

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 21, 2014

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 Tuesday, January 21, 2014. President Sarlo called the meeting to order at 4:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Steve Mokry, Alma Perez, Richard Pope, Gregory Sarlo, Carol Kidd.

Absent: Eugene Fregetto, Kristen Graack, Rosemary Mulligan, Vince Rangel.

Also present: Holly Richards Sorensen, Jo Bonell, Stephanie Spetter, Courtney Schade, Heather Imhoff, Susan Farid, Tiffany Nash, Joe Tossing, Diana Vargas, Gary Valente.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Rich Pope, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

MOTION by Dion Kendrick, seconded by Alma Perez, to approve Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. UNFINISHED BUSINESS.

- A. Authorization to Begin Process for 2<sup>nd</sup> Floor Early Literacy Area Construction Project and Approve Selection of Construction Manager. [Action Item]

Director Sorensen stated that four proposals were received for the construction management for the renovation of the Youth Services Storytime Room. The recommendation is Pathmann CM Inc., as the lowest responsible proposal in the amount of \$18,000.

Kristen Graack entered the meeting at 4:06 p.m.

Vince Rangel entered the meeting at 4:09 p.m.

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve Pathmann CM Inc. for the Construction Management for the Renovation of the Youth Services Storytime Room, as the lowest responsible proposal in the amount of \$18,000. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. APPROVE LIBRARY DIRECTOR EVALUATION FORM. [Action Item]

MOTION by Vince Rangel, seconded by Alma Perez, to approve the Library Director Evaluation Form, as presented. VOTE: AYES: Graack, Mokry, Perez, Pope, Sarlo, Rangel NAYS: None. PRESENT: Kendrick. MOTION CARRIED.

- C. ATTORNEY OPINION REGARDING SECTION 1-10-5 (C)(5) OF THE CITY OF DES PLAINES CODE AND ITS APPLICABILITY TO LIBRARY CONTRACTS.

Director Sorensen explained that the library attorney responded to the request from the board asking if the library must adhere to the City of Des Plaines code Section 1-10-5(C)(5). The response from Kathleen Henn at Klein, Thorpe and Jenkins, was “the Library does not have to comply with that Code section.”

## VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - 2013 \$246,455.96 and Approve Payment of Vendor Checks Report - 2014 \$142,371.39 and ACH Payments - \$42,381.89. [Action Item]

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve the payment of vendor checks for 2013 in the amount of \$246,455.96, and vendor checks for 2014 in the amount of \$142,371.39 and ACH Payments paid in the amount of \$42,381.89 as listed on the vendor checks report of December 2013 and authorize Library 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 Control System Upgrade and 5-year Service Agreement from Automated Logic - Chicago, 1<sup>st</sup> year - \$60,944, 2<sup>nd</sup> year - \$40,628.00, 3<sup>rd</sup> year - \$40,628.00, 4<sup>th</sup> year - \$40,628.00, 5<sup>th</sup> year - \$30,471.00. [Action Item]

Director Sorensen explained that Automated Logic - Chicago will replace the current equipment over the next five years with equipment that will not be a proprietary system. The contract is for five years.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve Control System Upgrade and 5-year Service Agreement from Automated Logic - Chicago, 1<sup>st</sup> year - \$60,944, 2<sup>nd</sup> year - \$40,628.00, 3<sup>rd</sup> year - \$40,628.00, 4<sup>th</sup> year - \$40,628.00, 5<sup>th</sup> year - \$30,471.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Request Approval for "Food for Fines" program for 2014. [Action Item]

Director Sorensen asked the board to approve the "Food for Fines" program for 2014.

MOTION by Steve Mokry, seconded by Kristen Graack, to approve the Food for Fines program for 2014. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## IX. ANNOUNCEMENTS.

## X. CORRESPONDENCE.

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

Meeting adjourned at 4:54 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
February 18, 2014

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 Tuesday, February 18, 2014. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Kristen Graack, Steve Mokry, Rosemary Mulligan, Alma Perez, Gregory Sarlo, Carol Kidd.

Absent: Richard Pope, Vince Rangel.

Also present: Holly Richards Sorensen, Jo Bonell, Stephanie Spetter, Heather Imhoff, Susan Farid, John Jasonowski.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Dion Kendrick, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

Director Sorensen introduced John Jasonowski as the new President of the Friends of the Library.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

Eugene Fregetto asked to remove B. Acceptance of Financial Reports for January 2014 and C. Acceptance of Reports. 1. January 2014 Statistics Report, 2. 2014 Circulation by Month, 3. Chart – Circulation Statistics 2012 – 2014, 4. Chart – Computer Use Wired, 5. Chart – Computer Use Wireless.

Trustee Fregetto asked for an explanation on some items on the Financial Report and some items on Acceptance of Reports.

MOTION by Steve Mokry, seconded by Kristen Graack, to approve Consent Agenda items A. Approval of the Minutes of the Regular Board Meeting – January 21, 2014, B. Acceptance of Financial Reports for January 2014 1. Treasurer’s Report as of January 31, 2014 and C. Acceptance of Reports. 6. Director’s Report on Strategic Goals, 7. 2014 Cash Budget Projection, 8. 2014 Contracts, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Kristen Graack, seconded by Rosemary Mulligan, to approve Consent Agenda items B. Acceptance of Financial Reports for January 2014 and C. Acceptance of Reports. 1. January 2014 Statistics Report, 2. 2014 Circulation by Month, 3. Chart – Circulation Statistics 2012 – 2014, 4. Chart – Computer Use Wired, 5. Chart – Computer Use Wireless. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$243,611.71 and ACH Payments - \$43,703.29. [Action Item]

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$243,611.71, and ACH Payments paid in the amount of \$43,703.29 as listed on the vendor checks report of January 2014 and authorize Library Director Sorensen to have transferred the amount required to the library’s operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve Illinois Public Library Annual Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Heather Imhoff, Head of Public Information Services, reported that the library has a newly designed website.

X. CORRESPONDENCE.

A. Illinois Public Library Per Capital Grant Award Letter.

Director Sorensen reported that the Per Capita Grant for 2014 was awarded to the library in the amount of \$72,955.00 for 2014.

XI. OTHER.

Trustee Kendrick distributed and read a letter he addressed to the Board of Trustees regarding reducing the budget in 2015. (Trustee Kendrick's letter is attached to these minutes)

XII. EXECUTIVE SESSION

MOTION by Eugene Fregetto, seconded by Rosemary Mulligan, to enter into an Executive Session at 7:49 p.m. for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee and Probable or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:23 p.m. and was called to order by President Sarlo.

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

Meeting adjourned at 8:24 p.m.

Minutes prepared Carol Kidd.

## Attachment

DPPL Board Meeting

February 18, 2014

Agenda Item XI "Other" (Trustee comments on FYE 2013)

Our December, 2013 financials indicated that we made a profit of \$575,000 on revenues of \$6.6 million or a return of 8.7%. This compares to a profit of \$1.2 million in 2012 and \$1.3 million in 2011; or returns of 18% and 19% respectively.

We ended 2013 with \$5.9 million in the bank which is roughly equal to our six year average annual total expenses of \$5.4 million. In other words we have a full year's expense in the bank while we continue to levy \$6.2 million a year from the wallets of the Des Plaines taxpayers. By any measure and at any level this is just not right.

Furthermore, library industry surveys indicate that the DPPL is oversized for a town of 59,000 in population. Oversized by a factor of two in almost every major category; most notably being staff size, deployment, and building size. Our largest activity is DVD's/CD's at 45% of all circulation. We don't need a labor force of ~100 people including 20+ degreed librarians and an 80K s/f building to hand out music and movies!

We should also take note that over the last four years we have only spent \$0.11 cents out of every revenue dollar on "inventory" (goods for patrons to check out). We charge our patrons 89 cents to deliver 11 cents worth of product; that's a *prima facie* case of fiscal inefficiency.

