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BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 25, 2018

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 25, 2018. President Gregory Sarlo called the meeting to order at 4:02 p.m.

II. ROLL CALL.

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

Absent: Denise Hudec, Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Heather Imhoff, Jo Bonell, Michelle Meyer Edley, Stephanie Spetter, John Jasionowski, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

Trustee Patricia Thompson stated that the agenda was missing OTHER. This was added to the agenda.

MOTION by Bruce Lester, seconded by Patricia Thompson, to approve the agenda, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

Library Director Holly Richards Sorensen announced that Michelle Meyer-Edley was promoted to the Head of Patron Accounts and Materials Services as of January 1, 2018.

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:

- B. Acceptance of Financial Reports for December 2017.

Trustee Nicholas Harkovich asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for December 2017
- C. Acceptance of Reports.
 - 1. December 2017 Statistics Report
 - 2. 2017 Circulation by Month
 - 3. Chart- Circulation Statistics
 - 4. Chart – Computer Use Wired
 - 5. Chart- Computer Use Wireless

Trustee Patricia Thompson asked to remove from the Consent Agenda:

- A. Approval of the Minutes of the Regular Board Meeting – December 21, 2017
- B. Acceptance of Financial Reports for December 2017

Trustee Earl Wilson asked to remove from the Consent Agenda:

- C. Acceptance of Reports
 - 6. Director’s Report on Strategic Goals

MOTION by Earl Wilson, seconded by Kristen Graack, to approve the following Consent Agenda item:

- C. Acceptance of Reports
 - 7. 2017 Cash Budget Projection.

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

Trustee Kristen Graack stated that on the Governmental Funds Statement of Revenue, Expenditures, and Changes in Fund Balances report that a balance of \$129,740.53 remained in the Capital Improvements Fund. Library Director Holly Richards Sorensen responded that this balance will remain in the library's fund balance and can be used for future library expenditures, such as replacing the HVAC, when needed.

Trustee Patricia Thompson stated that the November board minutes were included in the board packet instead of the December minutes. Library Board Secretary Carol Kidd stated that the December minutes were included in the packet that was emailed to board members and those minutes would be approved at this meeting.

Trustee Patricia Thompson also stated she read in the newspaper that the library was considering eliminating fines. Library Director Holly Richards Sorensen stated that revenue from fines is dropping each year because of automatic renewals, declining circulation and no fines for eMaterials.

Trustee Nicholas Harkovich asked for an explanation of the line item, Lost Materials. Library Director Holly Richards Sorensen responded that this is revenue from patrons who lose or damage materials. Trustee Nicholas Harkovich also asked for an explanation for Non-Resident Cards. Library Director Holly Richards Sorensen responded that Rosemont does not have a library, but their residents can use the Des Plaines Public Library for a fee. Rosemont pays for 75% of the Des Plaines Public Library card for their residents.

Trustee Umair Qadeer entered the meeting at 4:18 p.m.

Trustee Earl Wilson asked if the overage in the line item, Visual Materials, was due to applications such as Hoopla, which is a digital media service. Jo Bonell, Head of Adult Services, responded that that was correct. Patrons accessing Hoopla are able to stream movies, which are always available and are never placed on a waiting list. Trustee Earl Wilson stated that in previous Director's Reports there was a list of library programs and attendance for the month. Library Director Holly Richards Sorensen responded that that information is included in the 2017 Statistics Report under Meeting Room Bookings and Meeting Room Attendance.

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 – December 21, 2017.
- B. Acceptance of Financial Reports for December 2017.
- C. Acceptance of Reports.
 - 1. December 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

VOTE: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$366,957.35.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$366,957.35 as listed on the vendor checks report of December 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 Youth Services Workroom Upgrade Proposals – Furniture, \$21,037.28 and Shelving, \$19,051.90. [Action Item]

Library Director Holly Richards Sorensen stated that this renovation to the Youth Services workroom was budgeted for in the 2018 budget. Library Director Holly Richards Sorensen also stated that the bid process is through a government bid that guarantees the library the lowest cost.

MOTION by Nicholas Harkovich, seconded by Umair Qadeer, to approve the Youth Services Workroom Upgrade Proposal for Furniture, \$21,037.28 and Shelving, \$19,051.90. 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 19, 2018.

Director Sorensen invited board members to attend the President's Day Library Legislative Breakfast on Monday, February 19, 2018. 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.

X. CORRESPONDENCE.

XI. OTHER

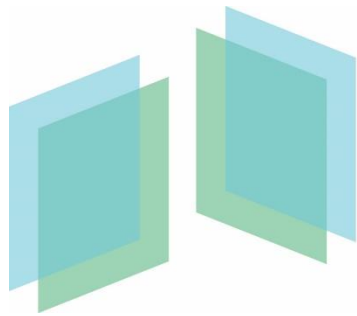
The board will discuss the Library Director's evaluation at the February board meeting in Executive Session. The board asked Library Director Holly Richards Sorensen to prepare a report comparing the Des Plaines Public Library to similar libraries in the area.

XII. ADJOURNMENT.

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

Meeting adjourned at 4:53 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting February 15, 2018

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 15, 2018. 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, Nicholas Harkovich, Bruce Lester, Gregory Sarlo, Patricia Thompson, Earl Wilson, Carol Kidd.

Absent: Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Heather Imhoff, Michelle Meyer-Edley, Stephanie Spetter.

III. PLEDGE OF ALLEGIANCE.

IV. 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.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

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

- B. Acceptance of Financial Reports for January 2018
- C. Acceptance of Reports
 - 1. January 2018 Statistics Report
 - 2. 2018 Circulation by Month
 - 3. Chart- Circulation Statistics

Trustee Nicholas Harkovich asked to remove from the Consent Agenda the following item:

- B. Acceptance of Financial Reports for January 2018

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

- A. Approval of the Minutes of the Regular Board Meeting – January 25, 2018.
- C. Acceptance of Reports
 - 4. Chart – Computer Use Wired
 - 5. Chart- Computer Use Wireless
 - 6. Director’s Report
 - 7. 2018 Cash Budget Projection

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

Trustee Earl Wilson stated that the chart reporting circulation statistics for January 2018 was incorrect showing an increase in circulation rather than a decrease. Library Director Holly Richards Sorensen agreed that the chart was incorrect.

Trustee Umair Qadeer entered the meeting at 7:03 p.m.

President Gregory Sarlo reminded board members that if they have questions about items in the board packet, they can contact Library Director Holly Richards Sorensen or Assistant Library Director Roberta Johnson.

Trustee Nicholas Harkovich asked if line items Books (970600) and Subscriptions & Books (970620) are for different materials and Library Director Holly Richards Sorensen responded that Subscriptions and Books is for magazines and travel series books.

