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BOARD OF TRUSTEES Minutes of the Regular Meeting January 19, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, January 19, 2017. President Sarlo called the meeting to order at 4:00 p.m.

II. ROLL CALL.

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

Absent: Denise Hudec.

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 Steve Mokry, to approve the Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

None.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

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

Trustee Mokry asked to remove from the Consent Agenda C. 1. December 2016 Statistics Report.

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

- A. Approval of the Minutes of the Regular Board Meeting – December 15, 2016.
- C. Acceptance of Reports.
 - 2. 2016 Circulation by Month
 - 3. Chart – Circulation Statistics 2012 – 2016
 - 4. Chart – Computer Use Wired
 - 5. Chart - Computer Use Wireless

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

Trustee Graack asked why copy fees revenue increased in December 2016. Director Sorensen responded that staff could review the monthly copy fees, but speculated that many businesses stopped offering copying services and the library charges a very reasonable fee.

Trustee Graack asked why interest revenue received for 2016 was budgeted lower than interest actually received for 2016. Director Sorensen responded that interest rates have been historically low and that revenue is difficult to predict. Trustees Wilson and Lester offered to investigate other options for investing some library revenue. President Sarlo appointed Trustees Wilson and Lester to a task force to investigate a possible increase in interest for library funds. President Sarlo appointed Trustee Wilson to head the task force.

Trustee Graack asked why the line item for Property/Liability Insurance was overspent in 2016 and Director Sorensen responded that some invoices for 2017 are included in the December Expense Report. Director Sorensen also stated that the January Expense Report will be adjusted to reflect expenses paid in 2016 for 2017.

Trustee Mokry stated that he read in the local newspaper that library attendance was down in 2016. Director Sorensen responded that the gate counter was not reporting accurately and the attendance numbers were extrapolated from the previous year's attendance totals. Heather Imhoff, Head of Marketing and Communication, stated that due to renovations in 2016 that there were fewer library programs to attract patrons and that renovations to the computer area also affected attendance numbers.

MOTION by Bruce Lester, seconded by Rich Pope, to approve the following Consent Agenda items:

- B. Acceptance of Financial Reports for December 2016.
- C. Acceptance of Reports
 - 1. December 2016 Statistics Report

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$505,137.40.

MOTION by Rich Pope, seconded by Kris Graack, to approve payment of vendor checks and ACH Payments in the amount of \$505,137.40 as listed on the vendor checks report of December 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.

- A. Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

Director Sorensen invited the board to participate in the annual Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT", which supports the local food pantry.

- B. President's Day Library Legislative Breakfast, Monday, February 20, 2017.

Director Sorensen invited board members to attend the President's Day Library Legislative Breakfast on Monday, February 20, 2017. Board members who would like to attend should contact Carol Kidd.

- C. Filing Statement of Economic Interest begins March 2017.

Board members will be required to file their Statement of Economic Interests and will be notified by email by the Cook County Clerk's Office.

D. 2017 ILA Trustee Workshop, Saturday, February 18, 2017.

Director Sorensen invited board members to attend the 2017 Illinois Library Trustee Forum Workshop on Saturday, February 18, 2017. Board members interested in attending should contact Carol Kidd.

X. CORRESPONDENCE.

Assistant Director Johnson reported that the library received an e-rate grant in the amount of \$32,264.00. This is an annual grant program that is offered to schools and libraries to increase connectivity.

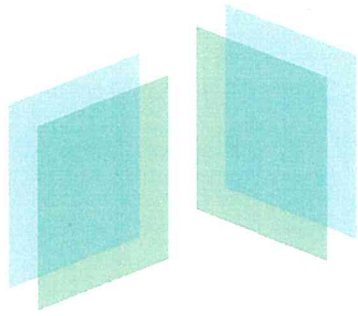
Assistant Director Johnson also reported that the library applied for the Live and Learn Construction Grant for \$25,200 and the library will be notified by March 2017 if the library has been awarded the grant money. If the grant money is awarded to the library, the money will be spent on more flexible shelving in Youth Services and to update all internal signage.

XI. ADJOURNMENT.

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

Meeting adjourned at 4:51 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting February 16, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, February 16, 2017. President Gregory Sarlo called the meeting to order at 7:03 p.m.

II. ROLL CALL.

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

Absent: Steven Mokry, Richard Pope.

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

V. PUBLIC COMMENTS AND QUESTIONS.

None.

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

Alderman Malcolm Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Kristen Graack asked to remove from the Consent Agenda C.6. Director's Report on Strategic Goals.

Trustee Earl Wilson asked to remove from the Consent Agenda B. Acceptance of Financial Reports for January 2017 and C.1. January 2017 Statistics Report.

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

- A. Approval of the Minutes of the Regular Board Meeting – January 19, 2017.
- C. Acceptance of Reports.
 - 2. 2017 Circulation by Month
 - 3. Chart - Circulation Statistics 2013-2017
 - 4. Chart - Computer Use Wired 2013 - 2017
 - 5. Chart - Computer Use Wireless 2013 - 2017
 - 7. 2017 Cash Budget Projection

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

Trustee Kristen Graack asked for an explanation of the “New Hires, Resignations, Retirements from September through December 2016” from the Director's Report. Director Holly Richards Sorensen gave an explanation of how the report was compiled.

Trustee Kristen Graack asked if the Early Learning Center Interns are paid positions. Director Holly Richards Sorensen responded yes and that the Early Literacy Program is supported by the Rivers Casino grant.

Trustee Earl Wilson asked why checks were still being issued to Troop Contracting. Director Holly Richards Sorensen responded that there is still construction work being done in the library, including a rework of the fourth floor terrace railing.

Trustee Earl Wilson stated that the January 2017 Comcast invoices were \$3,876, but that in the Illinois Public Library Annual Report the monthly cost of the library's internet access is listed as \$715 per month. Assistant Director Roberta Johnson responded that the Illinois Public Library Annual Report was data from 2016 and that the e-rate discount was not applied to the current 2017 invoices, but will be applied to future invoices.

Trustee Earl Wilson asked why the monthly statistics for Youth Services patron assistance was much less in 2016 versus 2017. Stephanie Spetter, Head of Youth Services, responded that the Youth Services desk space was undergoing renovations in 2016 and staff was not as easily accessible to patrons to answer their questions.