The current cure to our present over-budgeting is NOT to spend the money; but to give it back to its rightful owners; the property tax payers in Des Plaines.

The solution to the budget/operating issues going forward is to "right size" our budget to the 59,000 population of Des Plaines which is our legal service area. We have the statistics and studies to do just that. The question is do we have the will to do the right thing for the taxpayers whose interests we are charged to protect.

To that end I would call on the Chairs of both Finance and Management, in concert with our President, to form a joint committee to begin the process of examining staff levels/deployment within a total proposed 2015 budget of \$4.5 million; within which would be an increase in inventory purchases by at least 50% to ~\$1.2 million.

Dion F Kendrick, Trustee

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
March 18, 2014

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 Tuesday, March 18, 2014. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Rosemary Mulligan, Alma Perez, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Kristen Graack, Richard Pope.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Heather Imhoff, Susan Farid, Mike Ruter, Don Sofolo, Alderman John Robinson, Brian Carty, Justin Pathmann, Tiffany Nash.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Dion Kendrick, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Kristen Graack entered the meeting at 7:02 p.m.



V. PUBLIC COMMENTS AND QUESTIONS.

No public comments.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson thanked the board for their good work, for being fiscally responsible and to the library for the good programming. Alderman Robinson also stated that he enjoyed working with the Friends of the Library.

VII. CONSENT AGENDA.

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$243,611.71 and ACH Payments - \$43,703.29. [Action Item]

MOTION by Eugene Fregetto, seconded by Kristen Graack, to approve the payment of vendor checks in the amount of \$258,142.18, and ACH Payments paid in the amount of \$44,576.50 as listed on the vendor checks report of February 2014 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Payment to 3M Library Systems - \$19,035.00. [Action Item]

MOTION by Dion Kendrick, seconded by Alma Perez, to approve payment to 3M Library Systems to upgrade the self-check in the amount of \$19,035.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve 3M Annual Service Agreement - \$17,713.00. [Action Item]

MOTION by Dion Kendrick, seconded by Alma Perez, to approve payment to 3M for the Annual Service Agreement in the amount of \$17,713.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Upgrade to Comcast Business Fiber. [Action Item]

Director Sorensen stated that she is recommending Comcast Business Fiber. The library will drop all existing out-of-contract telecommunication providers, except Comcast Business Coaxial and AT&T, upgrade the Comcast Business Coaxial, and go with a 60-month 100 Mbps/100Mbps Comcast Business Fiber solution starting 7/1/2014. The library will be able to bundle services, improve bandwidth and offer a Cloud platform.

MOTION by Vince Rangel, seconded by Dion Kendrick., to upgrade to Comcast Business Fiber for five years. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approval Removal & Storage of 2<sup>nd</sup> Floor Mural. [Action Item]

Director Sorensen explained that the mural on the second floor is scheduled to be removed and stored until it can be installed on the first floor in 2015.

MOTION by Dion Kendrick, seconded by Vince Rangel, to recommend Terry Dowd Art Packing & Transport to de-install, clean, wrap and store the 80 foot long mural. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Approve Storytime Room Improvement Quotes. [Action Item]

The budgeted amount for the Storytime Room Improvement project is \$130,000, with a proposed start date of March 31, 2014 and a completion date 6 – 8 weeks after the start date. Director Sorensen stated that the Kiwanis Club of Des Plaines will donate \$3,000.00 toward the Storytime Room Improvement.

MOTION by Dion Kendrick, seconded by Rosemary Mulligan, to approve the Storytime Room Improvement Quotes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

President Sarlo stated that he had been complimented on the library board and knowledge of the staff.

X. CORRESPONDENCE.

XI. OTHER.

MOTION by Dion Kendrick, seconded by Vince Rangel, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:45 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
April 15, 2014

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 Tuesday, March 18, 2014. President Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Kristen Graack, Steve Mokry, Rosemary Mulligan, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Eugene Fregetto.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Heather Imhoff, Susan Farid, John Jasionowski.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Alma Perez, seconded by Rich Pope, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eugene Fregetto entered the meeting at 7:08 p.m.

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

Dion Kendrick asked to remove from the Consent Agenda B.1. Treasurer's Report as of March 31, 2014.

MOTION by Kris Graack, seconded by Rich Pope, to approve A. Approval of the Minutes of the Regular Board Meeting – March 18, 2014. B. Acceptance of Financial Reports for March 2014. C. Acceptance of Reports. 1. March 2014 Statistics Report, 2. 2014 Circulation by Month, 3. Chart- Circulation Statistics 2012 – 2014, 4. Chart – Computer Use Wired, 5. Chart – Computer Use Wireless, 6. Director's Report on Strategic Goals, 7. 2014 Cash Budget Projections, 8. 2014 Contracts. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated that the library has accumulated \$6,200,000 excess cash and he wants to return a large amount of the money to the taxpayers.

Director Sorensen responded that the library received 50% of their tax money in March and that another payment will not be received until September or October 2014. Director Sorensen explained that the money in the operating fund will be used to pay for library expenses.

President Sarlo stated that he contacted other organizations to ask how they deal with their fund balance and investing in some type of fund is an option. President Sarlo asked the board to take into account major expenses that may be incurred as the library building ages.

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve B. 1. Treasurer's Report as of March 31, 2014. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$195,195.95 and ACH Payments - \$49,541.59. [Action Item]

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$195,195.95, and ACH Payments paid in the amount of

## VII.A.

\$49,541.59 as listed on the vendor checks report of March 2014 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### B. Declaration of Surplus Property. [Action Item]

MOTION by Vince Rangel, seconded by Kris Graack, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### C. Report Out Management Committee Action, April 15, 2014 – Alma Perez. [Action Item]

MOTION by Committee, to approve new job descriptions:

Human Resources Manager

Webs Services Assistant

and to approve revisions to the following job descriptions:

Building & Security Services Assistant, Part-time

Building & Security Services Assistant, Full-time

Cataloging and Metadata Specialist

School Liaison

Technical Services Assistant Acquisition and Receiving

Technical Services Manager

Web Services Manager

Youth Services Librarian

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

MOTION by Committee, to approve Library Policy Review

A. Section A, General Policies (A-10, Bylaws of the Board of Trustees, A-16 Carrying Guns on Library Property)

B. Section C, General Regulations, (C-1 Registration Eligibility, C-3 Overdue Fines, C-4 Lost or Damaged Materials, C-8 Rules of Conduct),

C. Section D, Personnel Policy.

D. Section B, Collection Development Policy.

with suggested changes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

The Building and Grounds Committee will meet on Wednesday, April 30, 2014 at 4:00 p.m. The agenda will include a building walk through.

President Sarlo thanked the board for their good work.

X. CORRESPONDENCE.

Director Sorensen stated that the Des Plaines Public Library placed fourth in the Chamber of Commerce Food Fight. Director Sorensen thanked the board for their participation.

XI. OTHER.

MOTION by Vince Rangel, seconded by Rich Pope, to adjourn the regular meeting.

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

Meeting adjourned at 7:35 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
May 20, 2014

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 Tuesday, March 18, 2014. President Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Kristen Graack, Steve Mokry, Rosemary Mulligan, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Heather Imhoff, Susan Farid, Stephanie Spetter, John Jasionowski, Don Sofolo, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Rich Pope, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, a Des Plaines resident, welcomed Rosemary Mulligan to the board. Mr. Serbin suggested that if the trustees go into Executive Session, they do so at the beginning of the meeting, rather than at the end.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.



## VII. CONSENT AGENDA.

Trustee Kendrick asked to remove from the Consent Agenda D.1. Treasurer Report as of April 30, 2014 and E. Acceptance of Reports 2. 2014 Circulation by Month, 3. Chart – Circulation Statistics 2012 -2014, 4. Chart – Computer Use Wired 5. Chart – Computer Use Wireless 6. Director's Report on Strategic Goals.