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

- B. Acceptance of Financial Reports for January 2018
- C. Acceptance of Reports
 - 1. January 2018 Statistics Report
 - 2. 2018 Circulation by Month
 - 3. Chart- Circulation Statistics

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$235,637.10. [Action Item]

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve payment of vendor checks and ACH Payments in the amount of \$235,637.10 as listed on the vendor checks report of January 2018 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 Illinois Public Library Annual Report. [Action Item]

Library Director Holly Richards Sorensen explained that the library is required to file the Illinois Public Library Annual Report with the Illinois State Library no later than 60 days after the expiration of the fiscal year.

Assistant Library Director Roberta Johnson explained how the Illinois Public Library Annual Report was compiled.

Trustee Earl Wilson stated that he had created a "Cliffs Notes" version of Illinois Public Library Annual Report and he asked to present his PowerPoint presentation to the board as an educational exercise. The board declined his offer to present his PowerPoint.

President Sarlo stated that the board's job was to approve the document for submission to the State of Illinois.

Trustee Bruce Lester called for the question.

Trustee Earl Wilson stated that there was a mistake in the Illinois Public Library Annual Report and requested that he be allowed to present his PowerPoint.

Trustee Denise Hudec asked Trustee Earl Wilson to tell the board where the mistake was in the Illinois Public Library Annual Report and Trustee Earl Wilson complied with the request.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve Illinois Public Library Annual Report. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Sarlo. NAYS: None. ABSTAIN: Wilson, Thompson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER

XII. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance of Dismissal of Specific Employees.

MOTION by Umair Qadeer, seconded by Denise Hudec, to enter into Executive Session at 7:54 p.m. to discuss The Appointment, Employment, Compensation, Discipline, Performance of Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:16 p.m. and was called to order by President Gregory Sarlo

XIII. (REGULAR SESSION) ACTION.

- A. The Appointment, Employment, Compensation, Discipline, Performance of Dismissal of Specific Employees.

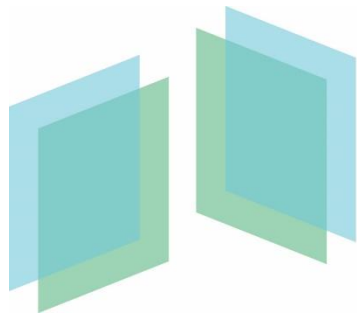
MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the decision made in Executive Session to award Library Director Holly Richards Sorensen a 5% salary increase after full consideration by the board in Executive Session. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Sarlo, Wilson, Thompson. NAYS: None. MOTION CARRIED.

XII. ADJOURNMENT.

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

Meeting adjourned at 8:28 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting March 15, 2018

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 15, 2018. President Gregory Sarlo called the meeting to order at 7:06 p.m.

II. ROLL CALL.

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

Absent: Bruce Lester, Patricia Thompson.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

John Leach, Friends of the Library member, invited the board to the Friends of the Library book sale beginning April 13, 2018.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Denise Hudec asked to remove from the Consent Agenda:

- C. Acceptance of Reports
 - 1. February 2018 Statistics Report

Trustee Earl Wilson asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for February 2018
- C. Acceptance of Reports
 - 3. Chart – Circulation Statistics 2014 – 2018
 - 6. Director’s Report

MOTION by Vincent Rangel, seconded by Umair Qadeer, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – February 15, 2018.
- C. Acceptance of Reports
 - 2. 2018 Circulation by Month.
 - 4. Chart- Circulation Statistics 2014-2018
 - 5. Chart- Computer Use Wireless
 - 7. 2018 Cash Budget Projection.

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

Trustee Denise Hudec stated that the circulation of eMaterials had increased and asked for an explanation. Jo Bonell, Head of Adult Services, responded that Freegal added streaming to their service and patrons streamed 3,000 more songs in the first month of this additional service.

Trustee Earl Wilson asked for an explanation about the \$300.00 check written to the Better Government Association. Jo Bonell, Head of Adult Services, stated that the check was payment for the library program “Searching for the Truth in Election Season: Separating Fact From Fiction”. Trustee Earl Wilson asked how many people showed up to the program and whether it was successful. Jo Bonell, Head of Adult Services, said that

the program was successful and 50 people attended the program with positive patron feedback.

MOTION by Umair Qadeer, seconded by Vincent Rangel to approve the following Consent Agenda items:

- B. Acceptance of Financial Reports for February 2018
- C. Acceptance of Reports
 - 1. February 2018 Statistics Report
 - 3. Chart – Circulation Statistics 2014 – 2018
 - 6. Director’s Report

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$221,544.97. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$221,544.97 as listed on the vendor checks report of February 2018 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.

X. CORRESPONDENCE.

- A. Thank you from Self-Help Closet & Pantry of Des Plaines.

A thank you note was received from Executive Director Debra Walusiak from the Self-Help Closet & Pantry of Des Plaines for a \$350.00 donation made by the library from proceeds of a holiday gift wrapping event.

XI. OTHER

Trustee Earl Wilson stated that he received multiple phone calls at his home from Des Plaines Public Library employees who wanted to raise concerns about their work environment. President Gregory Sarlo stated that this was not an agenda item and since this was a personnel issue, the board should discuss it in Executive Session. President Gregory Sarlo asked that at the May 17, 2018 Board of Trustees meeting the agenda include an Executive Session.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:44 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting April 19, 2018

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 19, 2018. Vice President Vincent Rangel called the meeting to order at 7:01 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, Carol Kidd.

Absent: Nicholas Harkovich, Umair Qadeer, Gregory Sarlo.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Bruce Lester, 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, announced that the spring book sale grossed \$4,690.00.

Trustee Umair Qadeer entered the meeting at 7:04 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 B. Acceptance of Financial Reports for March 2018.

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 – March 15, 2018.
- C. Acceptance of Reports.
 - 1. March 2018 Statistics Report.
 - 2. 2018 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. Director's Report.
 - 7. 2018 Cash Budget Projection.

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

Trustee Kristen Graack stated that the natural gas expenditure for the month of March was over \$7,000 and the line item for Natural Gas was 53.65% expended. Trustee Kristen Graack suggested an energy audit and Library Director Holly Richards Sorensen agreed that she could explore options for an energy audit.

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

- B. Acceptance of Financial Reports for March 2018.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$371,311.37.
[Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$371,311.37 as listed on the vendor checks report of March 2018 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 Copier/Printer Lease and Maintenance Contract.

Library Director Holly Richards Sorensen reported that the Copier/Printer Lease and Maintenance Contract is for both public and staff equipment. Three vendors, Impact Networking, Information Systems and Business Solutions, and COTG, submitted proposals for the Copier/Printer Lease and Maintenance Contract. Impact Networking submitted a proposal that did not include all new copiers. Trustee Bruce Lester suggested that Impact be contacted and asked to submit an alternate bid that includes all new equipment. This agenda item will be tabled until the May 17, 2018 Board of Trustees meeting.

IX. ANNOUNCEMENTS.

- A. Migration to Polaris.

Library Director Holly Richards Sorensen reported that CCS libraries are transitioning to a new library catalog, which will improve services to library patrons.

