



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting November 17, 2016

### 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 17, 2016. President Sarlo called the meeting to order at 7:00 p.m.

### II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Denise Hudec, Bruce Lester, Steve Mokry, Rich Pope, Vince Rangel, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Patricia Thompson.

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

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### V. PUBLIC COMMENTS AND QUESTIONS.

None.

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

Alderman Chester was not in attendance.

## VII. CONSENT AGENDA.

Trustee Graack asked to remove B. Financial Reports.

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

- A. Approval of the Minutes of the Regular Board Meeting – October 20, 2016.
- C. Acceptance of Reports.
  - 1. October 2016 Statistics Report.
  - 2. 2016 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. 2016 Cash Budget Projection.

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

Trustee Graack asked if the line item for Water Bill was for bottled water and Director Sorensen responded that it is the library's water bill issued by the City of Des Plaines. Trustee Graack suggested that the line item include the word utility in the description, for clarity.

MOTION by Kris Graack, seconded by Vince Rangel, to approve the Consent Agenda, as follows:

- B. Acceptance of Financial Reports for October 2016.

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

## VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$234,428.57.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$234,428.57 as listed on the vendor checks report of October 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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- B. Trustee Per Capita Grant Application Requirement – Review Standards for Illinois Public Library, Chapter 6 – Access. Also describe how the library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

Assistant Director Johnson explained that as part of the Per Capita Grant application the board is required to discuss Chapter 6, Access from the Standards for Illinois Public Library. Assistant Director Johnson stated that the library will be doing a sign audit and will introduce StackMap to help patrons navigate the library.

- C. Report Out Management Committee Action, November 17, 2016 – Kris Graack.

Trustee Graack reported that the Management Committee met on November 17, 2016. The Committee discussed proposed changes to Policy B-Collection Development Policy, Policy D, Personnel Policy, Policies C-3 and C-4 and Job Descriptions.

MOTION by Committee, to approve changes to Policy B- Collection Development, Policy D- Personnel Policy, Policies C-3 and C-4 and Job Descriptions, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## IX. ANNOUNCEMENTS.

## X. CORRESPONDENCE.

Director Sorensen read a letter from a patron complimenting the fourth floor staff on their excellent customer service. Trustee Lester asked that the board thank library staff for their good work. Heather Imhoff, Head of Marketing and Communication will draft a letter to send to staff from the Board of Trustees.

Assistant Director Johnson read a letter from Helen Pettway, Equipment Manager, Cook County Elections, thanking library staff for the good service they provided to the election judges during early voting.

## XI. OTHER.

Director Sorensen reported that almost 9,400 people came to the library for early voting.

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## XII. ADJOURNMENT`

MOTION by Kris Graack, seconded by Steve Mokry, to adjourn the regular meeting.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:34 p.m.

Minutes prepared Carol Kidd.