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

- B. Acceptance of Financial Reports for January 2017.
- C. Acceptance of Reports.
 - 1. January 2017 Statistics Report
 - 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 - \$249,290.33.

MOTION by Gregory Sarlo, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$249,290.33 as listed on the vendor checks report of January 2017 and authorize Director Holly Richards 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 Bruce Lester, seconded by Kristen Graack, to approve the disposal of the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Illinois Public Library Annual Report.

MOTION by Bruce Lester, seconded by Patricia Thompson, to approve Illinois Public Library Annual Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

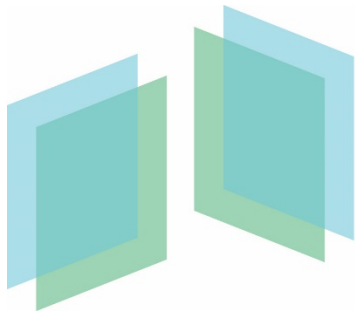
X. CORRESPONDENCE.

XI. ADJOURNMENT.

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

Meeting adjourned at 7:29 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting March 16, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, March 16, 2017. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Richard Pope, Vincent Rangel.

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

III. PLEDGE OF ALLEGIANCE.

Trustee Vincent Rangel entered the meeting at 7:01 p.m.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

None.

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

Alderman Malcolm Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Vincent Rangel, 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 - \$216,462.80.

MOTION by Gregory Sarlo, seconded by Kristen Graack, to approve payment of vendor checks and ACH Payments in the amount of \$216,462.80 as listed on the vendor checks report of February 2017 and authorize Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Library Director Holly Richards Sorensen invited the board to attend “Keys to Running a More Successful Board Meeting”, which is being held at Reaching Across Illinois Library System (RAILS.)

Stephanie Spetter, Head of Youth Services, stated that the library applied for and received a grant in the amount of \$2,000 to purchase circulating STEM kits.

X. CORRESPONDENCE.

XI. EXECUTIVE SESSION

MOTION by Vincent Rangel, seconded by Kristen Graack, to enter into Executive Session at 7:16 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:00 p.m. and was called to order by President Gregory Sarlo.

XII. (Regular Session) Action.

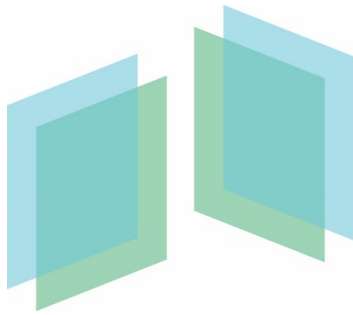
MOTION by Vincent Rangel, seconded by Bruce Lester, to concur with the decision made in Executive Session regarding the appointment, employment, compensation, discipline, performance or dismissal of a specific employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIII. ADJOURNMENT.

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

Meeting adjourned at 9:02 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 20, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, April 20, 2017. Vice President Vincent Rangel called the meeting to order at 7:02 p.m.

II. ROLL CALL.

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

Absent: Richard Pope, Gregory Sarlo.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Steven Mokry, seconded by Kristen 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 Malcolm Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Earl Wilson asked to remove from the Consent Agenda B. Acceptance of Financial Reports for March 2017.

Trustee Kristen Graack asked to remove from the Consent Agenda C. Acceptance of Reports. 1. March 2017 Statistics Report.

MOTION by Bruce Lester, seconded by Denise Hudec, to approve the following Consent Agenda items: VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- A. Approval of the Minutes of the Regular Board Meeting – March 16, 2017.
- B. 1. Treasurer’s Report as of March 31, 2017.
- C. Acceptance of Reports.
 - 2. 2017 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. 2017 Cash Budget Projection.

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

Trustee Earl Wilson asked why a vendor check payable to a library employee had a description that stated it was a Barnes & Noble Refund. Library Director Holly Richards Sorensen responded that it was a reimbursement check to an employee who purchased magazines for the Quick Pick display on the first floor and that the check description will be changed to Barnes & Noble Reimbursement.

Trustee Earl Wilson asked for an explanation of a \$1,500 check made payable to Sally M. Walker. Library Director Holly Richards Sorensen replied that the check was for a two-day children’s author event. The library partners with School District 62 and hundreds of children participate in this annual event.

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

B. Acceptance of Financial Reports for April 2017.

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

Trustee Kristen Graack stated that circulation statistics for Outreach increased by 114% compared to last year and that the year-to-date increase was 40%. Trustee Kristen Graack asked what contributed to the increase. Stephanie Spetter, Head of Youth Services, responded that the library applied for and received a grant from Rivers Casino, which funds an outreach internship at the Early Learning Center at School District 62. Interns visit approximately 600 children each week.

VIII. NEW BUSINESS.

A. Approve Payment of Vendor Checks Report and ACH Payments - \$209,946.90.

MOTION by Vincent Rangel, seconded by Kristen Graack, to approve payment of vendor checks and ACH Payments in the amount of \$209,946.90 as listed on the vendor checks report of March 2017 and authorize Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

B. Approve Proposal for Forum Projectors and Touchscreen Controls.

Library Director Holly Richards Sorensen stated that Forum Projectors and Touchscreen Controls were a budgeted line item in the 2017 budget and that quotes were obtained from three vendors. The recommendation is to accept the lowest bid from Abt Electronics in the amount of \$24,334.34.

Trustee Earl Wilson asked if there was the opportunity for "price matching" on the proposed equipment. Trustee Bruce Lester asked whether Abt would install equipment that was purchased from another vendor. The board consensus was to table the discussion until the May 18 board meeting and to direct Library Director Holly Richards Sorensen to make a price inquiry from Abt, the lowest bidder, through the IT department.

C. Approve Change to Library Closing Dates.

Library Director Holly Richards Sorensen asked the board to approve changes to Library Closing Dates for January 2017 – January 2018. The changes as follows:

Wednesday, June 7, 2017 Library open as scheduled

Monday, June 26, 2017 Library closed for Staff Inservice Day

MOTION by Bruce Lester, seconded by Patricia Thompson to approve the following changes to Library Closing Dates for January 2017 – January 2018:

Wednesday, June 7, 2017 Library open as scheduled

Monday, June 26, 2017 Library closed for Staff Inservice Day

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

IX. ANNOUNCEMENTS.

Heather Imhoff, Head of Marketing and Communications, stated that the library would host “Meet Your Muslim Neighbor” on May 13, 2017 from 2:00 p.m. – 4:00 p.m. and invited the board to attend.