- B. Per Capita Grant Award.

Library Director Holly Richards Sorensen reported that the library received a Per Capita Grant check in the amount of \$45,316.14, which will need to be expended by August 15, 2018.

- C. Last Date to File Statement of Economic Interest – May 1, 2018.

Library Board Secretary Carol Kidd reminded the board that their Statement of Economic Interest is due no later than May 1, 2018.

X. CORRESPONDENCE.

- A. Self-Help Closet & Pantry of Des Plaines, Chamber of Commerce February Food Fight.

The library staff, Friends of the Library and Board of Trustees participated in the Self-Help Closet and Pantry of Des Plaines, Chamber of Commerce February Food Fight.

- B. Elections Office of Cook County Clerk, Early Voting.

Library Director Holly Richards Sorensen reported that the library was an early voting site for voters in suburban Cook County.

- C. Presence Holy Family Medical Center, New Beginnings.

Library Director Holly Richards Sorensen reported that the library collected donations of children's clothing and accessories for the New Beginnings prenatal program at Presence Holy Family Medical Center.

- D. Cards for Hospitalized Kids.

Library Director Holly Richards Sorensen reported that the library hosts a monthly teen program where the teens make homemade cards for kids in the hospital.

XI. OTHER

Trustee Earl Wilson stated that he noticed that there was no elevator service at the library for two days. Trustee Earl Wilson asked how library patrons were accommodated if they could not use the stairs. Gary Valente, Head of Building & Security Services, stated that patrons who could not use the stairs were escorted to the freight elevator, which was in service. Gary Valente explained why the elevators were not in service and the difficulty he was having with Schindler Elevator to get both elevators repaired.

Trustee Bruce Lester stated that he and the board were disappointed in Schindler's initial response and concerned about the company's ability to repair the elevators in a timely manner.

XII. Executive Session – To Discuss

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Bruce Lester, seconded by Umair Qadeer, go into executive session at 7:43 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

XIII. (Regular Session) Action.

A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

No Action to report out of Executive Session.

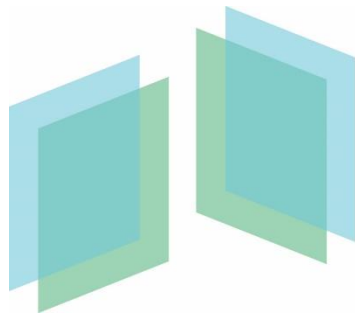
XIV. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Kristen Graack, to adjourn the regular meeting.

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

Meeting adjourned at 8:45 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 17, 2018

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 17, 2018. 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, Nicholas Harkovich, Bruce Lester, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Denise Hudec, Umair Qadeer, Vincent Rangel, Patricia Thompson.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Michelle Meyer Edley, Stephanie Spetter, Mike Ruter, John Jasionowski, John Leach.

III. PLEDGE OF ALLEGIANCE.

IV. 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, asked if the library was up-to-date on their pension payment. Library Director Holly Richards Sorensen responded that IMRF is 95% funded.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

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

VIII. UNFINISHED BUSINESS.

- A. Approve Proposal for Copier/Printer Lease and Maintenance Contract.
[Action Item]

MOTION by Bruce Lester , seconded by Kristen Graack, to award the Copier/Printer Lease and Maintenance Contract to Impact in the amount of \$69,962.10 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments -
\$233,721.47. [Action Item]

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve payment of vendor checks and ACH Payments in the amount of \$233,721.47 as listed on the vendor checks report of April 2018 and authorize Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

B. Microsoft License Agreement.

Library Director Holly Richards Sorensen explained that the Microsoft License Agreement expires on June 30, 2018 and Microsoft will not quote the cost for renewal until 30 days before the start of a new agreement. President Gregory Sarlo asked that the board be emailed information on the Microsoft License Agreement when the quote was received.

C. Declaration of Surplus Property.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve the list of surplus property, as presented. 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. Trustee Bruce Lester will chair the committee.

X. ANNOUNCEMENTS.

XI. CORRESPONDENCE.

A. Presence Holy Family Inspire Award.

Library Director Holly Richards Sorensen announced that the Des Plaines Public Library was the 2018 Inspire Award recipient. The award ceremony will be on Wednesday, June 6 at 5:00 p.m. at Presence Holy Family Medical Center and the board was invited to attend.

XII. OTHER

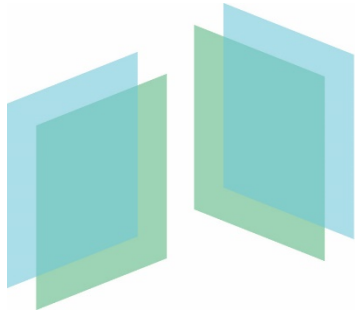
Trustee Kristen Graack asked if the elevators had been repaired successfully and Library Director Holly Richards Sorensen responded that the elevators had been repaired and that when the elevator contract with Schindler ends, the library will go out for bid

XII. ADJOURNMENT.

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

Meeting adjourned at 7:37 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting June 21, 2018

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 21, 2018. 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, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Earl Wilson, Gregory Sarlo, Carol Kidd.

Absent: Umair Qadeer.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, John Jasionowski, John Leech, Mike Ruter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

- A. Approval of the Minutes of the Regular Board Meeting – May 17, 2018.
- B. Acceptance of Financial Reports for May 2018.
- C. Acceptance of Reports.
 - 1. May 2018 Statistics Report
 - 2. 2018 Circulation by Month.
 - 3. Chart - Circulation Statistics.
 - 4. Chart - Computer Use Wired.
 - 5. Chart - Computer Use Wireless.
 - 6. Director's Report.
 - 7. 2017 Cash Budget Projection.

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

VIII. UNFINISHED BUSINESS.

- A. Microsoft Licenses.

Library Director Holly Richards Sorensen explained the three Microsoft licensing options and stated that the library recommends the current method, which is to purchase a three year subscription at a cost of \$10,980.58 per year for a total three year cost of \$32,941.74.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve Outsource Solutions Group for Microsoft Licensing, which is the lowest quote, in the amount of \$10,980.58 per year for a total three year cost of \$32,941.74. VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: Wilson. MOTION CARRIED.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$239,945.25.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$239,945.25 as listed on the vendor checks report of May 2018 and authorize Library 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 Payment to Lynda.com (LinkedIn) - \$13,125.00

MOTION by Denise Hudec, seconded by Kristen Graack, to approve payment to Lynda.com (LinkedIn) in the amount of \$13,125.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Library Board Meeting Dates.

The board discussed the library board meeting dates for 2018/2019. President Gregory Sarlo asked if the September board meeting date could be changed to September 27, 2018 and the board agreed. Other changes to meeting dates/times were suggested by board members.

MOTION by Kristen Graack, to approve library board meeting dates for 2018/2019, as corrected. Motion died for lack of a second.

