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BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 21, 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, January 21, 2016. President Sarlo called the meeting to order at 4:03 p.m.

II. ROLL CALL.

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

Absent: Denise Hudec, Steve Mokry, Obaidur Rahman, Patricia Thompson.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Ali Van Doren, Susan Farid, Kathy Krus, Wayne Serbin, Alice Chrostowski.

President Sarlo stated that Obaidur Rahman will resign his trustee position.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

VII.A.

V. PUBLIC COMMENTS AND QUESTIONS.

Kathy Krus, Des Plaines resident, suggested the library board consider redoing the current sign on the front of the library building. Mrs. Krus stated that the current sign is difficult to read. Mrs. Krus also suggested changing the library emergency evacuation floor plan to include a red line designating an emergency pathway.

Wayne Serbin, Des Plaines resident, stated that evening board meetings work well for residents and board members who work during the day.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Vince Rangel, seconded by Kris 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 and ACH Payments - \$877,297.89.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$877,297.89 as listed on the vendor checks report of December 2015 and authorize 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.

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

- C. Approve Lyngsoe Systems for Two-Year Service Agreement - \$63,940.00.

MOTION by Kris Graack, seconded by Rich Pope, to accept the proposal from Lyngsoe Systems for a two-year service agreement in the amount of \$63,940.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII.A.

IX. ANNOUNCEMENTS.

Director Sorensen invited the board to participate in the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

Director Sorensen invited board members to attend the Legislative Breakfast on Monday, February 15, 2016.

Carol Kidd reminded the board that they will be required to file a Statement of Economic Interest.

Director Sorensen invited the board to attend the 2016 ILA Trustee Forum Workshops.

X. CORRESPONDENCE.

XI. EXECUTIVE SESSION.

MOTION by Vince Rangel, seconded by Kris Graack, to enter into an Executive Session at 4:29 p.m. for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 5:52 p.m. and was called to order by President Sarlo.

XII. REGULAR SESSION ACTION.

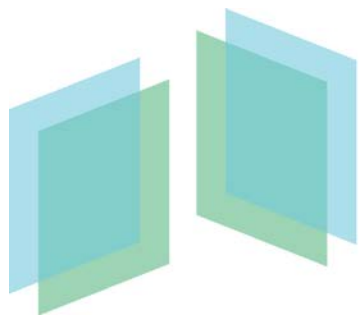
MOTION by Vince Rangel, seconded by Rich Pope, to concur with the decision made in Executive Session regarding the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. ROLL CALL VOTE: AYES: Graack, Pope, Rangel, Sarlo, Wilson. NAYS: None. MOTION CARRIED.

XIII. ADJOURNMENT.

MOTION by Kris Graack, seconded by Vince Rangel, to adjourn the regular meeting.

Meeting adjourned at 5:52p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting February 18, 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, February 18, 2016. President Sarlo called the meeting to order at 7:04p.m.

II. ROLL CALL.

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

Absent: Vince Rangel.

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

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 Malcolm Chester.

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Wilson asked to remove the following items from the Consent Agenda:

- C. Acceptance of Reports.
 - 3. Chart - Circulation Statistics 2012-2016
 - 4. Chart - Computer Use Wired 2012 - 2016
 - 5. Chart - Computer Use Wireless 2012 – 2016

MOTION by Kris Graack, seconded by Steve Mokry, to approve the following items from the Consent Agenda, as presented:

- A. Approval of the Minutes of the Regular Board Meeting – January 21, 2016.
- B. Acceptance of Financial Reports for January 2016.
 - 1. Treasurer’s Report as of January 31, 2016.
- C. Acceptance of Reports.
 - 1. January 2016 Statistics Report
 - 2. 2016 Circulation by Month
 - 6. Director’s Report on Strategic Goals
 - 7. 2016 Cash Budget Projection

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

Trustee Wilson stated that the library’s wireless use is increasing every month. Trustee Wilson also stated that he wants to make sure that the library’s internet service keeps up with the increased usage and that the library is prepared to increase speed at an increased cost.

MOTION by Kris Graack, seconded by Steve Mokry, to approve the following items from the Consent Agenda, as presented:

- C. Acceptance of Reports.
 - 3. Chart - Circulation Statistics 2012-2016
 - 4. Chart - Computer Use Wired 2012 - 2016
 - 5. Chart - Computer Use Wireless 2012 – 2016

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$603,028.64.

MOTION by Rich Pope, seconded by Steve Mokry, to approve payment of vendor checks and ACH Payments in the amount of \$603,028.64 as listed on the vendor checks report of January 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve 3M Service Agreement - \$15,376.92.

MOTION by Earl Wilson, seconded by Steve Mokry, to approve the 3M Service Agreement in the amount of \$15,376.92. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Illinois Public Library Annual Report.

Trustee Graack asked that trustee's cell phone numbers and personal email's be removed from the Illinois Public Library Annual Report. The report will be changed and phone numbers and personal emails will be replaced with trustee's library email and the library telephone number.

MOTION by Kris Graack, seconded by Steve Mokry, to accept the Illinois Public Library Annual Report, with changes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Report out Building and Grounds Committee Action, February 18, 2016- Steve Mokry.

Trustee Mokry reported that the Building and Grounds committee met before the regular board meeting. Trustee Mokry stated that the renovations are impressive and that the project is on schedule and on budget. Trustee Mokry asked Director Sorensen if there was a completion date for the project and Director Sorensen responded that the renovations are scheduled to be completed by June 1, 2016. Trustee Mokry scheduled a Building and Grounds Committee meeting for Thursday, April 21, 2016 at 6:00 p.m.

IX. ANNOUNCEMENTS.

Director Sorensen reminded the board that the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT" will continue through the end of February and that all donations are welcome.

X. CORRESPONDENCE.

XI. OTHER.

XII. EXECUTIVE SESSION.

MOTION by Rich Pope, seconded by Earl Wilson, to enter into an Executive Session at 7:32 p.m. for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:44p.m. and was called to order by President Sarlo.