X. CORRESPONDENCE.

Library Director Holly Richards Sorensen reported that she received an award letter from the Office of the Secretary of State stating the Des Plaines Public Library was awarded a FY2017 Illinois Public Library Per Capita Grant in the amount of \$45,316.14.

Library Director Holly Richards Sorensen reported that the library participated in the Self-Help Closet & Pantry of Des Plaines “Food Fight” and received a thank you from the food pantry.

Library Director Holly Richards Sorensen reported that she received a thank you letter from David Orr, County Clerk, for offering Early Voting at the library.

XI. Other.

Trustee Steven Mokry stated that he will resign his library trustee position and may attend the May board meeting, but will not participate in the meeting. The board thanked Trustee Steven Mokry for his good service.

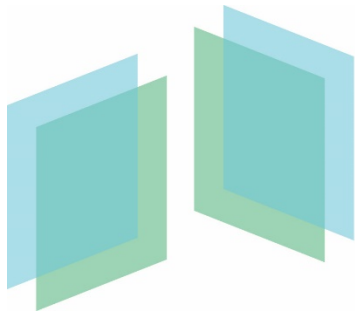
Trustee Patricia Thompson expressed concerns regarding an issue addressed in the last Executive Session. Her concerns surrounded a potential violation of the Open Meetings Act.

XII. ADJOURNMENT.

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

Meeting adjourned at 8:18 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 18, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, May 18, 2017. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

President Gregory Sarlo stated that he was not in attendance for the April 20, 2017 Board of Trustees meeting, but that he reviewed the recording of the meeting. He stated that there was a concern that the Board was in violation of the Open Meetings Act. He called the Illinois Attorney General's office and was told that the library board was not in violation of the Open Meetings Act.

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

Alderman Malcolm Chester was not in attendance.

VII. CONSENT AGENDA.

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

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

VIII. UNFINISHED BUSINESS.

At the April 20, 2017 Board of Trustees meeting, the board directed Library Director Holly Richards Sorensen to make a price inquiry from Abt, for the purchase of Forum Projectors and Touchscreen Controls. Director Holly Richards Sorensen reported that Abt was contacted and asked if they would price match the proposed Forum Projectors and Touchscreen Controls. Abt responded that they would match prices only for authorized sellers of the equipment. Director Holly Richards Sorensen reported that Abe's of Maine is not an authorized seller. She also reported that Newegg is an authorized seller, but Newegg would purchase the equipment from Crawford's Super Store and Crawford's Super Store is not an authorized reseller. Director Holly Richards Sorensen stated that Abt would not install equipment purchased from another vendor.

MOTION by Denise Hudec, seconded by Steven Mokry, to approve the proposal for Forum Projectors and Touchscreen Controls, as presented. VOTE: AYES: Graack, Hudec, Mokry, Pope, Sarlo, Thompson. NAYS: Lester, Wilson. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$258,358.69

MOTION by Richard Pope, seconded by Bruce Lester, to approve payment of vendor checks and ACH Payments in the amount of \$258,358.69 as listed on the vendor checks report of April 2017 and authorize Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Proposal for Purchase of Early Literacy Art and Interactive Panels - \$18,499.54. [Purchased with Funds from Rivers Casino Grant] [Action Item]

Stephanie Spetter, Head of Youth Services, reported that the Early Literacy Art and Interactive Panels has been in the planning stages for seven years. The project will be funded by a grant from Rivers Casino, which Stephanie Spetter, Head of Youth Services applied for and received to fund this project.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the Purchase of Early Literacy Art and Interactive Panels in the amount of \$18,499.54, which is funded by Rivers Casino Grant. VOTE: AYES; All. NAYS: None. MOTION CARRIED.

- C. Report Out Management Committee Action, May 18, 2017 – Kristen Graack.

Chair Kristen Graack stated that the Committee reviewed changes to Policy C-6, Public Meeting Room Use Policy and Policy C-7, Rules of Conduct and reviewed changes to job descriptions, Head of Circulation Services and Assistant Director.

MOTION by Committee, to approve and accept changes to Policy C-6, Public Meeting Room Use Policy and Policy C-7, Rules of Conduct and to accept changes to job descriptions, Head of Circulation Services and Assistant Director. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Announcement of Nomination Committee.

President Gregory Sarlo appointed Trustees Bruce Lester, Denise Hudec and Kristen Graack to serve on the Nominating Committee.

IX. ANNOUNCEMENTS.

President Gregory Sarlo stated that Trustee Steven Mokry will resign his trustee position on the board. President Gregory Sarlo thanked Trustee Steven Mokry for his seven years of service.

X. CORRESPONDENCE.

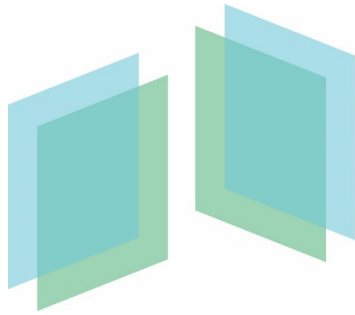
XI. Other.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:29 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
May 18, 2017

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Thursday, May 18, 2017. Chair Kristen Graack called the meeting to order at 6:02 p.m.

II. ROLL CALL.

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

Also Present: Holly Richards Sorensen, Roberta Johnson, Denise Hudec, Wayne Serbin.

III. LIBRARY POLICY REVIEW.

The Committee reviewed revised Policies C-6, Public Meeting Room Use Policy and Policy C-7, Rules of Conduct.

MOTION by Richard Pope, seconded by Patricia Thompson, to approve changes to Policy C-6, Public Meeting Room Use and Policy C-7, Rules of Conduct. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. REVIEW JOB DESCRIPTIONS

The Committee reviewed changes to the following job descriptions:

Head of Circulation Services

Assistant Director

MOTION by Patricia Thompson, seconded by Richard Pope, to approve changes to the following job descriptions:

Head of Circulation Services

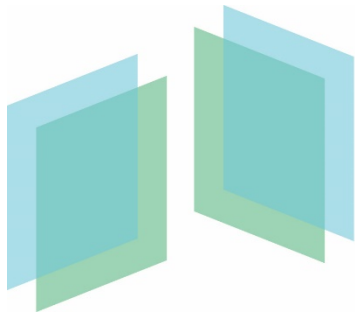
Assistant Director

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

MOTION by Richard Pope, seconded by Patricia Thompson, to adjourn the meeting.