The board consensus was to table the approval of Library Board Meeting Dates until the July 19, 2018 board meeting.

- D. Approve Non-Resident Fee.

MOTION by Bruce Lester, to approve the Non-Resident Fee. Motion died for lack of a second,

MOTION by Vincent Rangel, seconded by Bruce Lester to approve a Non-Resident Fee in the amount of \$276.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Report Out Nominating Committee Meeting, June 21, 2018 – Bruce Lester.

Chair Bruce Lester reported that the Nominating Committee met and recommends the following slate of officers for 2018/2019, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack, Treasurer and Carol Kidd, Secretary.

MOTION by Committee to approve the slate of officers for 2018/2019, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack, Treasurer and Carol Kidd for Secretary. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Wilson, Sarlo. NAYS: None. MOTION CARRIED.

F. Report Out Planning Committee Action, June 21, 2018.

Chair Vincent Rangel stated that the Planning Committee met to review the draft Strategic Plan. The Strategic Plan document will be discussed at the July board meeting and the committee will ask that it be approved at that time.

G. Maintenance Contract.

Library Director Holly Richards Sorensen explained that the current cleaning company, Eco Clean, has not been maintaining and cleaning the building as stated in their contract. Library Director Holly Richards Sorensen asked the board to approve the termination of the Eco Clean contract and to approve Crystal Maintenance for the remainder of the three-year janitorial contract at a cost of \$58,710.00 per year and to prorate the contract amount based on their start date.

MOTION by Bruce Lester, seconded by Kristen Graack, to terminate the Janitorial Contract with Eco Clean and to give them due notice of the cancellation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Bruce Lester recommended that the staff monitor Eco Clean and document their performance. He also suggested that payment be withheld until after Eco Clean's last day of cleaning service to determine if there has been further damage to library property.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve Crystal Maintenance for the remainder of the Three Year Janitorial Contract at a cost of \$58,710 per year and to prorate the contract amount based on start date. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

A. July 19, 2018 Board of Trustees Meeting – 4:00 p.m.

The July 19, 2018 board meeting will be held in the second floor conference room at 4:00 p.m.

B. Semi-Annual Board Dinner, July 19, 2018.

The board consensus was to go to El Bistro Latina for dinner following the 4:00 p.m. board meeting in July.

X. CORRESPONDENCE.

XI. OTHER.

XII. EXECUTIVE SESSION – To Discuss

A. Semi-Annual Review of Executive Session Minutes

B. Destruction of Recordings of Closed Executive Sessions Older Than 18 Months.

MOTION by Vincent Rangel, seconded by Kristen Graack, to enter into an Executive Session at 7:50 p.m. for Semi-Annual Review of Executive Session Minutes and Destruction of Recordings of Closed Executive Sessions Older Than 18 Months. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

XIII. EXECUTIVE SESSION ACTION

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

July 15, 2008 – Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the public body

November 16, 2017 - Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the public body

December 21, 2017 – Semi-Annual Review of Executive Session Minutes.

February 15, 2018 - Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the public body

April 19, 2018 - Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the public body

VOTE: AYES: All. NAYS: Wilson. MOTION CARRIED.

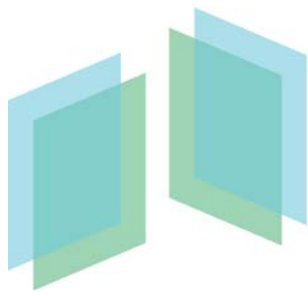
MOTION by Bruce Lester, seconded by Vincent Rangel to approve the Destruction of Recordings of Closed Executive Sessions Older Than 18 Months pursuant to Illinois law.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIV. ADJOURNMENT`

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

Meeting adjourned at 8:02 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Nominating Committee Meeting June 21, 2018

I CALL TO ORDER

The Nominating Committee was held in the second floor conference room on Thursday, June 21, 2018.

The meeting was called to order at 6:32 p.m.

II, ROLL CALL

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

Also present: Earl Wilson, Gregory Sarlo Vince Rangel, Nicholas Harkovich.

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Denise Hudec, 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.

Chair Bruce Lester reported that he spoke to all current officers and everyone agreed to serve another term. Current officers are: Gregory Sarlo, President, Vincent Rangel, Vice-President, Kristen Graack, Treasurer, and Carol Kidd, Secretary.

There were no nominations from the floor.

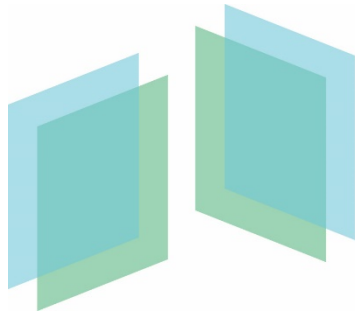
MOTION by Denise Hudec, seconded by Kristen Graack, to recommend Gregory Sarlo for President, Vincent Rangel, Vice President, Kristen Graack for Treasurer and Carol Kidd for Secretary. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT.

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

The meeting adjourned at 6:37 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Planning Committee Meeting
June 21, 2018

I. CALL TO ORDER.

The Planning Committee met in the second floor conference room on Thursday, June 21, 2018. Chair Vincent Rangel called the meeting to order at 5:07 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Nicholas Harkovich, Bruce Lester, Vincent Rangel, Earl Wilson, Gregory Sarlo, Carol Kidd.

Also Present: Holly Richards Sorensen, Roberta Johnson Denise Hudec, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, Jo Bonell.

III. CONSIDERATION OF THE AGENDA.

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

IV. PUBLIC COMMENTS AND QUESTIONS.

V. NEW BUSINESS.

Library Director Holly Richards Sorensen described the process of preparing the draft Strategic Plan. The Strategic Plan includes four goals and each goal has a strategy, an activity, required resources and a cost.

President Gregory Sarlo stated that the Strategic Plan discussion was delayed until after the library renovation was completed.

Trustee Nicholas Harkovich asked what timeframe would be used for the Strategic Plan. Library Director Holly Richards Sorensen responded that three years was typical. Trustee Bruce Lester suggested that there be no time limit for the plan, but that the document remain active until corrected. The committee consensus was not to date the Strategic Plan.

The committee reviewed the goals of the plan and talked about funding for specific goals. Library Director Holly Richards Sorensen stated that the funds promised from the Per Capita Grant could be used for implementing some of the goals of the strategic plan.

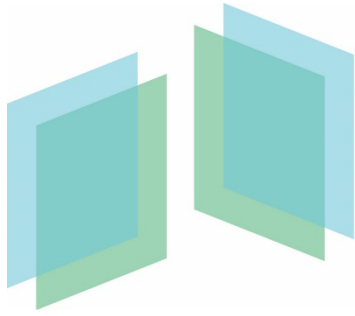
The committee agreed that the plan should be reviewed yearly by the Planning Committee.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to recommend the Strategic Plan document to the board. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to adjourn the meeting. VOTE: AYES: All NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:18 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting July 19, 2018

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 19, 2018. President Gregory Sarlo called the meeting to order at 4:05 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Laurie Papadourakis, John Jasionowski, John Leach, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Umair Qadeer, 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, asked what the library board would do if someone knelt during the pledge of allegiance. President Gregory Sarlo responded that the board meeting would proceed.