XIII. REGULAR SESSION ACTION.

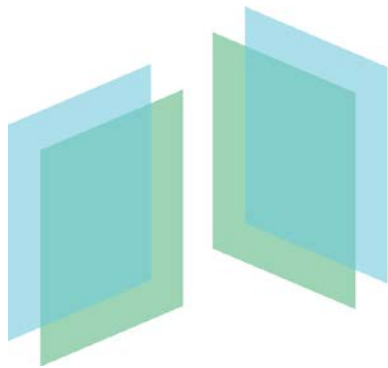
MOTION by Kris Graack, seconded by Rich Pope, to accept the proposal made in executive session regarding the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. ROLL CALL VOTE: AYES: Graack, Hudec, Pope, Rangel, Sarlo, Wilson. NAYS: None. ABSTAIN: Thompson. MOTION CARRIED.

XIV. ADJOURNMENT.

MOTION by Kris Graack, seconded by Steve Mokry, to adjourn the regular meeting.

Meeting adjourned at 8:45 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Building and Grounds Committee Meeting February 18, 2016

I. CALL TO ORDER.

The Building and Grounds Committee meeting was held in the second floor conference room on Thursday, February 18, 2016. The Chair of Building and Grounds, Steve Mokry, called the meeting to order at 6:00 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Steve Mokry, Earl Wilson, Denise Hudec, Carol Kidd.

Also present: Gregory Sarlo, Rich Pope, Kris Graack, Holly Richards Sorensen, Roberta Johnson, Stephanie Spetter, Gary Valente.

III. CONSIDERATION OF THE AGENDA.

MOTION by Earl Wilson, seconded by Denise Hudec, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. BUILDING WALKTHROUGH.

The Committee toured the four floors of the library where construction was in process.

Trustee Mokry stated that staff did an excellent job explaining the building changes and that the progress on the project was astounding.

Trustee Mokry stated that he is very pleased with the project and that the renovations are on schedule and on budget.

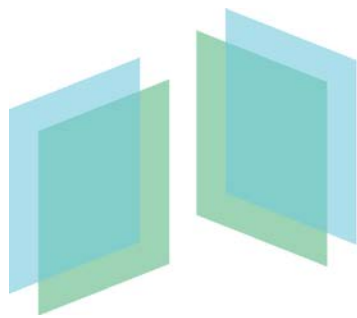
The building walkthrough finished at 7:01 p.m.

V. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Earl Wilson, to adjourn the meeting. VOTE:
AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 7:03 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 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, March 17, 2016. President Sarlo called the meeting to order at 7:02 p.m.

II. ROLL CALL.

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

Absent: Rich Pope.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Earl Wilson, seconded by Steve Mokry, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$472,413.00.

MOTION by Gregory Sarlo, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$472,413.00 as listed on the vendor checks report of February 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Assistant Director Johnson reported that she applied for and the library received an E-rate grant. The savings to the library on internet access and telephone service is approximately \$11,000.00 a year.

Trustee Mokry announced that the Building and Grounds Committee will meet on April 21, 2016 at 6:00 p.m.

X. CORRESPONDENCE.

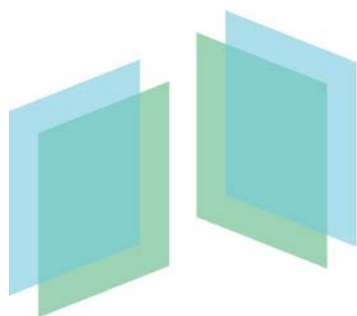
XI. OTHER.

XII. ADJOURNMENT.

MOTION by Vince Rangel, seconded by Kris Graack, to adjourn the regular meeting.

Meeting adjourned at 7:16 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting April 21, 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, April 21, 2016. President Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

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

Absent: Rich Pope

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Gary Valente, John Jasionowski, Bruce Lester, Wayne Serbin, James Sulaka, Sadab Desai, Estefan Solagman.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

James Sulaka, Des Plaines resident, stated that he was attending the board meeting as part of a group project for his American Government class. James asked what the difference was between services offered to incorporated residents versus unincorporated residents of Des Plaines. Director Sorensen stated that she could speak to him about libraries and that residents of unincorporated Des Plaines may be annexed into the Niles library district. Director Sorensen suggested that James and his classmates talk to a reference librarian on the fourth floor of the library for further information regarding city services.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Graack asked to remove B. Acceptance of Financial Reports for March 2016 from the Consent Agenda.

MOTION by Steve Mokry, seconded Vince Rangel, to approve the following Consent Agenda items.

- A. Approval of the Minutes of the Regular Board Meeting – March 17, 2016.
- B. 1. Treasurer’s Report as of March 31, 2016.
- C. Acceptance of Reports.
 - 1. March 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 what the payment to Mid-America Charter Lines, Inc. was for, and if the charge was for a bus trip, whether the patron pays for the event. Director Sorensen responded that when the library charters a bus for a patron program, the cost for the bus is recouped by the cost charged to the patron for the event. The fees collected for the program are then deposited into the Special Programs and Events revenue account.

MOTION by Kris Graack, seconded by Steve Mokry, to approve VII. Consent Agenda. B. Acceptance of Financial Reports for March 2016. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$432,365.30.

MOTION by Gregory Sarlo, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$432,365.30 as listed on the vendor checks report of March 2016 and authorize 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.

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

- C. Approve Proposal for Payroll Services.

MOTION by Kris Graack, seconded by Steve Mokry, to award the three- year proposal for payroll services to Prodata Payroll, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Report out Building and Grounds Committee Action, April 21, 2016 – Steve Mokry.

Trustee Mokry, Chair of Building and Grounds, reported that the committee met on Thursday, April 21, 2016 to tour the four floors of the library where construction was in process and to discuss the proposed renovation of the terrace. Trustee Mokry stated the building looks great. Director Sorensen stated the project is on time and on budget.

Trustee Mokry reported that the building renovations are near completion and he was asked to bring forward a discussion on moving ahead with renovations to the fourth floor

terrace. Trustee Mokry stated that the terrace space is underused because patrons do not know about the terrace space. Trustee Mokry suggested that the door to the terrace be moved to the center of the space, which will make the space more visible to patrons.

Director Sorensen stated that the terrace renovation was included in the initial construction bid, but architects Lohan/Wight asked contractor Troop to break out the cost from the total bid due to cost restraints. The terrace project can now be considered a change order, so there is no need to rebid the project. The work will take about three weeks to complete.