MOTION by Eugene Fregetto, seconded by Vince Rangel, to approve A. Approval of the Minutes of the Regular Board Meeting – April 15, 2014. B. Approval of the Minutes of the Management Committee Meeting – April 15, 2014. C. Approval of the Minutes of the Building and Grounds Committee Meeting – April 30, 2014. D. Acceptance of Financial Report for March 2014. E. Acceptance of Reports. 1. April 2014 Statistics Report, 7. 2014 Cash Budget Projection. 8. 2014 Contracts as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated that the library has \$7,500,000 cash in the bank, with \$1,500,000 as a dedicated reserve, which leaves \$6,000,000 operating cash and will have at least \$4,500,000 in excess cash after operating expenses. Trustee Kendrick encouraged the board to return the excess money to the taxpayers.

MOTION by Rich Pope, seconded by Dion Kendrick, to approve D.1. Treasurer Report as of April 30, 2014 and E. Acceptance of Reports 2. 2014 Circulation by Month, 3. Chart – Circulation Statistics 2012 -2014, 4. Chart – Computer Use Wired 5. Chart – Computer Use Wireless 6. Director's Report on Strategic Goals, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$243,118.95 and ACH Payments - \$45,517.39. [Action Item]

MOTION by Eugene Fregetto, seconded by Kris Graack, to approve the payment of vendor checks in the amount of \$243,118.95, and ACH Payments paid in the amount of \$45,517.39 as listed on the vendor checks report of April 2014 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Server Replacement. [Action Item]

Don Sofolo, President Outsource Solutions Group, recommended that the servers be replaced, per the computer life cycle replacement policy. The servers are warrantied for five years.

## VII.A.

Trustee Fregetto asked to have the following statement added to the minutes:

"Fregetto objected to by-passing the two lowest responsive and responsible bidders for the server and awarding the contract to Outsource Solutions based on the Board's preference to award the contract for the server to the Library's IT consultant regardless of the recommendation from Outsource to award the contract to one of the two lower bidders."

MOTION by Rosemary Mulligan, seconded by Dion Kendrick, to approve the purchase of Server Replacements from Outsource IT Solutions Group in the amount of \$26,673.32.

VOTE: AYES: Graack, Kendrick, Mokry, Mulligan, Perez, Pope, Rangel, Sarlo. NAYS: Fregetto. MOTION CARRIED.

- C. Report Out Building and Grounds Committee Meeting, April 30, 2014 – Steve Mokry. [Action Item]

Trustee Mokry reported that the Building and Grounds Committee met on April 30 and toured the second and fourth floors. The committee viewed improvements made to the fourth floor in 2013 and toured the newly remodeled storytime room. Trustee Mokry stated that the committee also looked at draft plans from the architects for future improvements.

- D. 2015 Per Capita Grant Requirements for Trustees.
  - 1. The trustees reviewed Chapter 7, "Collection Management and Resource Sharing" of *Serving Our Public 3.0: Standard for Illinois Public Libraries, 2014*. **Director Sorensen will prepare the grant documents and present to the board at their August board meeting.**
  - 2. Director Sorensen asked for one board member to volunteer to attend a webinar about the Edge Initiative. **President Sarlo agreed to view the webinar.**
  - 3. All members of the library board must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from the analysis and the library's FY2014 Environmental Scan, describe the library's fiscal climate and needs to serve the community. **Director Sorensen stated that the budget process will fulfil this requirement.**

- E. Announcement of Nomination Committee.

President Sarlo appointed Kristen Graack, Rosemary Mulligan, Richard Pope and Vincent Rangel to the Nomination Committee for Officers for 2014/2015. The committee will bring their recommendations for President, Vice President, Treasurer and Secretary to the June board meeting.

F. Certificate of Deposit Renewal [Action Item]

MOTION by Dion Kendrick, seconded by Vince Rangel, not to renew the Certificate of Deposit for \$100,000, but to deposit the money in the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Heather Imhoff, Head of Public Services, stated that "Food for Fines" will be from June 1 – June 14, 2014.

X. CORRESPONDENCE.

No correspondence.

XI. EXECUTIVE SESSION

MOTION by Vince Rangel, seconded by Dion Kendrick, to enter into an Executive Session at 8:02 p.m. for Discussions Regarding Self-Evaluation, Practices and Procedures or Professional Ethics. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:27 p.m. and was called to order by President Sarlo.

XII. EXECUTIVE SESSION ACTION

No action taken.

MOTION by Rich Pope, seconded by Vince Rangel, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:28 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
June 17, 2014

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 Tuesday, June 17, 2014. President Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Kristen Graack, Steve Mokry, Alma Perez, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Rosemary Mulligan, Rich Pope.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Vince Rangel, asked to remove VIII. New Business. H. Report Out Nominating Committee Action, June 3, 2014 from the Consent Agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Vince Rangel, to accept the agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

Earl Wilson, a Des Plaines resident, stated that he is interested in serving as a trustee on the Des Plaines Public Library board.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

Trustee Fregetto asked to remove D. Acceptance of Reports. 2. 2014 Circulation by Month. 3. Chart- Circulation Statistics 2012-2014. 4. Chart-Computer Used Wired. 5. Chart-Computer Use Wireless.

MOTION by Kris Graack, seconded by Gene Fregetto, to accept A. Approval of the Minutes of the Regular Board Meeting – May 21, 2014., B. Approval of the Minutes of the Nominating Committee Meeting – June 3, 2014., C. Acceptance of Financial Reports for May 2014., 1. Treasurer’s Report as of May 30, 2014. D. Acceptance of Reports. 1. May 2014 Statistics Report. 6. Director’s Report on Strategic Goals., 7. 2014 Cash Budget Projection. 8. 2014 Contracts. as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Alma Perez, to approve D. Acceptance of Reports. 2. 2014 Circulation by Month. 3. Chart- Circulation Statistics 2012 -2014. 4. Chart – Computer Use Wired. 5. Chart – Computer Use Wireless, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$341,750.17 and ACH Payments - \$63,279.00. [Action Item]

MOTION by Eugene Fregetto, seconded by Vince Rangel, to approve the payment of vendor checks in the amount of \$341,750.17, and ACH Payments paid in the amount of \$63,279.00 as listed on the vendor checks report of May 2014 and authorize Library Director Sorensen to have transferred the amount required to the library’s operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Payment to Reference USA - \$12,024.00.

MOTION by Kristen Graack, seconded by Dion Kendrick, to approve payment to Reference USA in the amount of \$12,024.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## VIII.A.

### C. Approve Payment to Innovation Experts - \$12,326.00.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve payment to Innovation Experts for MyMediaMall in the amount of \$12,326.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### D. Approve Purchase of Meeting Room Chairs.

Director Sorensen asked for approval to purchase 175 meeting room chairs for meeting rooms B and C and 5 transport dollies from KI.

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve the purchase of 175 meeting room chairs and 5 transport dollies from KI in the amount of \$19,045.50. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### E. Janitorial Contract.

Director Sorensen stated that the janitorial contract expired in June 2014. Crystal Maintenance Services, our current janitorial service, agreed to renew the current cleaning contract for three years in the amount of \$44,088. The board asked Director Sorensen to ask for a three-month extension from Crystal Maintenance and to go out for bid for a new three-year cleaning contract.

MOTION by Eugene Fregetto seconded by Dion Kendrick, to request a three-month extension from Crystal Maintenance Services. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### F. Approve Library Board Meeting Dates.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve library board meeting room dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### G. Approve Non-Resident Fee.

MOTION by Steve Mokry, seconded by Kris Graack, to approve a Non-Resident Fee in the amount of \$275.77. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## IX. ANNOUNCEMENTS.

### A. July 15, 2014 Board of Trustees Meeting – 4:00 p.m.

Director Sorensen stated that the board will meet at 4:00 p.m. on July 15, 2014.

## VIII.A.

### B. Semi-Annual Board Dinner, July 15, 2014.

Director Sorensen invited board members to attend the semi-annual board dinner immediately following the July 15 board meeting.

