



# DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 23, 2020

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 23, 2020. Treasurer Kristen Graack called the meeting to order at 7:09 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel, Gregory Sarlo.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, Heather Imhoff, Jonathan Quinosa, Mindy Capper, Earl Wilson, Abby Wilson, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE – Mindy Capper, Trustee.

Mindy Capper took the Oath of Office.

VI. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern regarding the purchase of a new server and the former bed bug problem.

Treasurer Kristen Graack thanked Mr. Wilson for his continued interest in the welfare of the library and for the people of Des Plaines.

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

Alderman Malcom Chester was not in attendance.

VIII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Umair Qadeer, 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 - \$258,401.03. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$258,401.03 as listed on the vendor checks report of December 2019 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B Approve Elevator Contract [Action Item]

Library Director Jo Bonell stated that a Request for Proposals was posted on the library website and emailed to vendors for a 3-Year Elevator Comprehensive Maintenance Service Agreement. One proposal was received from Schindler Elevator Corporation in the amount of \$28,094.40 for three years.

Trustee Kristen Graack stated that she remembered that there had been problems with Schindler Elevator Corporation in the past and Library Director Jo Bonell stated that the contract is worded so that a specific repair person will be assigned to the library's account.

MOTION by Umair Qadeer, seconded by Bruce Lester, to approve Schindler Elevator Corporation as the successful bidder for a three-year Elevator Comprehensive Maintenance Service Agreement, Year 1 - \$9,000.00, Year 2 - \$9,360.00, Year 3 - \$9,734.40. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve Server Lifecycle Contract. [Action Item]

Library Director Jo Bonell stated that board approval was required for the replacement of a server that is at the end of its life cycle and that this was a 2020 budgeted expense.

Don Sofolo, Owner and President of Outsource Solutions Group stated that OSG has had a business relationship with the library since 2006. Mr. Sofolo stated that any equipment the library requests through OSG goes through a very competitive bidding process. Mr. Sofolo also stated that the server being replaced is 6 years old and no longer supported.

Trustee Umair Qadeer stated that he wanted to address the public comments made by former board member, Earl Wilson. Trustee Umair Qadeer stated that it is much easier to replace older equipment before it is absolutely necessary, than to wait for the equipment to fail, since downtime for library users and staff can be several days.

MOTION by Denise Hudec, seconded by Umair Qadeer, to approve IT Savvy as the successful bidder for the server lifecycle in the amount of \$36,995.00. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer. NAYS: None. MOTION CARRIED.

D. Report Out Management Committee Meeting, January 21, 2020 – Denise Hudec. [Action Item]

Management Committee Chair, Denise Hudec, reported that the committee reviewed four job descriptions and is making a recommendation to the board for approval of the following job descriptions:

Creative Services Coordinator

Digital Designer

Head of Marketing and Communication Services

Web Services Specialist

MOTION by Committee, to approve the following job descriptions:

Creative Services Coordinator

Digital Designer

Head of Marketing and Communication Services

Web Services Specialist

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

X. Announcements.

A. President's Day Library Legislative Breakfast, Monday, February 17, 2020.

B. Library Trustee Forum Workshop, Saturday, March 14, 2020.

C. Filing Statement of Economic Interest begins March 2020.

D. February 20, 2020 Board of Trustee Meeting – 5:00 p.m.

E. Semi-Annual Board Dinner, February 20, 2020.

Secretary Carol Kidd invited the board to attend the President's Day Legislative Breakfast, Library Trustee Forum Workshop and reminded them to complete their Statement of Economic Interest. She also stated that the February Board Meeting will be at 5:00 p.m., with the Board dinner immediately following the meeting.

XI. CORRESPONDENCE.

Library Director Jo Bonell invited the Board to participate in the Des Plaines Chamber of Commerce Food Fight, which will benefit the Des Plaines Food Pantry. Donations will be accepted through February 29, 2020.

XII. OTHER.

XIII. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Denise Hudec, to adjourn the regular meeting.

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

Meeting adjourned at 7:53 p.m.

Minutes prepared Carol Kidd.