The board discussed the project and it was decided that the Building and Grounds committee will meet again before the regular board meeting on May 19, 2016 at 5:30 p.m. President Sarlo asked if Director Sorensen could get a quote for the installation of double doors at the current door location and a quote for a door installation in the center of the terrace space.

The Building and Grounds Committee will meet on Thursday, May 19, 2016 at 5:30 p.m.

IX. ANNOUNCEMENTS.

President Sarlo announced that Bruce Lester will be sworn in as a library trustee at the May 19, 2016 meeting. Trustees Mokry and Wilson will also take the oath of office for another three year term as trustees at the May 19, 2016 board meeting

X. CORRESPONDENCE.

Director Sorensen announced that Des Plaines Public Library entered and won a contest sponsored by Lyngsoe Systems to name the automated material handler. The Des Plaines Public Library entered Chewbooka as the name for the automated material handler and won \$500.00 in gift cards to use toward the purchase of Lego's.

Videos of previous board meetings are online the Des Plaines Public Library website: <http://dppl.org/about/board-of-trustees>.

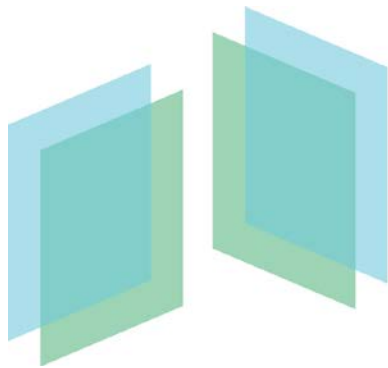
XI. OTHER.

XII. ADJOURNMENT.

MOTION by Kris Graack, seconded by Steve Mokry, to adjourn the regular meeting.

Meeting adjourned at 8:06 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Building and Grounds Committee Meeting April 21, 2016

I. CALL TO ORDER.

The Building and Grounds Committee meeting was held in the second floor conference room on Thursday, April 21, 2016. The Chair of Building and Grounds, Steve Mokry, called the meeting to order at 6:02 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Steve Mokry, Earl Wilson, Denise Hudec, Carol Kidd.

Also present: Gregory Sarlo, Holly Richards Sorensen, Roberta Johnson, Kris Graack, John Jasionowski, Gary Valente, Wayne Serbin.

III. CONSIDERATION OF THE AGENDA.

MOTION by Earl Wilson, seconded by Denise Hudec, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. BUILDING WALKTHROUGH.

The Committee toured the four floors of the library where construction was in process. Chairman Mokry reported that the building renovations are near completion.

V. CONSIDERATION OF THE TERRACE.

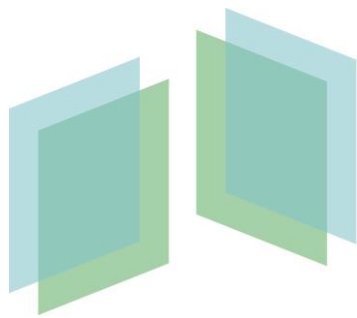
Chairman Mokry stated that he was asked to bring forward a discussion on moving ahead with renovations to the fourth floor terrace. He suggested that the door to the terrace be moved to the center of the space so that the space is more visible to patrons. The terrace is 96 feet long and the architects drawing proposes raising the floor so that patrons can see the City of Des Plaines while seated on the terrace. There would be a ramp to accommodate disabled patrons. Plans for the terrace were distributed to the committee. The committee discussed the architect plans and the suggestion from Chairman Mokry regarding the doors to the terrace.

VI. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Earl Wilson, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 7:03 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting May 19, 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, May 19, 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, Steve Mokry, Earl Wilson, Patricia Thompson, Gregory Sarlo, Carol Kidd.

Absent: Rich Pope, Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Bruce Lester, Alderman Malcolm Chester, Christopher Holly, Alice Chrostowski, Brian Hatlen, Eric Conboy, Lisa Schmidt.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE.

Bruce Lester, Steve Mokry and Earl Wilson took the Oath of Office for Trustee.

VI. PUBLIC COMMENTS AND QUESTIONS.

Director Sorensen introduced Christopher Holly, Executive Director of Cooperative Computer Services (CCS). CCS supports 24 libraries in the Chicago area.

Alice Chrostowski, Vice President, Friends of the Library, thanked the library for donating shelving for their book sales.

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

Alderman Chester stated that there have been major cuts in funding for social services in Illinois and that the City of Des Plaines has budgeted \$10,000 to help residents pay small bills. Alderman Chester also stated that he is proposing that some vacant city owned properties be turned into victory gardens with food being donated to local food banks.

VIII. CONSENT AGENDA.

MOTION by Kris Graack, seconded Earl Wilson, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$470,854.64.

MOTION by Gregory Sarlo, seconded by Steve Mokry, to approve payment of vendor checks and ACH Payments in the amount of \$470,854.64 as listed on the vendor checks report of April 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Report Out Building and Grounds Committee Action, May 19, 2016 – Steve Mokry.

Trustee Mokry, Chair of the Building and Grounds Committee, stated that the committee met and discussed options for the fourth floor terrace. Trustee Mokry also stated that the architects and contractors attended the Building and Grounds meeting and were asked to revise plans for the terrace. The Building and Grounds committee will meet again before the June board meeting to discuss revised terrace plans.

- C. Declaration of Surplus Property.

MOTION by Denise Hudec, seconded by Earl Wilson, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Proposal for Replacement Uninterruptable Power Supply (UPS) System.

MOTION by Kris Graack, seconded by Steve Mokry, to accept the proposal from Netch Corporation for the Replacement Uninterruptable Power Supply (UPS) System, as the lowest bidder. ROLL CALL VOTE: AYES: Graack, Hudec, Mokry, Wilson. NAYS: Lester, Thompson, Sarlo. MOTION CARRIED.

- E. Announcement of Nomination Committee.

Trustees Hudec, Graack and Thompson will serve on the Nominating Committee. Trustee Hudec will chair the committee.