Director Sorensen invited the board to march in the 4<sup>th</sup> of July parade.

### X. CORRESPONDENCE.

No correspondence.

### XI. OTHER.

### XII. EXECUTIVE SESSION

MOTION by Kris Graack, seconded by Vince Rangel, to enter into an Executive Session at 7:55 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:03 p.m. and was called to order by President Sarlo.

### XII. EXECUTIVE SESSION ACTION

MOTION by Dion Kendrick, seconded by Kris Graack, 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:

**December 17, 2013** – Semi-Annual Review of Executive Session Minutes.

**February 18, 2014** – Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee and Probable or Imminent Litigation.

**May 20, 2014** – Discussions Regarding Self-Evaluation, Practices and Procedures or Professional Ethics.

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

**July 15, 2008** - Compensation, Discipline or Performance of a Specific Employee.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

Meeting adjourned at 8:04 p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
July 15, 2014

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 Tuesday, July 15, 2014. President Sarlo called the meeting to order at 4:02 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Kristen Graack, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Eugene Fregetto, Steve Mokry, Rosemary Mulligan.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Heather Imhoff, Susan Farid, Stephanie Spetter, Ali Van Doren, Earl Wilson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

Eugene Fregetto entered the meeting at 4:04 p.m.

VII. Investment Plan & Cash Flow Projection – Courtney Rios, PMA Financial Network.

President Sarlo introduced Courtney Rios from PMA Financial Network who will talk about investing the library's excess cash in short and long term investments to increase interest income. Director Sorensen explained that she was introduced to Courtney Rios from PMA Financial by library accountant, Nathan Gaskill, from Lauterbach & Amen. Ms. Rios spoke about how to increase interest for the library by investing library funds through PMA Financial Network. Ms. Rios prepared and presented to the board a Revenue and Expenditure Analysis prepared with the library's budget documents and projected fund balance amounts.

VIII. CONSENT AGENDA.

Dion Kendrick asked to remove from the consent agenda B.1. Treasurer's Report as of June 30, 2014, C. 7. 2014 Cash Budget Projection.

MOTION by Eugene Fregetto, seconded by Alma Perez, to accept A. Approval of the Minutes of the Regular Board Meeting – June 17, 2014, B. Acceptance of Financial Reports for June 2014,

Trustee Kendrick stated that the library has excess cash in the amount of 4.2 million dollars and the library is funded through September 30, 2015. Trustee Kendrick stated that his opinion was that the excess cash was an unjust use of the public money and should be returned to the taxpayers.

MOTION by Vince Rangel, seconded by Kris Graack, to approve B.1. Treasurer's Report as of June 30, 2014 and C. Acceptance of Reports. 7. 2014 Cash Budget Projection, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NOMINATING COMMITTEE.

President Sarlo stated that Mayor Bogusz has not made any decision about re-appointment of current board members and for that reason President Sarlo suggested that the office of President and Secretary be elected and sworn in at the July board meeting. When Mayor Bogusz makes a recommendation for reappointment of current board members, the board will elect the Vice President and Treasurer.

## VII.A.

Trustee Graack stated that the Nominating Committee met and recommends Dr. Sarlo remain as President and Carol Kidd as Secretary.

MOTION by Committee, to nominate Dr. Gregory Sarlo, as President and Carol Kidd as Secretary. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Dr. Gregory Sarlo and Carol Kidd took the oath of office.

### X. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$252,309.29 and ACH Payments - \$43,698.99. [Action Item]

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$252,309.29, and ACH Payments paid in the amount of \$43,698.99 as listed on the vendor checks report of June 2014 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Payment to Ebsco - \$27,698.41.

MOTION by Kris Graack, seconded by Eugene Fregetto, to approve payment to Ebsco in the amount of \$27,698.41. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Declaration of Surplus Property.

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### XI. ANNOUNCEMENTS.

### XII. CORRESPONDENCE.

No correspondence.

### XIII. OTHER.

### XIV. ADJOURNMENT.

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

Meeting adjourned at 4:48p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Building and Grounds Committee Meeting  
July 31, 2014

I. CALL TO ORDER.

The Building and Grounds Committee meeting was held in the second floor conference room on Thursday, July 31, 2014. The Chair of Building and Grounds, Steve Mokry, called the meeting to order at 6:08 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Steve Mokry, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Eugene Fregetto.

Also present: Holly Richards Sorensen, Roberta Johnson, Alma Perez.

III. CONSIDERATION OF THE AGENDA.

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

IV. 2014 MASTER SPACE PLAN STUDY.

Director Sorensen explained the 2014 Master Plan Study document.

The plan proposed the following scope of work:

- 4<sup>th</sup> floor Adult Digital Learning
- 3<sup>rd</sup> floor digital eBAR
- Reorganized, user-friendly, 2<sup>nd</sup> floor Youth Computer Learning Center
- Expanded 1<sup>st</sup> floor Quick Picks Service Center
- Improved 1<sup>st</sup> floor public amenities, including a vending/lounge area and a relocated Lobby Security Station.
- A new 3<sup>rd</sup> floor Teen Center
- Consolidated 1<sup>st</sup> floor Technical Services and Circulation Services work area
- Consolidated Adult Services work space

## VII.B.

- Utilization of the vacated former Adult Services staff areas to house the Creative Services staff and their major equipment and consolidate equipment available to the public like micro-film readers, into one accessible and functional work space
- Improve the usability and public access to the existing 4<sup>th</sup> floor terrace

Trustee Mokry asked if more staff would be needed to operate the library after renovating and Director Sorensen responded that more staff would not be needed.

MOTION by Vince Rangel, seconded by Steve Mokry, to recommend renovations as presented in the 2014 Master Plan Study, to be implemented in two phases. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### V. ADJOURNMENT.

MOTION by Vince Rangel, seconded by Steve Mokry, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 7:33 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
August 19, 2014

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 Tuesday, August 19, 2014. President Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Kristen Graack, Dion Kendrick, Steve Mokry, Alma Perez, Rich Pope, Gregory Sarlo, Carol Kidd.

Absent: Vince Rangel, Rosemary Mulligan.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Earl Wilson, Obaidur Rahman.

President Sarlo talked about Alderman Joanna Sojka and her contributions to the City of Des Plaines. Ms. Sojka passed away on August 18, 2014.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

Dion Kendrick asked to remove from the consent agenda C.1. Treasurer's Report as of July 31, 2014, D.2. 2014 Circulation by Month, D.7. 2014 Cash Budget Projection

MOTION by Eugene Fregetto, seconded by Alma Perez, to approve A. Approval of the Minutes of the Regular Board Meeting – July 16, 2014, B. Approval of the Minutes of the Building & Grounds Committee Meeting – July 31, 2014, C. Acceptance of Financial Reports for July 2014, D. Acceptance of Reports. 1. July 2014 Statistics Report, 3. Chart- Circulation Statistics 2010 – 2014, 4. Chart- Computer Use Wired. 5. Chart – Computer Use Wireless, 6. Director's Report on Strategic Goals, 8. 2014 Contracts. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated that in the library accounts there is an excess of \$3,300,000, over and above the \$1,500,000 in reserves. Trustee Kendrick stated that the library should give the excess money back to the taxpayers and that the library does not need \$3,300,000 in excess cash.

MOTION by Dion Kendrick, seconded by Kristen Graack, to approve VII. Consent Agenda, C.1. Treasurer's Report as of July 31, 2014, D.2. 2014 Circulation by Month and D.7. 2014 Cash Budget Projection, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$258,329.49 and ACH Payments - \$44,961.14. [Action Item]

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$258,329.49, and ACH Payments paid in the amount of \$44,961.14 as listed on the vendor checks report of July 2014 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Vince Rangel entered the meeting at 7:20 p.m.