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

Alderman Chester was not in attendance.

VII. 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 – June 21, 2018.
- B. Approval of the Minutes of the Nominating Committee Meeting – June 21, 2018
- C. Approval of the Minutes of the Planning Committee Meeting – June 21, 2018
- D. Acceptance of Financial Report for June 2018.
- E. Acceptance of Reports.
 2. June 2018 Statistics Report
 3. 2018 Circulation by Month
 4. Chart - Circulation Statistics
 5. Chart - Computer Use Wired
 6. Chart - Computer Use Wireless
 7. Director's Report July 2018
 8. 2018 Cash Budget Projection

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

VIII. Nominating Committee

- A. Election of Officers – President, Vice President, Treasurer and Secretary.

Trustee Vincent Rangel entered the meeting at 4:10 p.m.

Chair Bruce Lester stated that the Nominating Committee met and proposed the following slate of officers:

Gregory Sarlo for President

Vincent Rangel for Vice President

Kristen Graack for Treasurer

Carol Kidd for Secretary.

Chair Bruce Lester asked for nominations from the floor for any officer position. Trustee Earl Wilson nominated himself for Vice President.

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

Trustees Vincent Rangel and Earl Wilson were asked to speak about their service on the board.

The board members voted on the two candidates for Vice President and Trustee Vincent Rangel had the majority of the votes.

MOTION by Kristen Graack, seconded by Denise Hudec to approve Vincent Rangel for Vice President. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

B. Oath of Office.

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

IX. Unfinished Business.

A. Review and Approve Strategic Plan. [Action Item]

The board reviewed the Strategic Plan document.

Trustee Denise Hudec asked that an end date be set for the Strategic Plan.

Trustee Bruce Lester suggested setting a target date and a date for termination of the Strategic Plan, subject to extension.

Trustee Nicholas Harkovich suggested reviewing the plan and reporting out every year.

Trustee Kristen Graack asked that the plan be evaluated at three years.

Trustee Umair Qadeer suggested that time be set aside at the November board meeting for Strategic Plan review.

MOTION by Vince Rangel, seconded by Kristen Graack, to approve the Strategic Plan, to begin July 19, 2018 and end December 31, 2021, with an annual report card in the month of November. VOTE: AYES: Graack, Hudec, Lester, Qadeer, Rangel, Sarlo, Wilson. NAYS: Harkovich. MOTION CARRIED.

- B. Approve Library Board Meeting Dates. [Action Item]

MOTION by Umair Qadeer, seconded by Vincent Rangel, to approve library board meeting dates, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$211,638.14.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$211,638.14 as listed on the vendor checks report of June 2018 and authorize Library 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 Payment to LibrariesFirst for MyMediaMall - \$13,589.00. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment to LibrariesFirst for MyMediaMall in the amount of \$13,589.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Per Capita Grant Requirements for 2019 – Trustees review Chapters 6 – 10 of the “Trustees Facts File Third Edition.”

Assistant Director Roberta Johnson asked the board to review Chapters 6 – 10 of the Trustees Facts File for one of the Per Capita Grant requirements. The board will discuss these chapters at their August 16, 2018 meeting.

IX. ANNOUNCEMENTS.

Treasurer Kristen Graack announced that the Finance Committee will meet on August 16, 2018 at 4:00 p.m. to review the 2019 draft library budget. Everyone is invited to attend, but only the members of the committee will vote.

X. CORRESPONDENCE.

XI. OTHER.

Trustee Kristen Graack asked for an update on the request for energy audits from Commonwealth Edison and Nicor Gas. Library Director Holly Richards Sorensen reported

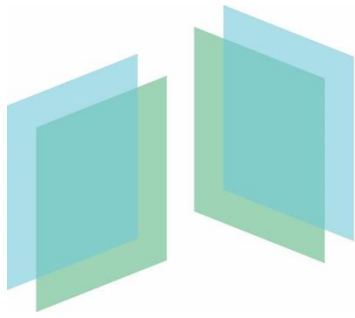
that Head of Building and Security Services, Gary Valente, is currently working with both Nicor and Commonwealth Edison. The Commonwealth Edison audit resulted in a recommendation to update some of the lighting in the library with LED bulbs. Head of Building and Security Services, Gary Valente, will attend an upcoming board meeting to talk about the result from the audits.

XIV. ADJOURNMENT`

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

Meeting adjourned at 5:00 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting August 23, 2018

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 23, 2018. 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, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Nicholas Harkovich, Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, John Jasionowski, John Leach, Sydney Fitch, Gary Valente.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

Trustee Vincent Rangel entered the meeting at 7:01 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 C. Acceptance of Reports. 1. July 2018 Statistics Report.

Trustee Earl Wilson asked to remove from the Consent Agenda C. Acceptance of Reports 2. 2018 Circulation by Month and 3. Chart – Circulation Statistics

Trustee Nicholas Harkovich entered the meeting at 7:02 p.m.

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 – July 19, 2018.
- B. Acceptance of Financial Report for July 2018.
- C. Acceptance of Reports.
 - 4. Chart - Computer Use Wired
 - 5. Chart - Computer Use Wireless
 - 6. Director's Report on Strategic Goals.
 - 7. 2018 Cash Budget Projection

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

Trustee Kristen Graack asked if there was a wait time for patron use of library computers and Library Director Holly Richards Sorensen responded that previously there had been a wait time, but not now. Head of Adult Services, Jo Bonell, stated that patrons are bringing their laptops, tablets and phones to the library and using the library's free Wi-Fi. Trustee Kristen Graack then asked if the library collects data on computer availability and if computers are sitting idle and Library Director Holly Richards Sorensen responded that there is not a way to track computers that are not in use, except manually.

Trustee Umair Qadeer entered the meeting at 7:04 p.m.

Trustee Kristen Graack stated that the statistics for Des Plaines Public Library mobile app had increased 472.22% and Assistant Library Director Roberta Johnson responded that patrons were downloading the new DPPL mobile app, Communico, and that was responsible for the increase in usage.

Trustee Earl Wilson asked if circulation statistics were inflated because of auto renewal and the move to Polaris and Head of Patron Accounts and Materials Services, Michelle Meyer-Edley, responded that auto renewal went into effect nearly two years ago and moving to Polaris did not have an effect on the circulation statistics.

The board discussed the usefulness of the charts included in the board packet and the consensus was to eliminate the monthly charts. The board asked that charts be included in the January board packet so that they could review statistics on a year to year basis.