X. ANNOUNCEMENTS.

XI. CORRESPONDENCE.

Trustee Hudec asked if the Per Capita grant had been received and Director Sorensen responded that the library received a letter from the State of Illinois awarding the money, but that the library has not received the grant funds.

XII. OTHER.

XIII. ADJOURNMENT.

MOTION by Steve Mokry, seconded by Kris Graack, to adjourn the regular meeting.

Meeting adjourned at 7:32 p.m.

Minutes prepared by Carol Kidd.



BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
May 19, 2016

I. CALL TO ORDER.

The Building and Grounds Committee meeting was held in the second floor conference room on Thursday, May 19, 2016. The Chair of Building and Grounds, Steve Mokry, called the meeting to order at 5:35 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Steve Mokry, Earl Wilson, Denise Hudec, Carol Kidd.

Also present: Gregory Sarlo, Holly Richards Sorensen, Roberta Johnson, Gary Valente, Heather Imhoff, Bruce Lester, Brian Hatlen (President of Troop Contracting), Eric Conboy (Project Manager, Troop Contracting), Lisa Schmidt (Lead Design Architect, Wight and Co.).

III. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Earl Wilson, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. CONSIDERATION OF THE TERRACE.

Director Sorensen introduced Lisa Schmidt, Lead Design Architect of Wight and Co., Brian Hatlen, President of Troop Contracting and Eric Conboy, Project Manager of Troop Contracting.

Trustee Mokry stated that he would take his suggestion of moving the terrace doors to the center of the space off the table. Trustee Mokry stated that he was not in favor of the glass panels that would be attached to the terrace walls. He suggests keeping the design simple.

The committee discussed removing the proposed glass panels from the design and adding a railing around the space. Lisa Schmidt will talk to Michael Barnes about a material for the railing that will withstand the weather and be structurally sound.

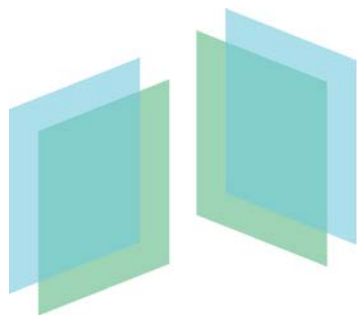
The committee asked the architects to make changes to the terrace plans, option 1, by removing the glass panels and adding a railing around the space. Also, to include pricing for moving the stacks away from the terrace windows and moving the computers to that space. The committee was also interested in adding additional electrical outlets and possible lighting.

V. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Earl Wilson, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:50 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting June 16, 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, June 16, 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, Steve Mokry, Bruce Lester, Rich Pope, Vince Rangel, Earl Wilson, Patricia Thompson, Gregory Sarlo, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Alice Chrostowski, Brian Hatlen, Don Sofolo, Mike Reuter.

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.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Graack asked to remove from the Consent Agenda D. Acceptance of Reports. 1. May 2016 Statistics Report, 2. 2016 Circulation by Month and 4. Chart-Computer Use Wired.

MOTION Vince Rangel, seconded by Steve Mokry, to approve the following consent agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – May 19, 2016.
- B. Approval of the Minutes of the Building & Grounds Committee Meeting – May 19, 2016
- C. Acceptance of Financial Reports for May 2016.
 - 1. Treasurer’s Report as of May 31, 2016.
- D. Acceptance of Reports.
 - 3. Chart - Circulation Statistics.
 - 5. Chart - Computer Use Wireless.
 - 6. Director’s Report on Strategic Goals.
 - 7. 2016 Cash Budget Projection.

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

Trustee Graack questioned whether the decline in meeting room use was due to the fact that the library is being renovated and Director Sorensen responded that only one meeting room is available for programs due to the renovation. Trustee Graack also asked why there were not as many library sponsored programs in 2016 and Director Sorensen responded that it is due to the ongoing construction.

Trustee Graack also noted that patron attendance is down 15% from last year and asked if that was also due to the renovations. Director Sorensen responded that the library was not offering as many programs due to the construction and also that the gate count was not always accurate, due to equipment malfunction. Director Sorensen stated that new gates were installed in 2016, so the gate count will be more accurate.

Trustee Graack also noted that circulation has increased by 16% and Assistant Director Johnson stated that the library has instituted an automatic renewal policy, so materials are automatically renewed if there are no holds on the material.

MOTION by Kris Graack, seconded by Denise Hudec, to approve the following consent agenda items:

- D. Acceptance of Reports.
 - 1. May 2016 Statistics Report.
 - 2. 2016 Circulation by Month.
 - 4. Chart - Computer Use Wired.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$327,837.70.

MOTION by Rich Pope, seconded by Steve Mokry, to approve payment of vendor checks and ACH Payments in the amount of \$327,837.70 as listed on the vendor checks report of May 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Report Out Building and Grounds Committee Action, May 19, 2016 – Steve Mokry.

Trustee Mokry, Chair of the Building and Grounds Committee, stated that the committee met and discussed options for the fourth floor terrace. Trustee Mokry stated that this was a follow-up meeting to the May 19, 2016 Building and Grounds meeting. Director Sorensen distributed new construction plans for the terrace that substituted brushed aluminum for the railings instead of the proposed glass panels. There will be 50 feet of raised elevation on the terrace for a better view of the City of Des Plaines. Changes to the library interior will include swapping books and computers to allow for a better view of the terrace from inside the library. The final cost of the project will be less than originally budgeted. President Sarlo thanked the Building and Grounds committee for their hard work.

Trustee Mokry suggested applying to the City of Des Plaines for a rebate of up to \$5,000 on the cost of the awning and the installation for the terrace. Director Sorensen stated that she would ask the City whether the library was eligible for the rebate.

MOTION by Committee, to approve the terrace plans, as presented, in an amount not to exceed \$157,000 and if contingency funds are not used during the terrace renovation, the money would be used for Voluntary Alternates #5. Awning replacement. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Mokry, Pope, Rangel, Thompson, Sarlo. NAYS: Wilson. MOTION CARRIED.

C. Approve Payment to Lynda.com - \$13,125.00.

MOTION by Kris Graack, seconded by Bruce Lester, to approve the purchase of Lynda.com in the amount of \$13,125.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Proposal for Back-up Disaster Recovery.