B. Approve Purchase of Virtual Host Server.

MOTION by Kristen Graack, seconded by Vince Rangel, to approve the purchase of Virtual Host Server from Outsource Solution Group in the amount of \$10,653.77. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Declaration of Surplus Property.

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

D. Report Out Building and Grounds Committee Action, July 31, 2014 – Steve Mokry.

Trustee Mokry stated the Building and Grounds Committee met on July 31, 2014 to discuss the 2014 Master Plan Study. Trustee Mokry stated that the committee was pleased with the recommendations from the architect and recommend that the renovations be implemented in two phases.

Trustee Kendrick stated that he wants to return the excess cash in the fund balance to the taxpayers and that this is a Cadillac library in a Chevy town. Trustee Kendrick stated he would not be voting for the renovations.

Trustee Graack stated that she took exception to Trustee Kendrick's statement that this is a Cadillac library in an average town. Trustee Graack said that part of the reason she lives here is because she values these things. Trustee Graack asked Trustee Kendrick if he had looked at the plans and he responded no, that it is just about the money. Trustee Kendrick stated that he does not think we need to do these things. Trustee Graack suggested looking at the plans and deciding whether some of the changes might be useful before jumping to conclusions.

Trustee Rangel stated that he has been a library user for 42 years. Trustee Rangel stated that repurposing the space is an opportunity to use the reserve funds for the benefit of the community, so that everybody can see that the money is on the floor. Trustee Rangel stated that this is not a Cadillac library, but a library doing its job.

Trustee Fregetto asked what the original timeframe for the project was and Trustee Mokry responded that the architects proposed that the final stage of the project be completed in 2017.



Trustee Fregetto asked for a presentation to the whole board about what services are being provided and the impact on customer service. Trustee Fregetto stated that he would vote against the proposal at tonight's meeting. Trustee Fregetto stated that in general he is in favor of the renovations and wants the board to hear and know, not conjecture, what renovations are being done and the impact on services the renovations will have and how the renovations will benefit the citizens of Des Plaines.

President Sarlo stated that the Building and Grounds Committee was charged with doing the work and the board should trust that the work the committee did was complete.

President Sarlo stated that the board can look at the Master Plan study and ask questions about the study at an upcoming Finance Committee meeting. President Sarlo encouraged interested board members to attend the Finance Committee meetings when the proposed 2015 budget will be discussed.

Trustee Mokry stated that the committee is excited about the proposed changes to the library and that the library does not need to borrow any money to go forward with the renovations and that the 2015 budget reduces the levy for the third year in a row.

Director Sorensen stated that a summary of the Master Plan study is on pages 29 and 30 of the plan.

MOTION by Committee, to recommend renovations as presented in the 2014 Master Plan Study, to be implemented in two phases. ROLL CALL VOTE: AYES: Graack, Mokry, Perez, Pope, Rangel, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

E. Draft Budget 2015 Presented for Review and Discussion at Next Meeting.

The 2015 draft budget was distributed to the board. President Sarlo asked the board to review the draft budget document and stated that the Finance Committee has to make a recommendation about the budget to the board at their September 16 board meeting. President Sarlo stated that if board members have concerns, questions and/or suggestions about the budget or the renovations they should attend the Finance Committee meetings so that these issues can be addressed.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

Director Sorensen stated that she received a thank you letter from the Self-Help Closet & Pantry of Des Plaines for the donation of young children's books.

XI. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:59 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Finance Committee  
September 16, 2014

I. CALL TO ORDER.

The Finance Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 16, 2014. President Sarlo called the meeting to order at 5:31p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Gregory Sarlo, Richard Pope, Steve Mokry, Rosemary Mulligan, Carol Kidd.

Absent: Eugene Fregetto.

Also present: Alma Perez, Kris Graack, Dion Kendrick, Roberta Johnson, Ali Van Doren, Susan Farid, Gary Valente, Stephanie Spetter, Jo Bonell, Earl Wilson.

President Sarlo stated that he would take comments on the budget from the guests first and give precedence to the committee members.

III. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Rich Pope, to accept the agenda, as presented.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. 2015 Budget Considerations.

Trustee Kendrick read and distributed a statement he prepared. Attached to the statement was statistical information he compiled for board review. (Trustee Kendrick's statement is attached to these minutes, per his request)

President Sarlo stated that at the last board meeting he charged the Finance Committee with meeting before the September board meeting, so the Committee could report back to the board with a motion out of committee regarding the 2015 proposed budget. President Sarlo stated that he is confident the Committee reviewed the proposed budget.

## VIII.B.1.

Trustee Pope asked why the Treasurer did not call the Finance Committee meeting and President Sarlo stated he emailed Trustee Fregetto numerous times, but did not hear from him. President Sarlo trusts the committee members reviewed the budget.

Trustee Mulligan stated she disagreed with the statement read by Trustee Kendrick. Trustee Mulligan stated Des Plaines is a very diverse community. She also stated there is no effective way to return money to the taxpayers. Trustee Mulligan stated the library is a value to the community.

Trustee Graack stated she has never heard anyone complain about how much they pay for the library and she has heard many people comment on what a fabulous library we have. She stated she is proud to be on the library board and will try to move the vision forward. Trustee Graack stated she is a patron of the library and wants to encourage more people to use the library. She does not want to tell people that we don't need the library and here is your money back.

Trustee Pope asked if all the money budgeted for Capital Projects would be spent in 2014 and Director Sorensen stated that, yes, the money is projected to be spent. The first part of the Early Literacy area has been completed and all invoices paid.

Trustee Mokry stated the budget is almost the same as last year. No surprises this year.

President Sarlo stated he is in favor of constantly improving library service. He is looking to bring the most benefit to the community at large. President Sarlo supports the work of the Building and Grounds Committee meetings regarding the proposed renovations to the library. President Sarlo stated even though the library is progressive, we still need improvement.

Trustee Mokry asked Director Sorensen if a permit would be required to do the proposed renovation and Director Sorensen responded that the construction company will request the permit.

MOTION by Rosemary Mulligan, seconded by Steve Mokry, to approve the 2015 budget, as presented. ROLL CALL VOTE: AYES: Mokry, Mulligan, Pope, Sarlo. NAYS: None. MOTION CARRIED.

## VI. ADJOURNMENT.

MOTION by Rich Pope, seconded by Rosemary Mulligan, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:19 p.m.

Minutes prepared by Carol Kidd.

## ATTACHMENT

Trustee Kendrick asked that his statement be attached to the Finance Committee meeting minutes.

To: DPPL Meetings 9/16/14: Finance Committee; Board Meeting  
Fr: Dion F Kendrick, Trustee

At our last meeting some of my fellow Trustees took umbrage at an automotive metaphor I used to criticize the Staff's proposed \$2.2 million highly excessive spending program. In fact, one Trustee claimed she was "offended" by my statement. Would it have sounded less offensive if I had said: "a Bentley library in a Buick town"; or "a Rolls Royce Library in a Mercedes town?" The economic cost differentials are still the same.

Offensive is a heavy weight word thrown around much too lightly these days; sort of like swatting a fly with a sledgehammer. When it's overused and/or poorly used it becomes meaningless. We become desensitized. For example: as a society we have allowed ourselves to be ruled by the tortured legalisms of judicial fiat that not only license adulterous behaviors but then go on to instruct us to celebrate them as public virtues! Wouldn't it be fair to say that this is what we should find "offensive"? Not a simple automotive metaphor.

Now to the business at hand; two years ago this Board authorized a "space allocation study" in order to evaluate current space utilization to affirm current usage and/or to recommend modifications to space usage in order that library activities and management thereof might be more efficient. Our board president has stated on several occasions and in writing that the "heavy lifting" of this organization's activities should be handled at the Committee level with a report out of the fruits of its deliberations; and its recommendations to the Board. I wholeheartedly support that process.