The meeting adjourned at 6:24 p.m.

Minutes prepared by Carol Kidd



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BOARD OF TRUSTEES Minutes of the Regular Meeting June 15, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, June 15, 2017. President Sarlo called the meeting to order at 7:02 p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Wayne Serbin.

PLEDGE OF ALLEGIANCE.

III. CONSIDERATION OF THE AGENDA.

MOTION by Vincent Rangel, 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 the library recently held a wine tasting event and he asked that security monitors check identification, when serving alcohol.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Kristen Graack asked to remove from the Consent Agenda C. Acceptance of Financial Reports for May 2017 and D.1. Acceptance of Reports 1. May 2017 Statistics Report.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – May 18, 2017.
- B. Approval of the Minutes of the Management Committee Meeting – May 18, 2017
- C. 1. Treasurer’s Report as of May 31, 2017.
- D. Acceptance of Reports.
 - 2. 2017 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. 2017 Cash Budget Projection.

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

Trustee Kristen Graack asked for an explanation of the Total Liabilities and Fund Balance in the amount of (\$18,133.10) and Director Holly Richards Sorensen reported that this amount was paid to Burgeon Group LLC for improvements to the Youth Services Department. Director Holly Richards Sorensen also reported that this money was donated to the library by Rivers Casino.

Trustee Kristen Graack asked for an explanation on the decrease in “Visits to Catalog” and “Catalog Users” in the May 2017 Statistics Report. Director Holly Richards Sorensen explained that the program collecting this data malfunctioned. This has been corrected and the June Statistics Report will be correct

Trustee Denise Hudec stated that "Database Usage" had increased and Jo Bonell, Head of Adult Services, stated that patrons are using Lynda.com and Gale courses and this is the reason for the increase to database use.

MOTION Kristen Graack, seconded by Vincent Rangel, to approve the consent agenda, as presented. VOTE: AYES: All. NAYES: None. MOTION CARRIED.

MOTION by Kristen Graack, seconded by Richard Pope, to approve the following Consent Agenda items:

- C. Acceptance of Financial Reports for May 2017.
- D. 1. May 2017 Statistics Report.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$261,166.80.

MOTION by Richard Pope, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$261,166.80 as listed on the vendor checks report of May 2017 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Payment to Reference USA for Two-Year Contract - \$12,024.00 Each Year.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment to Reference USA for a two-year contract in the amount of \$12,024.00 per year. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Library Board Meeting Dates.

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

- D. Approve Non-Resident Fee.

MOTION by Kristen Graack, seconded by Earl Wilson, to approve a Non-Resident Fee in the amount of \$270.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Report Out Nominating Committee Meeting, June 15, 2017 – Bruce Lester.

Trustee Bruce Lester reported that the Nominating Committee met and recommends the following slate of officers for 2017/2018, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack, Treasurer and Carol Kidd, Secretary.

- F. Approve Slate of Officers – President, Vice President, Treasurer, Secretary.

MOTION by Committee to approve the slate of officers for 2017/2018, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack, Treasurer and Carol Kidd for Secretary. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- G. Approve Library Intergovernmental Agreement with MyMediaMall.

MOTION by Bruce Lester, seconded by Vince Rangel, to approve Library Intergovernmental Agreement with MyMediaMall. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

President Sarlo thanked Trustee Richard Pope for his many years of service as a Trustee.

- A. July 20, 2017 Board of Trustees Meeting – 4:00 p.m.

The July 20, 2017 board meeting will be held in the second floor conference room at 4:00 p.m.

- B. Semi-Annual Board Dinner, July 20, 2017.

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

X. CORRESPONDENCE.

Library Director Holly Richards Sorensen announced that the library hosted author, Sally M. Walker on April 27 and 28 and students from District 62 were invited. The program was very successful.

Library Director Holly Richards Sorensen announced that the library will be closed on Monday, June 26, 2017 to attend the American Library Association Conference exhibits.

Director Holly Richards Sorensen stated that the Center of Concern is serving prepared lunches for seniors at the library.

XI. OTHER.

XII. EXECUTIVE SESSION – To Discuss

A. Semi-Annual Review of Executive Session Minutes.

MOTION by Vince Rangel, seconded by Bruce Lester, to enter into an Executive Session at 7:45 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:04 p.m. and was called to order by President Sarlo.

XIII. EXECUTIVE SESSION ACTION

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

June 15, 2016 – Semi-Annual Review of Executive Session Minutes.

March 16, 2017 – Appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body and security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public or public property.

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

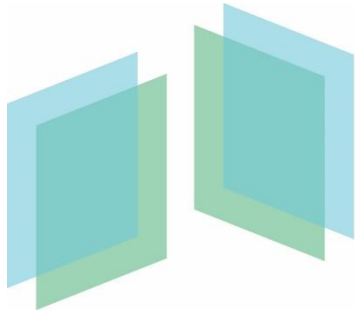
July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.
VOTE: AYES: All. NAYS: Wilson. MOTION CARRIED.

XIV. ADJOURNMENT'

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

Meeting adjourned at 8:08 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting July 27, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, July 27, 2017. President Sarlo called the meeting to order at 4:00 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel, Earl Wilson

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Wayne Serbin, Mike Ruter, Richard Pope.

PLEDGE OF ALLEGIANCE.

III. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, 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 the library was awarded the 2017 Readers' Choice Award from the Daily Herald for the Best of the Best Library.

Earl Wilson entered the meeting at 4:03 p.m.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Kristen Graack asked to remove from the Consent Agenda D. Acceptance of Reports. 2. June 2017 Statistics Report.

Trustees Denise Hudec and Patricia Thompson asked to remove from the Consent Agenda C. Acceptance of Financial Reports for June 2017.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the following Consent Agenda items.

- A. Approval of the Minutes of the Regular Board Meeting – June 15, 2017.
- B. Approval of the Minutes of the Nominating Committee Meeting – June 15, 2017.
- D. Acceptance of Reports.
 - 1. 2017 Cash Budget Projection
 - 3. 2017 Circulation by Month
 - 4. Chart - Circulation Statistics
 - 5. Chart - Computer Use Wired
 - 6. Chart - Computer Use Wireless
 - 7. Director's Report July 2017

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

Trustee Kristen Graack stated that there was a 40.16% increase in "Visits to the Website" and a 166.44% increase in "Visits to the Catalog" reported in the June 2017 Statistics Report. Director Holly Richards Sorensen responded that there was a significant increase in those statistics because the library is now tracking the full range of IP addresses assigned to devices and wireless traffic within the building and that much of the traffic is from catalog use.