MOTION by Kris Graack, seconded by Vince Rangel, to approve BIT Direct for the Back-up Disaster Recover in the amount of \$12,166.04, as presented. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Mokry, Pope, Rangel, Thompson, Sarlo NAYS: Wilson. MOTION CARRIED.

E. Approve Library Board Meeting Dates.

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

F. Approve Non-Resident Fee.

MOTION by Bruce Lester, seconded by Steve Mokry, to approve a Non-Resident Fee in the amount of \$265.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

G. Report Out Nominating Committee Meeting, June 16, 2016 – Denise Hudec.

Trustee Hudec reported that the Nominating Committee met and recommends the following slate of officers for 2016/2017, Gregory Sarlo, President, Vince Rangel, Vice President, Rich Pope, Treasurer and Carol Kidd, Secretary.

H. Approve Slate of Officers – President, Vice President, Treasurer, Secretary.

President Sarlo asked for any nominations from the floor. There were no nominations.

MOTION by Committee to approve the slate of officers for 2016/2017, Gregory Sarlo, President, Vince Rangel, Vice President, Rich Pope, Treasurer and Carol Kidd for Secretary. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

A. July 21, 2016 Board of Trustees Meeting – 4:00 p.m.

The July 21, 2016 board meeting will be held in the second floor conference room at 4:00 p.m.

B. Semi-Annual Board Dinner, July 21, 2016.

The board consensus was to go to Sunrise Grill for the board dinner following the 4:00 p.m. board meeting.

X. CORRESPONDENCE.

XI. OTHER.

XII. EXECUTIVE SESSION – To Discuss

A. Semi-Annual Review of Executive Session Minutes.

MOTION by Kris Graack, seconded by Rich Pope, to enter into an Executive Session at 7:52 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:00 p.m. and was called to order by President Sarlo.

XIII. EXECUTIVE SESSION ACTION

MOTION by Kris Graack, seconded by Vince Rangel, 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, 2015 – Semi-Annual Review of Executive Session Minutes.

January 21, 2016 – The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

February 18, 2016 - The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

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.

XIV. ADJOURNMENT`

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

Meeting adjourned at 8:03 p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
June 16, 2016

I. CALL TO ORDER.

The Building and Grounds Committee meeting was held in the second floor conference room on Thursday, June 16, 2016. The Chair of Building and Grounds, Steve Mokry, called the meeting to order at 5:38 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Steve Mokry, Earl Wilson, Denise Hudec, Carol Kidd.

Also present: Gregory Sarlo, Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Gary Valente, Heather Imhoff, Rich Pope, Bruce Lester, Brian Hatlen, Eric Conboy.

III. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Earl Wilson, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. CONSIDERATION OF THE TERRACE.

Director Sorensen introduced Eric Conboy, Project Manager from Troop Contracting and Brian Hatlen, President of Troop Contracting. Director Sorensen distributed new construction plans for the terrace, which included brushed aluminum for the railings, instead of the original glass panels.

Trustee Hudec asked if Director Sorensen could explain the Voluntary Alternates. Trustee Sorensen explained the five Voluntary Alternates.

The committee decided that if the contingency fund was not used during the terrace renovation, then the money saved by not using the contingency fund would be spent on Alternate #5. (Alternate #5 Remove existing awning and aluminum support brackets, remove rust/repaint brackets in shop, replace or weld any damaged parts, attach new marine Sunbrella Brand awning fabric, reinstall complete awning system.)

Trustee Mokry suggested applying to the City of Des Plaines for a rebate of up to \$5,000 on the cost of the awning and the installation for the terrace. Director Sorensen stated that she would ask the City whether the library was eligible for the rebate.

MOTION by Steve Mokry, seconded by Denise Hudec , to approve the terrace plans, as presented, in the amount not to exceed \$157, 000 and if contingency funds are not used during the terrace renovation, the money would be used for Voluntary Alternates #5. Awning replacement. ROLL CALL VOTE: AYES: Hudec, Mokry. NAYS: Wilson. MOTION CARRIED.

V. ADJOURNMENT.

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

The meeting adjourned at 6:18 p.m.

Minutes prepared by Carol Kidd.



BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
June 16, 2015

I CALL TO ORDER

The Nominating Committee was held in the second floor conference room on Thursday, June 16, 2016.

The meeting was called to order at 6:34 p.m.

II, ROLL CALL

Roll call indicated the following committee members were present: Denise Hudec, Kris Graack, Patricia Thompson, Carol Kidd.

III. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Patricia Thompson, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

None.

V. NOMINATIONS FOR THE OFFICE OF PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

The Committee recommends Gregory Sarlo for President, Vince Rangel for Vice President, Rich Pope for Treasurer and Carol Kidd, Secretary.

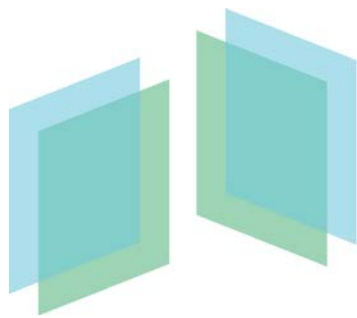
MOTION by Patricia Thompson, seconded by Kris Graack, to recommend Gregory Sarlo for President, Vince Rangel, Vice President, Rich Pope for Treasurer and Carol Kidd for Secretary.

VI. ADJOURNMENT

MOTION by Kris Graack, seconded by Patricia Thompson, to adjourn the meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:36p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting July 21, 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, July 21, 2016. President Sarlo called the meeting to order at 4:02 p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Ali Van Doren, Jennifer Steurer, John Jasionowski, Wayne Serbin.

Absent: Vince Rangel.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, Des Plaines resident, stated that he does not think patrons should be playing Pokémon Go in the library because someone may be injured.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kris Graack, seconded by Denise Hudec, to approve the consent agenda, as presented. VOTE: AYES: All. NAYES: None. MOTION CARRIED.

VIII. NOMINATING COMMITTEE

Dr. Gregory Sarlo took the Oath of Office for President, Rich Pope took the Oath of Office for Treasurer and Carol Kidd took the Oath of Office for Secretary.