I have served this board for a little over four years. In that time I have never missed a board meeting or a Committee meeting. I missed the last building committee meeting because I was on vacation. That said; two years of study is a long time. I would request the board secretary make available to this membership the entirety all of the minutes of all of the meetings that Building and Grounds and Finance had over the course of the last two years studying this "space allocation" and the recommendations of Staff contained in this 46 page document we all first saw last month.

In addition to all of these minutes of the myriad committee meetings; I would also ask that the Secretary make available to the Board the numerous internal reports of staff meetings, analysis, studies and the research that was most assuredly done to inform the architects what they wanted to do and where; and also, most assuredly used, to educate the library trustee committee members to allow them informed decision making. The Board would be particularly interested in that data collection, research and analysis that discloses the efficiencies and cost savings this \$2.2 million capital investment will yield; what is our return on investment? How many years to recoup the cost through the claimed "efficiencies"?

Furthermore; I'd like to see copies of the Board Minutes over the last two years wherein the Executive Director has routinely kept the Board informed and updated as to the progress of the study and the dollar amounts of the proposals under consideration by the Committees. Where are they? Do they even exist? The better question is: should they exist? The answer is; they should exist but they don't.

## VIII.B.1.

Not because they were lost; but because those meetings, studies, reports and research were never done. This is not proper governmental oversight on the part of this Board or our Executive Director for a \$2.2 million expense.

In fact; this capital expense report and its ramrod style of presentation and fast track approval is only occurring because two Trustees, acting as appointed representatives of the taxpayers, had the temerity to ask for a refund of the unconscionable surplus this institution has built up over the last 5+ years by overcharging its patrons in the first place.

The 46 page, \$2.2 million staff Christmas wish list we were first made aware of last month is not detailed to any degree. It is full of statements claiming that this thing or that or more comfy chairs will increase learning abilities and/or staff efficiencies but there is no research cited to substantiate any claim; not one! We also need to remember; this is not our building. We are tenants. It belongs to the city. We can carpet, paint and move furniture around but any reconfiguration of the structure (i.e. the Terrace space) or electrical/plumbing work has to be approved by the Landlord (read the Lease!); and I would certainly hope they would ask for detailed research on how this expensive reconfiguration will increase patron learning abilities, staff efficiencies, provide cost reductions and increases in library card enrollment. Furthermore; this building is only 14 years old. It was built for at least an 80 year useful life. It's still a teenager; hardly in need of physical augmentations to make it more desirable.

I have done some research into the demographics of Des Plaines and the operating metrics of its library. They are in the packets being circulated. The chair has unilaterally restricted the time we can debate this \$2.2 million proposal so I'll hit a few highlights:

- By eight demographic measures of income, home value and population characteristics Des Plaines averages out to 102% of those averages; statistically insignificant; it is an average town.
- By income and home value DP is 121% of the average; definitely middle class; which is an IRS Form 1040 measurement; not a state of mind. Using this measurement and the IMLS per capita library operating expenses for IL cities of 50K to 100K in legal service area our annual library spending should be \$4.2 million; not the \$6 million a year we've averaged for the last 5 years.
- By population measure the DPPL ranks among the top 5% of the most expensive libraries to operate in the whole country. Surely we should eschew such honors.
- IMLS reports disclose that DPPL should have total FTE's of 39 including 6 MLS librarians; we have 65 FTE's including 20 MLS librarians (bloated high paid staffing). In total we have over 100 people employed in this 84K s/f building; by contrast DPPW has less than 50 to service 14 square miles.
- DP population has grown 2.5% per year in the last 25 years; DPPL book circulation has grown only 1.5% per year. Movies have grown 10% per year; they now account for 38% of total circulation (25% children; 47% for adults). "E"-circulation is currently 4% of total; up from 3% last year.
- We have ~256K items in our collection. If you want to spend money to be an "E" library; it would cost us only \$750K to buy each household in DP the latest Kindle with access to over 600K books. We could increase our "collection" 230% at a cost of \$1.25 per book.

## VIII.B.1.

- Alternatively; if you want to spend this excess money so the people don't get their refund why not pay off the \$3 million still outstanding on the city's library bond (#2005-D) and save taxpayers ~\$400K in interest. We have the excess funds to that right now.
- In the last 5 years the total EAV of all taxable real estate in DP has decreased 22%. The DPPL property tax levy has decreased just 5% over the same time period (2009-2013).
- This 2015 budget proposes a 1.5% tax levy decrease which equates to \$93K. This self-same budget also proposes to set aside \$75K in "contingency reserves". So this budget puts \$93K in one pocket of the taxpayer and takes \$75K out of another; this budget also appears to set aside another \$300K in capital reserves which already has \$300K in it.
- These reserve allocations proposed by staff which will not only sit on top of the \$1.5 million already in established reserves but this same budget projects **an excess cash position at FYE 2015 of \$2.2 million OVER AND ABOVE OUR ESTABLISHED RESERVES AND AFTER ACCOUNTING FOR THE FULL \$2.2 MILLION IN PROPOSED PHASE 1 & 2 CAPITAL EXPENSES IN THE 2015 BUDGET!**
- This \$2.2 million capital improvement proposal is incomplete; it is not cost detailed to any degree and it excludes five items of cost estimates which could total another \$500K.
- According to IMLS data our library is twice as big as it should be for our legal service area; as such it is not surprising it costs twice as much to operate and has double the staff it should. This concept is not hard to understand; it's not quantum physics; it's arithmetic.
- Over the last 14 years since this oversized building came to exist by government fiat; ignoring the two referenda "NO" votes of the taxpayers; the excess incremental cost of this new library over maintaining the old library is ~\$17 million. That's \$17 million, levied under protest, to fund a building and an enterprise that the people who pay the bills rejected twice. That's a missing \$17 million that DP parents don't have to spend on their families. Excuse me for being overly sensitive but that is objectively offensive.

Over the last four years I've been on this board I have seen five budget proposals. Every original budget submission by staff has been approved by a majority of the board; every one; no modifications; no exceptions. I submit to you here assembled that this is not oversight by citizen representatives; it is acquiescence. In past years we've had at least three months and several meetings to assess the budget. This year the budget was submitted to the board just last month; not the Finance Committee, as it should have been according to our By-Laws; and we are being asked to not only pass this budget but also include in it a \$2.2 million unsubstantiated capital spending program with only one meeting! I submit that this unusually fast track process is either evidence of gross mismanagement at the administrative level; or an arranged attempt to subvert the normal process to lay claim to the surplus funds from their rightful owners. I implore my fellow trustees in Finance and on this Board to:

- Remove this capital spending program from the 2015 budget; send it back to Building and Grounds where the real heavy lifting of data collection, research and requisite detail can be done so informed recommendations and decisions can be made. There is no need to rush to judgment on this program. The building is not falling apart. Time is a wise friend.

## VIII.B.1.

- Reduce that tax levy for 2015 by at least \$1 million; we'll still have more than enough to spend the \$2.2 million (hopefully less) on the capital program should we really decide to implement that whole program at a later date.
- Request the Exec Dir. to refer this budget to the Chair of Finance which she should have done three months ago so that committee can do the requisite "heavy lifting" this document so richly deserves. We still have 30 days before we have to submit this to the city
- Do not allow any additions to staff; we have more that we should already. If variant needs arise existing staff can be re-purposed.
- 2015 Med/Dent benefits for FT employees total \$400K; up from \$340K in 2013; up 18%. Change benefit program to individual policies for FT and subsidize each at \$5,000 per year; cost \$195,000 (save taxpayers \$205,000).
- Demand that Staff produce detailed research/analysis on these significant projects and major cost categories; we pay dearly for their service; we have a right to expect our money's worth.

Respectfully submitted,  
Dion F Kendrick  
DPPL Trustee



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
September 16, 2014

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 Tuesday, September 16, 2014. President Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Kristen Graack, Dion Kendrick, Steve Mokry, Rosemary Mulligan, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jo Bonell, Ali Van Doren, Earl Wilson, John Jasionowsky.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Rich Pope, seconded by Kris Graack, to approve the agenda, as presented.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

John Jasionowsky, President of the Friends of the Library, announced that the Friends booksale would be at the library from September 26 – 28.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson stated that he was in attendance at the board meeting to observe and report back to his colleagues at City Council regarding the library's 2015 budget.