Trustee Patricia Thompson asked for an explanation of the budget line item, Capital Expenditures, Improvements, in the amount of \$18,499.54. Library Director Holly Richards Sorensen responded that this amount was paid to Burgeon Group LLC for improvements to the Youth Services Department. Director Holly Richards Sorensen also reported that this money was donated to the library by Rivers Casino in 2016 and was spent in 2017.

Trustee Denise Hudec asked for an explanation of the budget line item, Water Bill. This line item is reported spent at 106% of the yearly budget. Director Holly Richards Sorensen responded that she will contact the City of Des Plaines Public Works department to determine if this billing amount is accurate and if the water meter is working correctly.

MOTION by Bruce Lester, seconded by Denise Hudec, to approve the following Consent Agenda items:

- C. Acceptance of Financial Reports for June 2017
- D. Acceptance of Reports.
 - 2. June 2017 Statistics Report.

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

VIII. NOMINATING COMMITTEE

MOTION by Committee, to approve the proposed slate of officers, Dr. Gregory Sarlo for President, Vincent Rangel for Vice President, Kristen Graack for Treasurer and Carol Kidd, for Secretary. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Sarlo, Wilson, Thompson. NAYS: None. MOTION CARRIED.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$272,116.00.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve payment of vendor checks and ACH Payments in the amount of \$272,116.00 as listed on the vendor checks report of June 2017 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

B. Approve Payment to Lynda.com - \$13,125.00. [Action Item]

MOTION by Kristen Graack, seconded by Patricia Thompson, to approve payment to Lynda.com in the amount of \$13,125.00 per year. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve Uninterruptable Power Supply (UPS) Replacement. [Action Item]

Director Holly Richards Sorensen explained that the Uninterruptable Power Supply powers all the servers, third and fourth floor switches and the switch to the first floor telecommunications room. The recommendation is to approve the proposal from GovConnection, Inc. in the amount of \$12,380.87, which is the lowest responsible bid.

Assistant Director Roberta Johnson explained that in 2016 the library received a reimbursement from e-rate funding in the amount of \$12,367, which was 65% of the 2016 total cost for the Uninterruptable Power Supply replacement. Assistant Director Roberta Johnson also explained that the application for reimbursement from e-rate for this project has already been submitted.

Trustee Bruce Lester asked if the funding was state or federal and Assistant Director Roberta Johnson responded that reimbursement is from federal funds and that only schools and libraries can apply for this funding.

Trustee Earl Wilson asked why the batteries are not replaced in the UPS and Michael Ruter, CEO and Co-owner of Outsource IT Solutions Group, Inc. (OSG) responded that the batteries are replaced every two to four years, but that the equipment is on a seven-year replacement life cycle. Trustee Earl Wilson disagreed with the replacement life cycle.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the proposal from GovConnection in the amount of \$12,380.87 for Uninterruptable Power Supply Replacement, which is the lowest proposal. ROLL CALL VOTE: Graack, Hudec, Lester, Sarlo. NAYS: Thompson, Wilson. MOTION CARRIED.

D. Approve Computer Lifecycle. [Action Item]

Director Holly Richards Sorensen explained that computers being replaced are five years old and that this is a budgeted item. Director Holly Richards Sorensen stated that one of the bids was non-responsive. Computers that are replaced may be donated to Computers for Schools.

Trustee Earl Wilson stated that the lifecycle of the library computers should be extended from five to six years according to his research. Trustee Earl Wilson suggested that older

computers be kept and used to replace damaged computer.

President Sarlo stated that the trend is moving toward computers with Solid State Drives, which last longer. President Sarlo also stated that technology changes rapidly and to wait longer than five years to replace computers is not a good idea.

Trustee Bruce Lester asked for information on why computers need replacing rather than replacing computers as part of a lifecycle.

Trustee Denise Hudec stated that staff is paid to make these decisions and does not want the board to start micromanaging library staff decisions. Trustee Denise Hudec suggested that in-depth discussions take place before the board meeting.

President Sarlo stated that discussions concerning lifecycle replacement should be talked about at committee level, not during the board meetings.

Trustee Bruce Lester asked what committee would meet to discuss these expenses and President Gregory Sarlo responded during the budget meetings in the Finance committee.

MOTION by Denise Hudec, seconded by Bruce Lester, to approve the proposal from Insight for 2017 Desktop Lifecycle Replacement in the amount of \$17,125.00, which is the lowest proposal. VOTE: AYES: Graack, Hudec, Lester, Rangel, Sarlo. NAYS: Wilson, Thompson. MOTION CARRIED.

E. Approve Payment to Ebsco - \$29,485.08. [Action Item]

MOTION by Patricia Thompson, seconded by Kristen Graack, to approve payment to Ebsco in the amount of \$29,485.08. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Jo Bonell, Head of Adult Services, announced the library will host the Great American Eclipse Party on Monday, August 21 at 11:30 a.m.

President Gregory Sarlo thanked former library trustee, Richard Pope, for his service on the board.

X. CORRESPONDENCE.

XI. OTHER.

Trustee Patricia Thompson stated that she attended the Center of Concern luncheon for older adults. Trustee Patricia Thompson also stated that the program was well done and there was a good turnout.

Trustee Patricia Thompson asked Library Director Holly Richards Sorensen if the library was doing anything about recent bike thefts. Library Director Holly Richards Sorensen responded that the library has a security camera in the garage and it does capture some of the bike rack, so that some bikes were recovered.

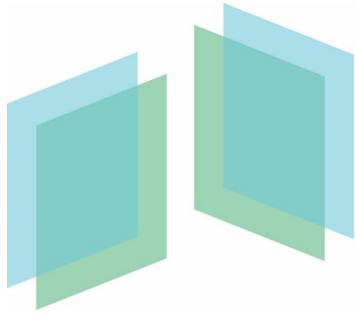
Trustee Patricia Thompson stated that the Journal & Topics newspaper wrote an article about the library's all gender restroom on the fourth floor. Trustee Patricia Thompson stated this issue could be controversial and she asked the board "for courtesy" if angry public comments were made at a board meeting. President Sarlo stated that the article was very positive and sensitive to the issue.