MOTION by Bruce Lester, Vincent Rangel, to approve the following Consent Agenda items:

- C. Acceptance of Reports.
 - 1. July 2018 Statistics Report.
 - 2. 2018 Circulation by Month
 - 3. Chart – Circulation Statistics

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$250,943.94.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$250,943.94 as listed on the vendor checks report of July 2018 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Presentation by Gary Valente about the Nicor and ComEd Energy Audits.

Head of Building and Security Services, Gary Valente, reported that energy audits were completed by Nicor and ComEd. The ComEd audit resulted in a recommendation to change library lighting to LED. This would result in extending the maintenance cycle, which would result in less labor costs and the LEDs would use less energy. Sydney Fitch from Verde, a ComEd approved vendor, explained that current fixtures could be retrofitted for LED lighting. Library Director Holly Richards Sorensen explained that the cost for this project is part of the 2019 proposed library budget. The board discussed

adding LED lighting to the second floor offices and meeting room to the 2019 proposed budget. The board consensus was to increase the amount in the 2019 budget for lighting improvements to \$81,000.

C. Report Out Finance Committee Action, August 23, 2018 – Kristen Graack.

Chair of the Finance Committee, Kristen Graack, reported that the committee reviewed the proposed 2019 budget and there is no increase to the levy. The Finance committee recommends approval of the budget to the board.

MOTION by Committee, to approve the 2019 library budget, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel Sarlo. NAYS: Wilson. MOTION CARRIED.

MOTION by Bruce Lester, seconded by Umair Qadeer, to add to the approved budget an increase to the lighting upgrade in Capital Projects from \$35,400 to \$81,000. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Wilson, Sarlo. NAYS: None. MOTION CARRIED.

D. Per Capita Grant Requirements Review – Roberta Johnson.

Assistant Director Roberta Johnson stated that at the July board meeting she asked trustees to review chapters 6 -10 of Trustees Facts File. The board did not have any comments or questions about the chapters, so Assistant Director Roberta Johnson stated that the board is compliant for the Per Capita Grant application.

E. Declaration of Surplus Property. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER.

XII. ADJOURNMENT`

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

Meeting adjourned at 8:12 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Finance Committee
August 23, 2018

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 Thursday, August 23, 2018. Chair Kristen Graack called the meeting to order at 5:02 p.m.

II. ROLL CALL.

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

Also present: Earl Wilson, Gregory Sarlo, Holly Richards Sorensen, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Heather Imhoff, John Jasionowski.

III. CONSIDERATION OF THE AGENDA.

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

IV. PUBLIC COMMENTS AND QUESTIONS.

No comments or questions from the public.

V. Review 2019 Draft Library Budget

Chair Kristen Graack stated that the levy will remain the same with no increase in property tax.

Trustee Bruce Lester stated that the budget was stable and there was sufficient revenue in the 2019 budget.

The committee reviewed the budget document.

Trustee Denise Hudec asked why there was a reduction in IMRF rates in 2019. Library Director Holly Richards Sorensen responded that the City of Des Plaines had previously

offered an early retirement incentive and that they paid this off a couple of years ago, which reduced the IMRF rate for 2019.

President Gregory Sarlo stated that the proposed budget included updating lighting to LED which will increase efficiency. Library Director Holly Richards Sorensen stated that the proposed LED lighting will pay for itself in four months.

Trustee Earl Wilson asked why the revenue for the Per Capita grant was being increased by \$30,000 and Library Director Holly Richards Sorensen stated that this year the library received a Per Capita check in the amount of \$73,000, which was about \$30,000 more than in previous years.

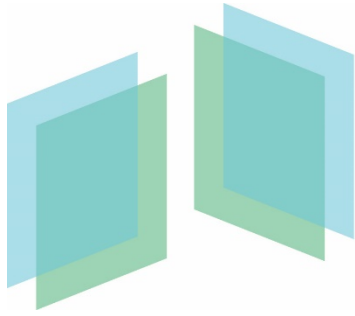
MOTION by Bruce Lester, seconded by Denise Hudec, to recommend to the board the proposed draft 2019 budget, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ADJOURNMENT.

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

Meeting adjourned at 5:26 p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting September 27, 2018

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 23, 2018. 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, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, Christopher Renkosiak, Don Sofolo, Mike Ruter, John Leach.

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. OATH OF OFFICE.

Christopher Renkosiak took the oath of office

VI. PUBLIC COMMENTS AND QUESTIONS.

John Leach, Friends of the Library, informed the board that John Jasionowski, President of Friends of the Library passed away. John Leach stated that he would be acting President.

The Friends book sale will be October 12 – 14, 2018.

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

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded Kristen Graack, 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 - \$316,172.98. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$316,172.98 as listed on the vendor checks report of August 2018 and authorize Library 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 Payment to Ebsco - \$29,550.28. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment to Ebsco in the amount of \$29,550.28. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. 2018 Desktop Lifecycle Replacement. [Action Item]

Library Director Holly Richards Sorensen stated that the 2018 Desktop Lifecycle Replacement is part of the library's four-year lifecycle program. Outsource Solutions Group submitted the lowest quote in the amount of \$20,153.97 for 31 computers.

Trustee Earl Wilson stated the board packet did not include the actual quotes from the three vendors for the desktop computers. Trustee Earl Wilson asked if the exact specifications were given to all vendors. Don Sofolo, President of Outsource Solutions Group, replied that exact model number and specifications were given to all vendors.

MOTION by Umair Qadeer, seconded by Denise Hudec, to approve the proposal from Outsource Solutions Group in the amount of \$20,153.97 for the 2018 Desktop Lifecycle Replacement. VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Report Out Management Committee Action, September 27, 2018 – Denise Hudec.

Chair Denise Hudec reported that the Management Committee met and discussed changes to job descriptions and library policies.

MOTION by Committee, to approve global changes to all job descriptions, as corrected, to change the Materials Services Manager, Creative Services Manager and Metadata and Cataloging Specialist to exempt status and to approve changes to Page I, Page II, School Liaison Librarian, Metadata and Cataloging Specialist job descriptions, as corrected and to approve changes to B – Collection Development Policy, C-1 Registration Eligibility, C-5 Use of Public Bulletin Board and C-6 Public Meeting Room Use, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. ANNOUNCEMENTS.

A. National Library Month Card Sign-up – Michelle Meyer-Edley.

Head of Patron Accounts and Materials Services, Michelle Meyer-Edley, presented a short video on the success of National Library Month Card sign-up at the Des Plaines Public Library.

XI. CORRESPONDENCE.

XII. OTHER.

Trustee Bruce Lester stated that the library will host a dedication of the terrace to President Gregory Sarlo on Friday, October 5, 2018 at 5:30 p.m.

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:42 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Management Committee
September 27, 2018

I. CALL TO ORDER.

The Management Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, September 27, 2018. Chair Denise Hudec called the meeting to order at 6:10 p.m.

II. ROLL CALL.

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

Absent: Umair Qadeer.