VII. CONSENT AGENDA.

Trustee Fregetto asked to remove from the consent agenda:

B. Acceptance of Financial Reports for August 2014

1. Treasurer's Report as of August 31, 2014.

C. Acceptance of Reports.

1. August 2014 Statistics Report.

2. 2014 Circulation by Month.

3. Chart – Circulation Statistics 2010 – 2014

4. Chart – Computer Use Wired

5. Chart – Computer Use Wireless

MOTION by Vince Rangel, seconded by Alma Perez, to approve the following items from the Consent Agenda:

A. Approval of the Minutes of the Regular Board Meeting – August 19, 2014.

C. Acceptance of Reports.

6. Director's Report on Strategic Goals,

7. 2014 Cash Budget Projection,

8. 2014 Contracts.

VOTE: AYES: All. NAYS: None.

Trustee Fregetto requested that the Circulation Statistics 2010 – 2014 chart, the Computer Use Wired chart and the Computer Use Wireless chart be redesigned per his previous suggestion. President Sarlo stated that the Finance Committee should meet and review the chart design.

MOTION by Kris Graack, seconded by Rich Pope, to approve

B. Acceptance of Financial Reports for August 2014

1. Treasurer's Report as of August 31, 2014.

C. Acceptance of Reports.

1. August 2014 Statistics Report.

2. 2014 Circulation by Month.

3. Chart – Circulation Statistics 2010 – 2014

4. Chart – Computer Use Wired

5. Chart – Computer Use Wireless

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$163,445.29 and ACH Payments - \$42,762.20. [Action Item]

MOTION by Eugene Fregetto, seconded by Vince Rangel, to approve the payment of vendor checks in the amount of \$163,445.29, and ACH Payments paid in the amount of \$42,762.20 as listed on the vendor checks report of August 2014 and authorize Library

## VIII.A.

Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### B. Approve Janitorial Contract.

Director Sorensen stated that the library went out for bid for the three-year janitorial contract. There were 31 hits on the RFP web page, and 12 companies attended the August 18 pre-bid meeting at the library. Four companies delivered bids, including the current janitorial service provider, Crystal Maintenance Services. Crystal Maintenance Service was the lowest bidder.

MOTION by Rich Pope, seconded by Kris Graack, to award the bid for janitorial services to Crystal Maintenance Services Corp in the amount of \$39,960.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### C. Approve Per Capita Grant Application.

Roberta Johnson, Assistant Director, reported on how the Per Capita Grant was completed and how the library complied with all the requirements.

MOTION by Steve Mokry, seconded by Rosemary Mulligan, to approve the Per Capita Grant Application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### D. Report Out and Motion of Finance Committee regarding 2015 Budget. [Action], September 16, 2014 – President Sarlo.

President Sarlo explained the budget process. He thanked the committee for their work on budget and stated that the committee did their homework. President Sarlo stated that there was not a lot of change from the year before.

Trustee Kendrick asked for time to ask additional questions.

Trustee Kendrick stated that the budgets for 2014 and 2015 were different because of the additional Capital Project expenditures.

Trustee Mokry stated that the Building and Grounds Committee reviewed the 2014 Master Plan Study and made a recommendation to the board to complete the proposed improvements in two years rather than four years to save on construction costs.

Trustee Kendrick asked that the levy be reduced by 2.5% rather than 1.5%.

Trustee Mulligan asked how Trustee Kendrick proposes to return money to the taxpayers and Trustee Kendrick replied that the board should reduce the levy.

Trustee Pope called for the question.

## VIII.A.

MOTION by Committee, to approve the 2015 budget, as presented. ROLL CALL VOTE: AYES: Graack, Mokry, Mulligan, Perez, Pope, Rangel, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

### IX. ANNOUNCEMENTS.

John Jasionowsky, President, Friends of the Library, announced the Friends booksale on September 26 & 27.

Heather Imhoff, Head of Public Information, stated that September is National Library Card Sign-Up month. The library has asked patrons to contribute ideas for “100 things you can do with your library card.”

### X. CORRESPONDENCE.

Director Sorensen referred to a letter in the board packet from Presence Holy Family Medical Center. The letter thanked Stephanie Spetter, Head of Youth Services, and the Youth Services staff, for providing storytime for their annual Family Fun Fest.

### XI. OTHER.

### 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 7:43 p.m.

Minutes prepared Carol Kidd.

**DES PLAINES PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**

Agenda for the Meeting of the Nominating Committee

October 21, 2014

6:30 PM

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Nominations for the Office of Vice President and Treasurer.
- VI. Adjournment.



## VII.B.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
October 21, 2014

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 Tuesday, October 21, 2014. President Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Rosemary Mulligan, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Kristen Graack.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jo Bonell, Earl Wilson, John Jasionowsky.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

Earl Wilson, a Des Plaines Public Library, stated that his daughter attended the Science Fair program.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

## VII.B.

### VII. NOMINATING COMMITTEE.

President Sarlo stated that the Nominating Committee met later than normal because he was waiting for library board appointments from the Mayor and City Council.

Trustee Mulligan, chair of the Nominating Committee, reported that the committee's recommendation for Vice President is Vince Rangel and for Treasurer is Rich Pope.

President Sarlo asked for open nominations from the floor.

No other nominations from the floor.

MOTION by Rosemary Mulligan, seconded by Vince Rangel, to accept the slate of officers, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Rangel took the oath of office for Vice President.

Trustee Pope took the oath of office for Treasurer.

### VIII. CONSENT AGENDA.

Trustee Kendrick asked to remove from the consent agenda the following items:

- B. Approval of the Minutes of the Finance Committee Meeting – September 16, 2014.
- C. Acceptance of Financial Reports for September 2014.
  - 1. Treasurer's Report as of September 30, 2014.

Trustee Fregetto asked to remove from the consent agenda the following items:

- D. Acceptance of Reports.
  - 1. September 2014 Statistics Report.
  - 2. 2014 Circulation by Month.
  - 6. Director's Report on Strategic Goals.

The following items were adopted by the board:

- A. Approval of the Minutes of the Regular Board Meeting – September 16, 2014,
- C. Acceptance of Financial Reports for September 2014.
- D. Acceptance of Reports.
  - 3. Chart- Circulation Statistics 2010-2014
  - 4. Chart- Computer Use Wired
  - 5. Chart – Computer Use Wireless
  - 7. 2014 Cash Budget Projection
  - 8. 2014 Contracts.



## VII.B.

Trustee Kendrick stated he pulled the September 16, 2014 Minutes of the Finance Committee Meeting because at the meeting he read a statement where he requested documents to be provided to him. Trustee Kendrick stated these documents were not provided to him and he requested these documents using the Freedom of Information Act (FOIA.) President Sarlo stated Trustee Kendrick was provided 800 plus pages of statistics and reports, which cost the library over \$2,500.00 in manpower to put together, for documents already available to him, including statistics from different departments. Also, President Sarlo reported the complaint filed by Trustee Kendrick to the Attorney General's office regarding this issue was dismissed. President Sarlo stated there was no more time to revisit the issue regarding the action the Building and Grounds Committee took regarding the reallocation of space. President Sarlo told Trustee Kendrick he had already given his perspective over and over again, ad nauseam, and his fellow board members did not support him. President Sarlo stated according to Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition (Chapter XX, pp 644-646) Trustee Kendrick was "Out Of Order" and we were not going to revisit this issue again given we have discussed this issue many times at his request already in the past.

Trustee Fregetto asked Director Sorensen why there is a decrease in library website statistics and Director Sorensen explained that it is difficult to track web statistics because we launched a new website in early 2014 and we are not comparing apples to apples. Heather Imhoff, Head of Public Information, suggested we begin recounting statistics in January 2015 so we can accurately compare the same metrics year to year.