XIV. ADJOURNMENT`

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

Meeting adjourned at 5:25 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting August 17, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, August 17, 2017. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Susan Farid, Stephanie Spetter, Nicholas Harkovich, Umair Qadeer.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE – Vincent Rangel, Vice President.

Vincent Rangel took the Oath of Office for Vice President.

VI. PUBLIC COMMENTS AND QUESTIONS.

President Gregory Sarlo introduced Nicholas Harkovich and Umair Qadeer.

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

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

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

- A. Approval of the Minutes of the Regular Board Meeting – July 27, 2017.
- B. Acceptance of Financial Reports for July 2017.
- C. Acceptance of Reports.
 - 1. July 2017 Statistics Report.
 - 2. 2017 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. Director's Report on Strategic Goals.
 - 7. 2017 Cash Budget Projection.

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

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$343,846.27.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$343,846.27 as listed on the vendor checks report of July 2017 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

B. Review and Approve Contract for Janitorial Services. [Action Item]

Director Holly Richards Sorensen stated that the library went out for bid for the three-year janitorial contract. There were 250 hits on the RFP web page, and 14 companies attended the July 21 pre-bid meeting at the library. Six companies delivered bids, including the current janitorial service provider, Crystal Maintenance Services. Eco Clean Maintenance was the lowest bidder.

MOTION by Bruce Lester seconded by Kristen Graack, to award the bid for the three-year janitorial services to Eco Clean Maintenance in the amount of \$50,244.00 per year for a total of \$150,732.00 for three years. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve Change to September Board Meeting Date to September 28, 2017. [Action Item]

MOTION by Vincent Rangel, seconded by Bruce Lester, to approve a change to the September Board meeting date to Thursday, September 28, 2017. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Report Out Finance Committee Action, August 17, 2017 – Kristen Graack.

Chair Kristen Graack stated that the Finance Committee met on August 17, 2017 to discuss the proposal 2018 budget and that the Committee is recommending that the budget be approved, as presented.

Trustee Bruce Lester stated that health costs increased and four part-time positions have been eliminated.

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

Trustee Earl Wilson stated that he would like to see an alternative budget in the future and to reduce the budget, rather than approving the budget as presented. Trustee Earl Wilson stated that he would like to reduce the burden on the taxpayers.

President Gregory Sarlo stated that the levy has been reduced each year since 2012.

MOTION by Committee, to approve the 2018 library budget, as presented. ROLL CALL VOTE: AYES: Graack, Hudec, Lester, Rangel Sarlo. NAYS: Wilson. Abstain: Thompson. MOTION CARRIED.

X. ANNOUNCEMENTS.

XI. CORRESPONDENCE.

XII. OTHER.

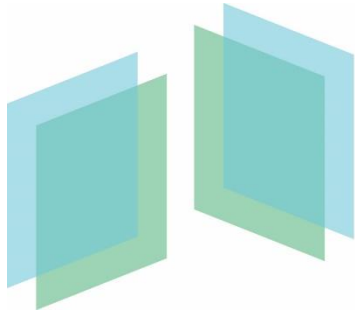
Trustee Patricia Thompson asked if the bike rack can be moved, since there is work being done in the parking garage and Director Holly Richards Sorensen responded that she has asked for this to be done.

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:22 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting September 28, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, September 28, 2017. President Sarlo called the meeting to order at 7:03 p.m.

II. ROLL CALL.

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

Absent: Denise Hudec, Vincent Rangel.

Also present: Holly Richards Sorensen, Jo Bonell, Umair Qadeer, Nicholas Harkovich, Karen Harkovich.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE – Umair Qadeer and Nicholas Harkovich, Trustees.

Umair Qadeer and Nicholas Harkovich took the Oath of Office for Trustee.

VI. PUBLIC COMMENTS AND QUESTIONS.

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

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

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

- A. Approval of the Minutes of the Regular Board Meeting – August 17, 2017.
- B. Approval of the Minutes of the Finance Committee Meeting – August 17, 2017.
- C. Acceptance of Financial Reports for August 2017.
- D. Acceptance of Reports.
 - 1. August 2017 Statistics Report.
 - 2. 2017 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. Director's Report on Strategic Goals.
 - 7. 2017 Cash Budget Projection.

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

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$235,732.02.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve payment of vendor checks and ACH Payments in the amount of \$235,732.02 as listed on the vendor checks report of August 2017 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. ANNOUNCEMENTS.

A. Per Capita Grant Application Requirements for Trustees.

Director Holly Richards Sorensen reported that the library will apply for the Per Capita Grant and explained the requirement for the grant for 2018.

B. E-rate Discounts.

Director Holly Richards Sorensen reported that the library was awarded, through E-Rate, \$24,295.00. The library was awarded \$7882.00, through e-rate, for the Uninterruptable Power Service (UPS).

C. ILA Trustee Day – Thursday, October 12, 2017.

Director Holly Richards Sorensen invited the board to attend Illinois Library Association Trustee Day on October 12, 2017.

XI. CORRESPONDENCE.

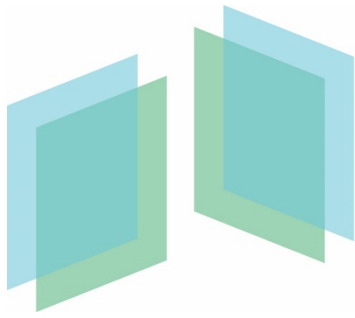
XII. OTHER.

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:22 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting October 19, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, October 19, 2017. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Umair Qadeer

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

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

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – September 28, 2017.
- B. Approval of the Minutes of the Finance Committee Meeting – October 4, 2017.
- C. Acceptance of Financial Reports for September 2017.
- D. Acceptance of Reports.
 - 1. August 2017 Statistics Report.
 - 2. 2017 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. Director's Report on Strategic Goals.
 - 7. 2017 Cash Budget Projection.

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

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$215,972.89.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$215,972.89 as listed on the vendor checks report of September 2017 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approval of Library Closings through January 2019. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the Library Closings through January 2019. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Discuss Per Capita Grant Application Requirements for Trustees.