Also present: Gregory Sarlo, Nicholas Harkovich, Christopher Renkosiak, Holly Richards Sorensen, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter,

III. Review Job Descriptions.

Assistant Director Roberta Johnson stated that the committee would review:

- Changes to seven (7) job descriptions
 - Page I
 - Page II
 - School Liaison Librarian
 - Metadata and Cataloging Specialist
 - Material Services Manager
 - Creative Services Manager
 - Youth Services Librarian – eliminate part-time Youth Services Librarian
- Global changes to all job descriptions
- B – Collection Development Policy
- C-1 Registration Eligibility
- C-5 Use of Public Bulletin Board
- C-6 Public Meeting Room Use

Trustee Kristen Graack asked how staff and job applicants would know the library values and Assistant Director Roberta Johnson responded that the library values are on the library website. A link to that web page will be added to the online application. Library values are Generosity, Good Design/Beauty, Friendliness and Efficiency. Assistant Director Roberta Johnson also responded that these values are used in employee evaluations.

Trustee Umair Qadeer entered the meeting at 6:22 p.m.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve global changes to all job descriptions, as corrected, to change the Materials Services Manager, Creative Services Manager and Metadata and Cataloging Specialist to exempt status and to approve changes to Page I, Page II, School Liaison Librarian, Metadata and Cataloging Specialist job descriptions, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. Library Policy Review.

Assistant Director Roberta Johnson explained proposed changes to B - Collection Development Policy, C-1 Registration Eligibility, C-5 Use of Public Bulletin Board and C-6 Public Meeting Room Use.

The committee discussed the proposed changes.

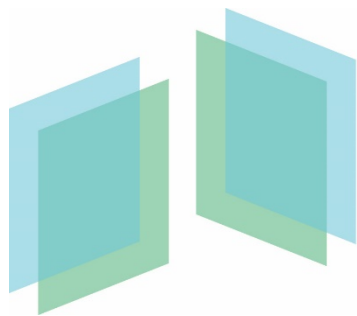
MOTION by Kristen Graack, seconded by Umair Qadeer, to approve changes to B – Collection Development Policy, C-1 Registration Eligibility, C-5 Use of Public Bulletin Board and C-6 Public Meeting Room Use, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ADJOURNMENT.

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

Meeting adjourned at 6:54p.m.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting October 18, 2018

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 18, 2018. 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, Denise Hudec, Bruce Lester, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Nicholas Harkovich, Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, John Leach, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

Trustee Vincent Rangel entered the meeting at 7:02 p.m.

V. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, a Des Plaines resident, stated that the City Council passed the library budget.

John Leach, acting President of the Friends of the Library, announced that the book sale was very successful. John stated that Ralph Minnis had passed away. Ralph and his wife Mary were instrumental in the success of the Friends of the Library book sales.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded 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 - \$275,166.42. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$275,166.42 as listed on the vendor checks report of September 2018 and authorize Library Director Holly Richards 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 2020. [Action Item]

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the list of library closing dates through January 2020, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Declaration of Surplus Property. [Action Item]

MOTION by Christopher Renkosiak, seconded by Bruce Lester, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Library Director Holly Richards Sorensen stated that she presented the 2019 library draft budget to the Des Plaines City Council on Wednesday, October 17, 2018 and that the budget was approved.

Library Director Holly Richards Sorensen reported that early voting will begin on Monday, October 22, 2018 at the library.

Library Director Holly Richards Sorensen also reported that the City of Des Plaines has contracted to have the library building cleaned and sealed.

Head of Adult Services, Jo Bonell, stated that the library received a stipend from Age Options in the amount of \$12,000. This money will be spent on programming relevant to patrons 60 and older.

X. CORRESPONDENCE.

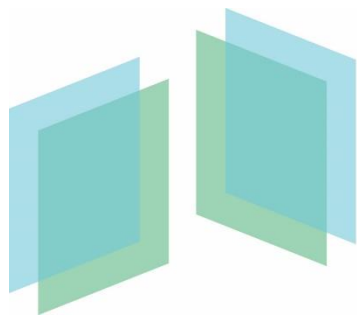
XI. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:25 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting November 15, 2018

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 15, 2018. Vice President Vincent Rangel 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, Christopher Renkosiak, Earl Wilson, Carol Kidd.

Absent: Umair Qadeer, Gregory Sarlo.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, Gary Valente, Diane Vargas, M. Scott Donovan.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

Trustee Kristen Graack asked to change the order of New Business as follows:

- A. Approve Payment of Vendor Checks and ACH Payments Report - \$249,108.30. [Action Item]
- B. Approve Proposal for Automated Logic, 1st year \$17,864, 2nd year \$18,400, 3rd year \$18,936. [Action Item]

- C. Report Out Planning Committee Action, November 15, 2018 – Vincent Rangel. [Action Item]
- D. Approve Proposal for Monthly Accounting Services. [Action Item]
- E. Approve 2019 Per Capita Grant Application. [Action Item]

MOTION by Bruce Lester, seconded by Christopher Renkosiak, to approve the revised order of New Business, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Bruce Lester, 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 - \$249,483.30. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$249,483.30 as listed on the vendor checks report of October 2018 and authorize Library 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 Automated Logic, 1st year \$17,864, 2nd year \$18,400, 3rd year \$18,936. [Action Item]

Library Director Holly Richards Sorensen stated that a proposal from Automated Logic was included in the packet. The proposal is for the automated building controls, which includes library air handling unit, hot water system, chiller water system, fan power box, VAV box, front end database backup protection, DDC front end-webctrl server, db backup restore test and driver update. The controls are standard, but the software is proprietary. Because the software is proprietary to Automated Logic, other companies would not quote service. Head of Building and Security Services Gary Valente stated that

in order for the library to contract with another vendor for these services, the system would need to be reprogrammed and the software updated at a cost of approximately \$20,000. Automated Logic has serviced this equipment since the building opened in 2000. Gary Valente also stated that the services provided by Automated Logic has been excellent. Diana Vargas and M. Scott Donovan, both from Automated Logic, were in attendance to answer questions from the board. Trustee Kristen Graack asked if the library would get other bids and Gary Valente stated that no other company would provide bids. Other companies, such as Trane or Honeywell would want to install their own computer software stated Gary Valente. Trustee Vincent Rangel stated if the cost to change companies is at least \$20,000 and there is no guarantee that the library would save these costs over a three-year period, that to contract with another company would not be in the best interest of the library. Trustee Bruce Lester asked Gary Valente if other companies are competitive with Automated Logic and he stated that Automated Logic is competitive with other companies.

Umair Qadeer entered the meeting at 7:10 p.m.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to approve the proposal from Automated Logic for three years in the amount of \$55,200 - 1st year \$17,864, 2nd year \$18,400 and 3rd year \$18,936. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Report Out Planning Committee Action, November 15, 2018 – Vincent R

Chair of the Planning Committee, Vincent Rangel, reported that the Planning Committee met to discuss progress on the Strategic Plan. A status update on activities started and completed as of November 2018 was distributed to the board.