The board consensus was that Trustee Rangel would take the Oath of Office for Vice President during Announcements if he arrived later in the meeting.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$448,369.58.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$448,369.58 as listed on the vendor checks report of June 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Payment to LibrariesFirst for MyMediaMall - \$13,589.00.

MOTION by Bruce Lester, seconded by Steve Mokry, to approve payment to LibrariesFirst for MyMediaMall in the amount of \$13,589.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Payment to Ebsco - \$26,760.60.

MOTION by Kris Graack, seconded by Denise Hudec, to approve payment to Ebsco in the amount of \$26,760.60 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Request Approval for "Food for Fines" Program for 2016.

MOTION by Patty Thompson, seconded by Kris Graack, to approve the "Food for Fines" program for 2016 to be held from October 3 – 16, 2016. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Declaration of Surplus Property.

MOTION by Steve Mokry, seconded by Kris Graack, to approve Surplus Property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

- A. 2016 Illinois Library Association Annual Conference – Trustee Day, Thursday, October 20, 2016.

Assistant Director Johnson stated that 2016 Illinois Association Annual Conference will be held in Rosemont, Illinois and invited the board to attend the conference.

Assistant Director Johnson stated that she, President Sarlo, Library Director Sorensen and Carol Kidd met to discuss updating the staff evaluation form to correspond with the evaluation used for the library director. Beginning 01/01/2017 all staff will be evaluated using the new form.

Trustee Rangel entered the meeting at 4:22 p.m.

President Sarlo thanked Tim Haskell for his wonderful work with the library. Tim will be leaving the library/Outsource Solutions Group to join the Army in September 2016.

VIII. Nominating Committee (continued)

- B. Oath of Office

Vince Rangel took the Oath of Office for the office of Vice President.

President Sarlo talked to the board about the Rainbow flag that the library flew in June, 2016 and the response received from the Des Plaines City Council.

President Sarlo thanked Trustee Thompson for speaking to Des Plaines City Council regarding which flags are allowed to be flown on a government flagpole.

Trustee Thompson stated that she attended the Des Plaines City Council meeting on July 18, 2016 to clarify what flags can be flown on a government flagpole and apologized to the library board for not bringing this to their attention at the June board meeting. Trustee Thompson stated that she served as a military librarian and is aware of which flags can be flown on a government flagpole. Trustee Thompson stated that on a government flagpole the American flag, state flag, municipal flag and POW flag are the only flags that can be flown.

Trustee Mokry scheduled a Building and Grounds meeting to be held on Thursday, August 18, 2016 at 5:00 p.m.

Trustee Pope scheduled a Finance Committee meeting to be held on Wednesday, August 17, 2016 at 9:00 a.m. Director Sorensen will email the budget documents to the committee before the meeting.

X. CORRESPONDENCE.

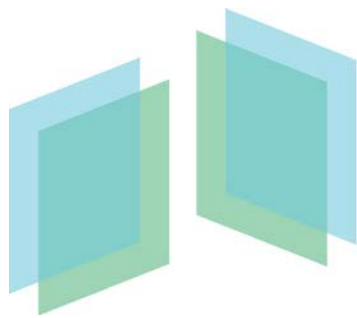
XI. OTHER.

XIV. ADJOURNMENT'

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

Meeting adjourned at 4:52 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 18, 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, August 18, 2016. President Sarlo called the meeting to order at 7:00p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Heather Imhoff, Dan Klobnak, Don Sofolo.

Absent: Denise Hudec, Bruce Lester, Patricia Thompson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Kris Graack, to approve 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 Malcolm Chester.

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Wilson asked to pull from the Consent Agenda the following items:

- B. Acceptance of Financial Reports for July 2016
- C. Acceptance of Reports.
 - 3. Chart- Circulation Statistics.
 - 6. Director's Report on Strategic Goals.

MOTION by Kris Graack, seconded by Vince Rangel, to approve the following items from the consent agenda:

- A. Approval of the Minutes of the Regular Board Minutes – July 21, 2016.
- B. 1. Treasurer's Report as of July 31, 2016.
- C. Acceptance of Reports.
 - 1. July 2016 Statistics Report.
 - 2. 2016 Circulation by Month.
 - 4. Chart- Computer Use Wired.
 - 5. Chart- Computer Use Wireless.
 - 7. 2016 Cash Budget Projection.

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

Trustee Wilson asked what happens when library materials are not returned to the library. Assistant Director Johnson responded that the missing items go on a list. The missing list includes materials that cannot be located in the library, materials that are long overdue and are not expected to be returned and materials that patrons cannot find and then pay for the item. Director Sorensen stated that not all missing items are replaced, so there is no replacement line in the budget.

Trustee Wilson asked what percentage of renewals are active, meaning patron comes to the library to renew the materials, versus passive, meaning patron's items are automatically renewed. Trustee Wilson stated that he wants to increase patron attendance by having patrons return to the library with their materials rather than have items renew automatically. Director Sorensen stated that renewals cannot be counted as

passive or active.

MOTION by Kris Graack, seconded by Earl Wilson, to approve the following Consent Agenda items:

- B. Acceptance of Financial Reports for July 2016
- C. Acceptance of Reports.
 - 3. Chart- Circulation Statistics.
 - 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 - \$371,828.46.

MOTION by Rich Pope, seconded by Steve Mokry, to approve payment of vendor checks and ACH Payments in the amount of \$371,828.46 as listed on the vendor checks report of July 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Report out Building and Grounds Committee Action, August 18, 2016 – Steve Mokry.

Trustee Mokry stated that the Building and Grounds Committee did not meet, but that he plans to schedule another meeting. He encouraged board members to tour the library to see all the changes that have been made and are in process.

- C. Report Out Finance Committee Action, August 17, 2016 – Rich Pope.

Trustee Pope stated that the Finance Committee met on August 17, 2016 to discuss the proposal 2017 budget and that the Committee is recommending that the budget be approved, as presented.

President Sarlo thanked the Finance Committee members, and other board members who attended, for their good work.

MOTION by Committee, to approve the 2017 library budget, as presented. ROLL CALL VOTE: AYES: Graack, Mokry, Pope, Rangel, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Approve Workstation Lifecycle Replacement.