Assistant Library Director Roberta Johnson explained the requirements for the 2018 Per Capita Grant application. Trustees are required to review Chapters 1 – 5 of the “Trustee Facts File” and these chapters were included in the September board packet. President Sarlo will complete an educational program focusing on safety in the library.

D. Report Out Management Committee Action, October 4, 2017 – Denise Hudec. [Action Item]

Chair of the Management Committee, Denise Hudec, stated that the Management Committee met to discuss two new job descriptions and seven revised job descriptions for the proposed department of Patron Accounts and Materials Services (PAMs). Chair Denise Hudec also stated that Circulation Services and Technical Services would be combined to create this new department. The position of Head of Circulation Services would be eliminated as of December 31, 2017.

Chair Denise Hudec also explained that the committee discussed proposed changes to the department of Marketing and Communication. Heather Imhoff, Head of Marketing and Communication, stated that there is a need for a Graphic Designer who will do original artwork. Also proposed is a new position for a Production Clerk. The position of Graphic Artist would be eliminated as of December 31, 2017.

Chair Denise Hudec also stated that there were minor changes to the Reference Librarian position.

Trustee Patricia Thompson asked how many current employees would be let go with the restructuring of departments. Library Director Holly Richards Sorensen responded that the Head of Circulation Services and Graphic Artist positions would be eliminated. Library Director Holly Richards Sorensen stated that the employee who is currently employed as a Graphic Artist has accepted an open position for a part time Circulation Services Assistant and that the Head of Circulation Services is qualified to apply for the Head of Patron Accounts and Materials Services. President Gregory Sarlo stated that he met with the Head of Circulation Services and the Graphic Artist and the meetings went very well. President Gregory Sarlo also stated that he will talk about the meetings he had with employees in Executive Session at the November board meeting. Trustee Patricia Thompson stated that all of the trustees received a letter from a current employee, but before discussing this issue in Executive Session the board was being asked to vote on a recommendation from the Management Committee. President Sarlo stated that the board could discuss the employee’s letter and take a vote on the recommendation from the Management Committee or the vote could be tabled until the November board meeting after discussion in Executive Session. Trustee Kristen Graack stated that she is a member of the Management Committee and that the committee discussed the proposed changes

to department structure and staffing extensively. Trustee Kristen Graack also stated that the committee members asked a lot of questions and that library staff did their due diligence in considering the needs of the future of the library. Trustees Bruce Lester and Earl Wilson stated that they were comfortable voting on the changes to job descriptions and policy.

MOTION by Committee, to approve the following new job descriptions:

- Head of Patron Accounts and Materials Services
- Page Supervisor
- Graphic Designer
- Production Clerk

and to approve changes to the following job descriptions:

- Assistant Director
- Creative Services Manager
- Reference Librarian
- Acquisitions and Cataloging Manager
- Copy Cataloging Assistant
- Acquisitions and Receiving Assistant
- Processing Clerk
- Patron Accounts Assistant
- Materials Services Manager
- Materials Services Clerk

and to approve changes to Personnel Policy, D-8 General Benefits and D-9 General Rules and Regulations.

ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Wilson, Sarlo.

NAYS: Thompson. MOTION CARRIED.

X. ANNOUNCEMENTS.

Trustee Bruce Lester asked if there could be a sign by the bike rack that states that the area is under video surveillance and Library Director Holly Richards Sorensen stated that a sign will be created.

XI. CORRESPONDENCE.

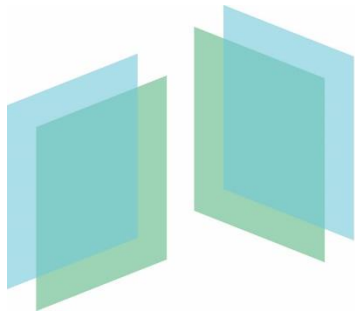
XII. OTHER.

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:41 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Management Committee Meeting October 4, 2017

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Thursday, October 4, 2017. Chair Denise Hudec called the meeting to order at 10:05 a.m.

II. ROLL CALL.

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

Absent: Patricia Thompson.

Also Present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Bruce Lester, Susan Farid.

III. REVIEW JOB DESCRIPTIONS.

Library Director Holly Richards Sorensen explained that the Management Committee would be reviewing two new job descriptions and seven revised job descriptions for the proposed department of Patron Accounts and Materials Services (PAMs). Library Director Holly Richards Sorensen also explained that the Circulation Services department and the Technical Services department would be merged to create the new department of Patron Accounts and Materials Services (PAMs). The position of Head of Circulation Services would be eliminated as of December 31, 2017.

Library Director Holly Richards Sorensen stated that physical circulation of library materials has dropped in the last decade and that is part of the reason for the restructuring of the departments and changes in job descriptions. Patrons are reading differently and there is a demand for more devices and e-materials and that contributes to the way the patrons are using the library.

Trustee Kristen Graack asked how many new positions were added to the 2018 budget and how many positions were eliminated in the 2018 budget. Assistant Library Director Roberta Johnson responded that in the 2018 budget one new full-time position was added and four part-time positions were eliminated. Library Director Holly Richards Sorensen responded that costs for salaries for 2018 was less and costs for benefits for 2018 was more. Library Director Holly Richards Sorensen stated that staff salary increases for 2018 is budgeted for 2%, which is a savings over the 2017 budget. The results of these changes is revenue neutral.

Susan Farid, Head of Circulation Services, stated that originally when talks began about merging the two departments she was told that no one would lose their job, but that now she is being forced out of her job and she is not happy about it.

The proposed new job descriptions are:
Head of Patron Accounts and Materials Services
Page Supervisor.

The revised job descriptions are:
Acquisitions and Cataloging Manager (revised from Technical Services Manager
Copy Cataloging Assistant (revised from Technical Services Assistant Copy Cataloger)
Acquisitions and Receiving Assistant (revised from Technical Services Assistant
Acquisitions and Receiving)
Processing Clerk (revised)
Patron Accounts Assistant (revised from Circulation Services Assistant)
Materials Services Manager (revised from Circulation Services Manager)
Materials Services Clerk (revised from Circulation Services Clerk)

Library Director Holly Richards Sorensen explained that there are also proposed changes to the department of Marketing and Communication. Heather Imhoff, Head of Marketing and Communication, stated that there is a departmental need for a Graphic Designer who would do original illustration and produce highly creative work. Also proposed is a new position for a Production Clerk. The position of Graphic Artist would be eliminated as of December 31, 2017.