MOTION by Umair Qadeer, seconded by Bruce Lester, to approve the November 2018 Status Update for the Strategic Plan and the 2019 Strategic Focus January – June, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Proposal for Monthly Accounting Services. [Action Item]

MOTION by Bruce Lester, seconded by Kristen Graack, to award the proposal for Monthly Accounting Services to Lauterbach and Amen for three years in the amount of \$65,910 - 1st year \$21,610, 2nd year \$21,970 and 3rd year \$22,330. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approve 2019 Per Capita Grant Application. [Action Item]

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the 2019 Per Capita Grant Application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

None.

X. CORRESPONDENCE.

None.

XI. OTHER.

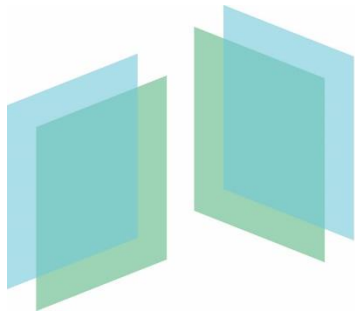
Trustee Earl Wilson asked Library Director Holly Richards Sorensen about the recent sewer back-up on the 3rd and 4th floors of the library. Library Director Holly Richards Sorensen responded that the 3rd floor washroom flooded on November 2, resulting in the water being shut off and the building being closed for the evening. Plumbers were called and the pipes were rodded. The library janitorial service cleaned the flooded areas. Plumbers found a cell phone and pill bottle wedged in one of the pipes, which caused the back-up. The library insurance company was notified and a claim was made for damages. All repairs have been made and clean-up has been completed. Library Director Holly Richards Sorensen stated that a restoration company was recommended by the insurance company and they completed the final clean-up and repair of the damaged areas.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:56p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Planning Committee Meeting November 15, 2018

I. CALL TO ORDER.

The Planning Committee met in the second floor conference room on Thursday, November 15, 2018. Chair Vincent Rangel called the meeting to order at 6:05 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Nicholas Harkovich, Bruce Lester, Vincent Rangel, Earl Wilson, Carol Kidd.

Also Present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Christopher Renkosiak.

III. NEW BUSINESS.

Library Director Holly Richards Sorensen explained that the Planning Committee met in July to review the draft Strategic Plan. The plan was approved by the Board of Trustees on July 19, 2018. The Committee was given a status report on goals being worked on by library staff through November 2018.

Head of Marketing and Communication Services Heather Imhoff explained the process we have put in place to assign and then track and report progress on the strategic activities of our 2018 - 2021 Strategic Plan over the next three years. She also presented a status update on activities started and completed as of November 2018

Library Director Holly Richards Sorensen reported that all departments are involved in the Strategic Plan process.

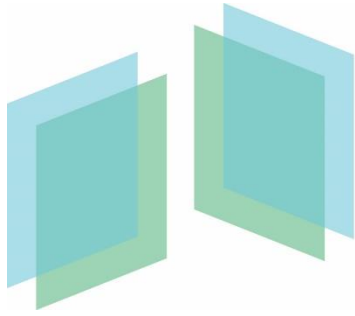
Trustee Bruce Lester asked if the library could partner with Maryville Academy and PADS to help with the needs of the homeless. Library Director Holly Richards Sorensen responded that a Volunteer Coordinator from Maryville visits the library twice a month and has met with 45 library patrons since July 2018. The Salvation Army is at the library twice a week to distribute food and drinks.

The Planning Committee will meet annually to review the Strategic Plan per the Bylaws of the Board of Trustees. The Planning Committee will report to the board on the progress of the Strategic Plan every November.

MOTION by Bruce Lester, seconded by Nick Harkovich, to adjourn the meeting. VOTE: AYES: All NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:50 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Regular Meeting December 20, 2018

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 20, 2018. 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, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Heather Imhoff, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. 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.

None.

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

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION Bruce Lester, seconded Umair Qadeer, 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 - \$416,803.19. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$416,803.19 as listed on the vendor checks report of November 2018 and authorize Library 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 Annual Support and Maintenance Renewal Contract for Bibliotheca - \$20,027.97. [Action Item]

Library Director Holly Richards Sorensen stated that the Annual Support and Maintenance Renewal Contract for Bibliotheca is a budgeted expense. This 3M equipment is serviced by Bibliotheca, who purchased the library portion of 3M three years ago. The cost of the contract has been reduced by approximately \$4,000.00.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve Annual Support and Maintenance Renewal Contract for Bibliotheca in the amount of \$20,027.97. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Vincent Rangel entered the meeting at 7:06 p.m.

C. Approve Payment to ELM USA - \$12,070.00. [Action Item]

Library Director Holly Richards Sorensen asked for board approval to purchase an ECO-Master Disc Repair Machine. This machine cleans up to 70 discs at a time and also resurfaces the discs. The current machine was purchased in 2011 and has cleaned over 57,000 discs. Trustee Kristen Graack asked if this machine was exactly the same as the one being replaced and Library Director Holly Richards Sorensen stated that it is the same machine, but a newer version. Trustee Nicholas Harkovich asked the life expectancy of the disc cleaning machine and Library Director Holly Richards Sorensen responded that it is 7 – 8 years.

Trustee Earl Wilson stated that he called ELM USA and that ELM USA refurbishes some disc cleaning machines. These refurbished machines come with a one-year warranty. Trustee Earl Wilson asked the board to consider refurbishing the library's current disc cleaner, which may reduce the cost to the library. Trustee Umair Qadeer responded that the library may pay more for a refurbished unit than if purchased new.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to approve payment to ELM USA for a multiple disc cleaner in the amount of \$12,070.00. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Declaration of Surplus Property. [Action Item]

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

E. Resolutions. [Action Item]

1. Appropriation and Levy.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the 2019 Appropriations and 2018 Levy for Library Purposes for Des Plaines Public Library. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo, Wilson. NAYS: Wilson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Trustee Denise Hudec stated that she came to the library for the teen gift wrapping event and would recommend this event to others. All donations from this program were given to the Des Plaines Self-Help Closet and Food Pantry.

X. CORRESPONDENCE.

No correspondence.

XI. EXECUTIVE SESSION – TO DISCUSS

- A. Semi-Annual Review of Executive Session Minutes.
- B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Vincent Rangel, seconded by Kristen Graack, to enter into Executive Session at 7:34 p.m. to discuss Semi-Annual Review of Executive Session Minutes and Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:39 p.m. and was called to order by President Gregory Sarlo.

XII. (REGULAR SESSION) ACTION.

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

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

June 21, 2018 – Semi-Annual Review of Executive Session Minutes and Destruction of Recordings of Closed Executive Sessions Older Than 18 Months.

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

XIII. ADJOURNMENT.

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

Meeting adjourned at 7:41 p.m.

Minutes prepared Carol Kidd.