Trustee Mokry stated the library statistics show the residents are using the library.

MOTION by Vince Rangel, seconded by Alma Perez, to approve

B. Approval of the Minutes of the Finance Committee Meeting – September 16, 2014.

C. Acceptance of Financial Reports for September 2014.

1. Treasurer's Report as of September 30, 2014.

D. Acceptance of Reports.

1. September 2014 Statistics Report.

2. 2014 Circulation by Month.

6. Director's Report on Strategic Goals.

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

### IX. NEW BUSINESS.

A. Approve Payment of Vendor Checks Report - \$226,309.98 and ACH Payments - \$42,107.05. [Action Item]

MOTION by Rich Pope, seconded by Vince Rangel, to approve the payment of vendor checks in the amount of \$226,309.98, and ACH Payments paid in the amount of \$42,107.05 as listed on the vendor checks report of September 2014 and authorize Library Director

## VII.B.

Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### B. Declaration of Surplus Property.

MOTION by Vince Rangel, seconded by Rich Pope, to the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### C. Approval of Library Closings through January 2016.

MOTION by Rosemary Mulligan, seconded by Alma Perez, to approve the Library Closings through January 2016, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### D. Approval of Partial Restroom Partition and Fixtures Replacement.

Director Sorensen informed the board that bids were received for the Partial Restroom Partition and Fixtures Replacement and that the library recommends Prestige Distribution of Northbrook, Illinois for the following reasons:

- Prestige Distribution provided a detailed list in their bid of the products and materials to be used, and included samples of the finishes.
- We have worked with Prestige Distribution as a vendor and found their products reliable and their service excellent.
- Prestige Distribution received excellent references from three different organizations.

Specialties Direct provided references, but when references were called, either they did not return the multiple calls made, or when contacted told us they were not familiar with that contractor.

MOTION by Vince Rangel, seconded by Rosemary Mulligan, to recommend and approve the Partial Restroom Partition and Fixtures Replacement to Prestige Distribution in the amount of \$18,780.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### X. ANNOUNCEMENTS.

No announcements.

### XI. CORRESPONDENCE.

No correspondence.

### XII. OTHER.

## VII.B.

### XIII. ADJOURNMENT.

MOTION by Vince Rangel, seconded by Rich Pope, to adjourn the regular meeting.

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

Meeting adjourned at 8:09 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
November 18, 2014

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 Tuesday, November 18, 2014. President Sarlo called the meeting to order at 7:00 p.m.

II. Roll Call.

Roll call indicated the following board members were present: Eugene Fregetto, Kristen Graack, Steve Mokry, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo.

Absent: Carol Kidd, Rosemary Mulligan, Dion Kendrick.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Tim Haskell, Alice Chrostowski, Earl Wilson.

III. Pledge of Allegiance

IV. Consideration of the Agenda.

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

V. Public Comments and Questions.

Alice Chrostowski of the Friends of the Public Library greeted the trustees and invited them to become members. She further invited them to attend the Holiday Book Sale on December 6, 2014.

VI. City Council Community Services Committee – Alderman Jack Robinson.  
Alderman Robinson was not in attendance.

## VII.A.

### VII. Consent Agenda

- A. Approval of the Minutes of the Regular Board Meeting – October 21, 2014
- B. Approval of the Minutes of the Nominating Committee Meeting – October 21, 2014.
- C. Acceptance of Financial Reports for October 2014.
  - 1. Treasurer’s Report as of October 31, 2014
- D. Acceptance of Reports.
  - 1. October 2014 Statistics Report
  - 2. 2014 Circulation by Month
  - 3. Chart – Circulation Statistics 2010 – 2014
  - 4. Chart – Computer Use Wired
  - 5. Chart – Computer Use Wireless
  - 6. Director’s Report on Strategic Goals
  - 7. 2014 Cash Budget Projection
  - 8. 2014 Contracts

Trustee Fregetto pulled item A. Approval of the Minutes. He asked for a more complete reference to the edition and citation from Robert’s Rules of Order to be inserted.

MOTION by Vince Rangel, seconded by Kristen Graack, to approve:

- A. Approval of the Minutes of the Nominating Committee Meeting – October 21, 2014.
- B. Acceptance of Financial Reports for October 2014.
  - 1. Treasurer’s Report as of October 31, 2014
- C. Acceptance of Reports.
  - 1. October 2014 Statistics Report
  - 2. 2014 Circulation by Month
  - 3. Chart – Circulation Statistics 2010 – 2014
  - 4. Chart – Computer Use Wired
  - 5. Chart – Computer Use Wireless
  - 6. Director’s Report on Strategic Goals
  - 7. 2014 Cash Budget Projection
  - 8. 2014 Contracts

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

## VII.A.

New Business.

- A. Approve Payment of Vendor Checks Report - \$222,762.36 and ACH Payments - \$60,584.39

MOTION by Rich Pope, seconded by Vince Rangel, to approve the payment of vendor checks in the amount of \$222,762.36 and ACH Payments in the amount of \$60,584.39, as listed on the vendor checks report of October 2014 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account.

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

VIII. Announcements. (7:10 p.m.)

Director Sorensen announced the staff holiday party on Friday, December 12<sup>th</sup> at 8 a.m., and invited the Trustees to attend.

IX. Correspondence.

None.

X. Other.

President Sarlo wished everyone a very happy Thanksgiving and thanked them for their hard work all year.

XI. Adjournment.

MOTION by Vince Rangel, seconded by Steve Mokry, to adjourn the regular meeting.

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

Meeting adjourned at 7:10 p.m.

Minutes prepared by Roberta Johnson.

**This meeting will be recorded for television broadcast and can be viewed on the library website at [dppl.org](http://dppl.org).**

# VIII.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
December 16, 2014

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 Tuesday, December 16, 2014. President 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, Steve Mokry, Alma Perez, Rich Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Dion Kendrick, Eugene Fregetto, Rosemary Mulligan.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Earl Wilson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Rich Pope, 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 John Robinson.

Alderman Robinson was not in attendance.

## VIII.A.

### VII. CONSENT AGENDA.

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

### VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$289,060.74 and ACH Payments - \$8,894.06. [Action Item]

MOTION by Rich Pope, seconded by Alma Perez, to approve the payment of vendor checks in the amount of \$289,060.74, and ACH Payments paid in the amount of \$8,894.06 as listed on the vendor checks report of November 2014 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Payment to Newsbank - \$15,495.00. [Action Item]

MOTION by Kristen Graack, seconded by Alma Perez, to approve payment to Newsbank in the amount of \$15,495.00, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Review and Approve Increase to Salary Schedule for 2015.

Director Sorensen asked for board approval to increase the salary schedule for 2015.

Trustee Graack asked that staff report back to the board on what the cost would be to adjust any employees that do not currently meet the new minimum salary schedule.

MOTION by Steve Mokry, seconded by Kristen Graack, to approve the increase to salary schedule for 2015 as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Resolutions. [Action Item]
  - 1. Appropriation and Levy

MOTION by Steve Mokry, seconded by Rich Pope, to approve the 2015 Appropriation and 2014 Levy resolution, as presented. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### IX. ANNOUNCEMENTS.

No announcements.



## VIII.A.

### X. CORRESPONDENCE.

No correspondence.

### XI. EXECUTIVE SESSION – To Discuss

#### A. Semi-Annual Review of Executive Session Minutes.

MOTION by Greg Sarlo, seconded by Rich Pope, to enter into an Executive Session at 7:30 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:44 p.m. and was called to order by President Sarlo.

### XII. EXECUTIVE SESSION ACTION

MOTION by Kristen Graack, seconded by Steve Mokry, 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 17, 2014** – 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** - Compensation, Discipline or Performance of a Specific Employee.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### XIII. ADJOURNMENT`

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

Meeting adjourned at 7:46 p.m.

Minutes prepared Carol Kidd.