November. Library Director Holly Richards Sorensen responded that the library has two line items for library fines/credit cards and there was an accounting error that was corrected.

Trustee Denise Hudec also asked if Library Director Holly Richards Sorensen had received an answer from the City of Des Plaines regarding the large increase in the library’s water bill. Library Director Holly Richards Sorensen responded that a new water meter was installed, which accurately records library water usage. The old water meter was not accurate and therefore the library was not being billed correctly.

Trustee Earl Wilson stated that patron attendance for November 2017 had decreased compared to November 2016. Trustee Earl Wilson suggests decreasing the library budget if attendance continues to decline. Assistant Director Roberta Johnson stated that in November 2017 the library held early voting and that brought in more people, which increased library attendance. Library Director Holly Richards Sorensen responded that the counters on the gates closest to the parking garage malfunctioned, but have been repaired, and statistics for December should be more accurate.

Trustee Umair Qadeer asked if the monthly statistics should include patron attendance numbers if the gates are not working correctly. Library Director Holly Richards Sorensen responded that monthly statistics and what to include in the board packet could be discussed when the board begins strategic planning.

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

- C. Acceptance of Financial Reports for November 2017.
- D. Acceptance of Reports
 - 3. Chart – Circulation Statistics 2013 – 2017
 - 6. Director’s Report on Strategic Goals

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$317,130.60.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$317,130.60 as listed on the vendor checks report of November 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 Changes to Personnel Policy, D-9, General Rules and Regulations, G. Harassment, Including Sexual Harassment. [Action Item]

MOTION by Denise Hudec, seconded by Patricia Thompson, to approve changes to Personnel Policy, D-9, General Rules and Regulations, G. Harassment, Including Sexual Harassment as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Review and Approve Salary and Classification Schedule. [Action Item]

MOTION by Bruce Lester, seconded by Earl Wilson, to approve revised Salary and Classification Schedule, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Resolutions.

1. Appropriation and Levy.

MOTION by Umair Qadeer, seconded by Kristen Graack, to approve the 2018 Appropriations and 2017 Levy for Library Purposes for Des Plaines Public Library. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Thompson. NAYS: Wilson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. EXECUTIVE SESSION – TO DISCUSS

A. Semi-Annual Review of Executive Session Minutes

MOTION by Umair Qadeer, seconded by Bruce Lester, to enter into Executive Session at 7:39p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:52 p.m. and was called to order by Vice President Vincent Rangel

XII. (REGULAR SESSION) ACTION.

A. Semi-Annual Review of Executive Session Minutes.

MOTION by Kristen Graack, seconded by Umair Qadeer, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

June 15, 2017-Semi-Annual Review of Executive Session Minutes.

And to concur with the consensus in Executive Session that the following minutes will be retained:

July 15, 2008 – Appointment, Employment, Compensation, Discipline or Performance of a Specific Employee.

November 16, 2017 – Appointment, Employment, Compensation, Discipline or Performance of a Specific Employee.

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

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:54 p.m.

Minutes prepared Carol Kidd.