Director Sorensen stated that workstation replacement is in the 2016 budget. The library is recommending the lowest responsible bidder, PCM, in the amount of \$37,800.00.

Trustee Mokry asked who the replacement workstations were for and Tim Haskell, Outsource Solutions Group, replied that half of the computers will be for public use and half will be for the staff.

Trustee Wilson stated that he did not agree with the lifecycle replacement process and stated that the library should have a computer fund that can be used when computers break down.

Don Sofolo, President, Outsource Solutions Group, replied that they have been a service provider to the library for ten years. He stated that when they began working for the library much of the equipment was out of date and needed to be replaced. At that time the library board decided to have a standard lifecycle for the computer equipment, which insures that patrons can use working, up-to-date computers with new programs.

MOTION by Kris Graack, seconded by Rich Pope, to approve PCM to provide Workstation Lifecycle Replacement in the amount of \$37,800.00. VOTE: AYES: Graack, Mokry, Pope, Rangel, Sarlo. NAYS: Wilson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

A. Petition – In the Matter of the Organization of the Fire Fighter Richard Heller Memorial Library District of Cook County, Illinois.

Director Sorensen reported that there will be a public hearing on September 8, 2016 regarding organizing a library district to service unincorporated areas in Des Plaines, Mount Prospect, Arlington Heights and Elk Grove Village. Director Sorensen and Assistant Director Johnson will attend on behalf of the library.

XI. OTHER.

XIV. ADJOURNMENT`

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

Meeting adjourned at 8:16p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Finance Committee
August 17, 2016

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 Wednesday, August 17, 2016. Chairman Rich Pope called the meeting to order at 9:12 a.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Richard Pope, Kris Graack, Gregory Sarlo, Carol Kidd.

Absent: Steve Mokry.

Also present: Earl Wilson, Denise Hudec, Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Heather Imhoff.

III. CONSIDERATION OF THE AGENDA.

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

IV. Public Comments and Questions.

No public in attendance.

V. Review 2017 Draft Library Budget

Director Sorensen stated that minor changes were made to the budget document. Revised budget documents were distributed to the committee.

Director Sorensen stated that the 2017 library budget has a 0% increase in the tax levy.

Trustee Graack asked why there is a \$300,000 transfer in Library Capital Projects Fund and Director Sorensen responded that that covers expenditures in Capital Projects Fund. The Committee reviewed the expenditures in the Capital Projects Fund.

Director Sorensen explained the budget document.

Trustee Pope asked why the line item in Revenue, Total Other Revenue, had increased from \$23,700 in 2016 to \$89,300 in the 2017 budget. Assistant Director Johnson explained that additional revenue was expected from e-rate discounts and refunds. She also explained that this government program was designed to increase connectivity in schools and libraries and that the Des Plaines Public Library will apply for both discounts and refunds in 2017. Assistant Director Johnson explained that the line item in Expenditures, Communication Services, has also been reduced due to the discounts received from this program.

Trustee Graack asked why library donations are expected to increase substantially in 2017. Assistant Director Johnson responded that a library patron would like to make a donation to the library, possibly up to \$20,000, for improvements to the poetry corner. Director Sorensen stated that the library would apply for grants from Rivers Casino. She stated that Rivers Casino was focusing their donation grants on education.

Trustee Wilson asked when the Request for Proposal would be sent out for IT Management Services. Assistant Director Johnson replied that the process will begin in late September or early October, 2016. Trustee Wilson stated that he does not want the RFP to have a clause that states that the contract can be terminated by either party with thirty days written notice. Director Sorensen replied that the Board of Trustees had requested that that stipulation be written into the RFP. Trustee Wilson stated that he believes that this language limits who will bid on the project. Director Sorensen stated that the RFP will be highly visible to potential vendors and that the document can be reviewed by the board before it is published in the newspaper.

The committee discussed circulation of materials, including eBooks. Trustee Pope asked about eBooks circulation statistics and Assistant Director Johnson responded that eBook circulation is steadily increasing.

Trustee Hudec commented that funding for conferences and training is only in Per Capita Grant expenditures. She asked what would happen if the library did not receive Per Capita funding in 2017. Director Sorensen responded that library staff would pay for their own travel expenses and be reimbursed if the library received the Per Capita Grant funds.

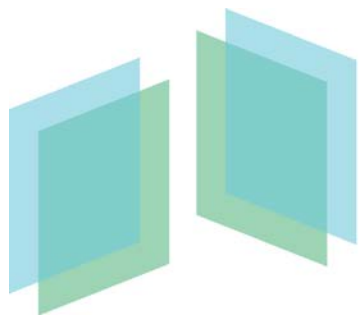
MOTION by Kris Graack, seconded by Rich Pope, to accept the 2017 Draft Library Budget, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT.

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

Meeting adjourned at 11:25 a.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting September 15, 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, September 15, 2016. Trustee Pope called the meeting to order at 7:06 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kris Graack, Denise Hudec, Bruce Lester, Steve Mokry, Rich Pope, Patricia Thompson, Carol Kidd.

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

Absent: Vince Rangel, Gregory Sarlo, Earl Wilson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

John Jasionowski, President of Friends of the Library, stated that the September booksale netted over \$11,000. The Board thanked John and the Friends for their hard work.

DRAFT

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Graack asked to pull from the Consent Agenda the following items:

- C. Acceptance of Financial Report for August 31, 2016.

MOTION by Steve Mokry, seconded by Denise Hudec, to approve the following items from the Consent Agenda:

- A. Approval of the Minutes of the Regular Board Meeting – August 18, 2016.
- B. Approval of the Minutes of the Finance Committee Meeting – August 17, 2016.
- C. 1. Treasurer’s Report as of August 31, 2016.
- D. Acceptance of Reports.
 - 1. August 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 why the line item in Revenue, Library Donations, increased by \$37,050 and Director Sorensen responded that Rivers Casino donated \$37,000 to the library for Youth Services Intern positions and Early Literacy Area installations.

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

- C. Acceptance of Financial Reports for August 2016.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$451,960.97.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$451,960.97 as listed on the vendor checks report of

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August 2016 and authorize 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.