Trustee Kristen Graack asked if new employees were on probation for a period of time after hired. Library Director Holly Richards Sorensen stated that the library has an evaluation system in place and that includes a six-month review for new employees.

Trustee Denise Hudec asked if the current Graphic Artist could apply for one of the two new positions in Marketing and Communication and Heather Imhoff, Head of Marketing and Communications stated that the current Graphic Artist has the required qualifications for the newly created Production Clerk position.

Library Director Holly Richards Sorensen explained that the part-time Reference Librarian job description will be eliminated, but that the Reference Librarian job description will be for both full and part-time employees.

The committee discussed proposed changes to the personnel policy that will reflect title changes to the new and proposed job descriptions.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the following new job descriptions:

- Head of Patron Accounts and Materials Services
- Page Supervisor
- Graphic Designer
- Production Clerk

and to approve changes to the following job descriptions:

- Assistant Director
- Creative Services Manager
- Reference Librarian
- Acquisitions and Cataloging Manager
- Copy Cataloging Assistant
- Acquisitions and Receiving Assistant
- Processing Clerk
- Patron Accounts Assistant
- Materials Services Manager
- Materials Services Clerk

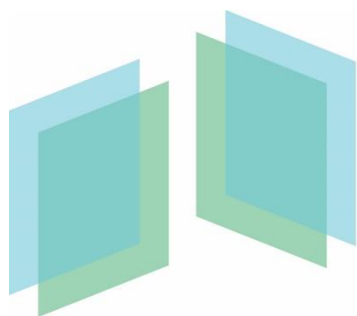
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the following changes to Personnel Policy, D-8 General Benefits and D-9 General Rules and Regulations. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 10:58a.m.

Minutes prepared by Carol Kidd



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BOARD OF TRUSTEES Minutes of the Regular Meeting November 16, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, November 16, 2017. President Gregory Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

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

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

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

- A. Approval of the Minutes of the Regular Board Meeting – October 19, 2017.
- B. Acceptance of Financial Reports for October 2017.
- C. Acceptance of Reports.
 - 2. 2017 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. Director's Report on Strategic Goals.
 - 7. 2017 Cash Budget Projection.

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

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

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

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

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

VIII. NEW BUSINESS.

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

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$316,806.56 as listed on the vendor checks report of October 2017 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Annual Support and Maintenance Renewal Contract for Bibliotheca - \$21,397.68. [Action Item]

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

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

- C. Approve Food for Fines.

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

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

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

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

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

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

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER

XII. EXECUTIVE SESSION

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

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

XIII. (Regular Session) Action.

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

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

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

XIV. ADJOURNMENT.

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

Meeting adjourned at 9:05 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Ad Hoc Committee Meeting
November 16 2017

I. CALL TO ORDER.

The Ad Hoc Committee met in the second floor conference room on Thursday, November 16, 2017. The meeting was called to order at 6:00 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Denise Hudec, Bruce Lester, Earl Wilson, Gregory Sarlo, Carol Kidd.

Also Present: Holly Richards Sorensen, Roberta Johnson.

III. Consideration of the Agenda.

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

IV. Public Comments and Questions.
None

V. New Business.

Library Director Holly Richards Sorensen stated that she prepared an informational handout, DPPL Computer Lifecycle Overview and Strategy, for the committee to review.

Trustee Earl Wilson stated that there are a lot of options for the Des Plaines Public Library Computer Lifecycle, including replacing equipment when it fails rather than on a scheduled lifecycle.

Trustee Earl Wilson also stated that he has contacted other libraries and most libraries repair equipment when it fails, rather than replace the equipment. Trustee Earl Wilson suggested that money budgeted for equipment replacement be redirected to purchasing higher speed internet.

President Gregory Sarlo suggests that the lifecycle for staff computers could be extended, since staff computers are not subject to different users every day.

Trustee Bruce Lester stated that the general public may not be as careful of the equipment as staff.

Trustee Denise Hudec stated that patrons should have fast internet access.

President Gregory Sarlo stated that patrons want and expect the most modern equipment and he does not agree with extending the computer lifecycle for patrons more than four years.

Trustee Earl Wilson disagreed and stated that all the computers have solid state drives and President Gregory Sarlo responded that to increase internet speeds the processor will have to be updated.

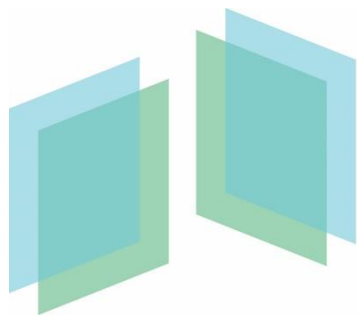
Trustee Bruce Wilson stated that a successful marketing campaign promoting library services will bring people into the library.

The committee will gather information from other libraries and prepare questions for Outsource Solutions Group. When the library's 2019 budget is being prepared the committee will bring their recommendations on equipment lifecycles to the board.

MOTION by Earl Wilson, seconded by Bruce Lester to adjourn the meeting.

The meeting adjourned at 6:45 p.m.

Minutes prepared by Carol Kidd



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BOARD OF TRUSTEES Minutes of the Regular Meeting December 21, 2017

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, December 21, 2017. Vice President Vincent Rangel called the meeting to order at 7:03 p.m.

II. ROLL CALL.

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

Absent: Nicholas Harkovich, Gregory Sarlo.

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

III. PLEDGE OF ALLEGIANCE.

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

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

None.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

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

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

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

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

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

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

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

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

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

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

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

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

VIII. NEW BUSINESS.

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

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$317,130.60 as listed on the vendor checks report of November 2017 and authorize Director Sorensen to have transferred the amount required to the library’s operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Review and Approve Changes to Personnel Policy, D-9, General Rules and Regulations, G. Harassment, Including Sexual Harassment. [Action Item]

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

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

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

D. Resolutions.

1. Appropriation and Levy.

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

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. EXECUTIVE SESSION – TO DISCUSS

A. Semi-Annual Review of Executive Session Minutes

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

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

XII. (REGULAR SESSION) ACTION.

A. Semi-Annual Review of Executive Session Minutes.

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

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

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

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

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

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

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:54 p.m.

Minutes prepared Carol Kidd.