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

C. Approve Proposal for HVAC Maintenance.

Director Sorensen reported that the proposal for HVAC Maintenance is for a Comprehensive Maintenance Contract for HVAC. Six (6) vendors attended the mandatory pre-bid meeting and four (4) vendors' submitted proposals. Oakbrook Mechanical was the lowest responsible bidder and is being recommended by staff.

MOTION by Kris Graack, seconded by Bruce Lester, to approve Oakbrook Mechanical as the lowest responsible bidder for HVAC Maintenance. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Trustee Graack thanked Stephanie Spetter, Head of Youth Services, for her good work at the library and for applying for and receiving the \$37,000 donation from Rivers Casino.

X. CORRESPONDENCE.

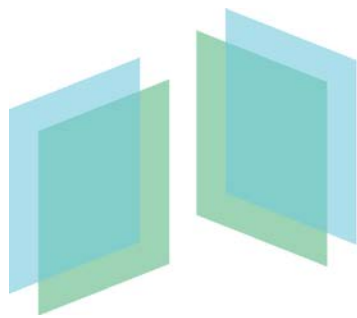
XI. OTHER.

XIV. ADJOURNMENT'

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

Meeting adjourned at 7:50 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting October 20, 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, October 20, 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, Patricia Thompson, Earl Wilson, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Heather Imhoff, Don Sofolo, Mike Reuter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded by Kris Graack, 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.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$421,541.28.

MOTION by Rich Pope, seconded by Vince Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$421,541.28 as listed on the vendor checks report of September 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Lyngsoe Systems for Three Year Service Agreement - \$92,257.00.

MOTION by Kris Graack, seconded by Vince Rangel, to approve Lyngsoe Systems for Three Year Service Agreement in the amount of \$92,257.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approval of Library Closings through January 2018.

MOTION by Vince Rangel, seconded by Steve Mokry, to approve Library Closings through January 2018. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Review and Approve Contract for IT Services.

Director Sorensen stated that the IT Request for Proposal was sent to nine IT companies. The proposal was published through the Federal E-rate site. Director Sorensen stated that the library received three proposals, but that Brammeier Computer Services did not meet the bid requirements. Trustee Lester suggested that if a bid is submitted that does not meet the bid requirements that the bid should not be included in the list of finalist, because it is a non-responsive bid.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve Outsource Solutions Group for three years in the amount of \$1,168,428.36. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Mokry, Pope, Rangel, Thompson, Sarlo. NAYS: Wilson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Director Sorensen stated that she presented the library budget to the Des Plaines City Council and there were no objections to the budget document.

X. CORRESPONDENCE.

XI. OTHER.

XII. ADJOURNMENT'

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

Meeting adjourned at 7:38 p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
November 17, 2016

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Thursday, November 17, 2016. Chair Kris Graack called the meeting to order at 9:23 a.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Rich Pope, Kris Graack, Carol Kidd.

Also Present: Holly Richards Sorensen, Roberta Johnson, Michelle Meyer Edley.

Absent: Patricia Thompson.

III. LIBRARY POLICY REVIEW.

The Committee discussed changes to Policy B, Material Selection and Collection Development Policy.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy B: Material Selection and Collection Development Policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed changes to Policy D, Personnel Policy.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy D, Personnel Policy, as amended.
VOTE: AYES: All. NAYS: All. MOTION CARRIED.

IV. REVIEW JOB DESCRIPTIONS

The Committee discussed changes to the following job descriptions:

Circulation Services Manager

Readers' Services Assistant

Reference Services Assistant

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to the following job descriptions:

Circulation Services Manager

Readers' Services Assistant

Reference Services Assistant

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

The Committee discussed changes to Policy C-4 Lost or Damaged Materials.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy C-4 Lost or Damaged Materials. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

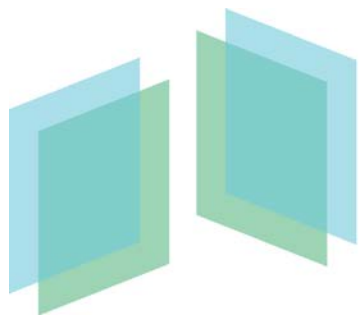
The Committee discussed changes to Policy C-3 Overdue Fines.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy C-3 Overdue Fines. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Kris Graack, to adjourn the meeting.

The meeting adjourned at 12:05 p.m.

Minutes prepared by Carol Kidd



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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.

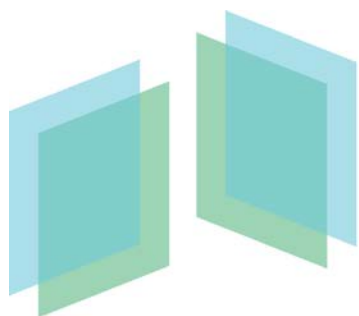
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XII. ADJOURNMENT`

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.



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BOARD OF TRUSTEES Minutes of the Regular Meeting December 15, 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, December 15, 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, Rich Pope, Gregory Sarlo, Patricia Thompson, Earl Wilson, Carol Kidd.

Absent: Steve Mokry, Vince Rangel.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Kris Graack, 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.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$275,495.10.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$275,495.10 as listed on the vendor checks report of November 2016 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Per Capita Grant Application.

MOTION by Bruce Lester, seconded by Rich Pope, to approve the Per Capita Grant application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Resolutions.
1. Appropriation and Levy.

MOTION by Kris Graack, seconded by Bruce Lester, to approve the 2017 Appropriations and 2015 Levy for Library Purposes for Des Plaines Public Library. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Pope, Thompson, Wilson, Sarlo. NAYS: None. MOTION CARRIED.

2. Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act.

MOTION by Patricia Thompson, seconded by Kris Graack, to approve the Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. EXECUTIVE SESSION – TO DISCUSS

A. Semi-Annual Review of Executive Session Minutes

MOTION by Bruce Lester, seconded by Kris Graack, to enter into Executive Session at 7:19 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:47 p.m. and was called to order by President Sarlo.

XII. (REGULAR SESSION) ACTION.

A. Semi-Annual Review of Executive Session Minutes.

MOTION by Rich Pope, seconded by Bruce Lester, 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 16, 2016-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. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:48 p.m.

Minutes prepared Carol Kidd.