

Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 18, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 18, 2005. President Noreen Lake called the meeting to order at 4:07 PM.

Members Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Carol Kidd, Leslie Steiner, Steve Schaefer, Michelle Orris.

CONSIDERATION OF THE AGENDA.

MOTION by William Grice, seconded by Susan Weinberg, to amend the agenda by adding under VII. New Business. H. Volunteer Report. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS.

Steve Schaefer invited the Board to attend a Veteran's benefit on April 1, 2005 at Manzo's Banquets. Mr. Schaefer explained that proceeds from the benefit will help to support the Lake Park Memorial Pavilion and the VFW 2992 Service Programs.

Leslie Steiner, Head of Public Information, invited the Board to sign-up for the new online library newsletter.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.

Alderman Brookman absent. No report.

CONSENT AGENDA

Rhys Read asked that V.B. Acceptance of Financial Reports for December 2004 be removed from the Consent Agenda. Sandra Norlin asked that V.D.1. Director's Report be removed from the Consent Agenda.

Rhys Read asked that subtotals be re-established on the Financial Reports.

MOTION by Rhys Read, seconded by William Grice, to approve the Financial Reports for December 2004, as presented. **VOTE: AYES: All. NAYS: None. MOTION CARRIED .**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$7,676.51
2. Petty Cash Expenditures	\$15.00
3. Budget Expenditures for December	\$576,017.66
4. Expenditures Year to Date	\$5,389,354.44
5. Revenue for December	\$13,092.17
6. Revenue Year to Date	\$4,276,535.05

Sandra Norlin reported that Internet service was interrupted on January 8, 2005, because the library's filtering software was not working.

MOTION by William Grice, seconded by Susan Weinberg, to approve the Director's Report, as amended. **VOTE: AYES: All. NAYS: None. MOTION CARRIED .**

MOTION by William Grice, seconded by Elaine Tejcek, to accept the Consent Agenda, as amended. **VOTE : AYES: All. NAYS: None. MOTION CARRIED.**

MOTION by William Grice, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

December 06, 2004	\$68,981.73
December 20, 2004	<u>\$117,139.62</u>
Total	\$186,121.35

ROLL CALL VOTE : AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

December 09, 2004	\$107,976.46
December 21, 2004	<u>\$110,625.06</u>
Total	\$218,601.52

ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED .

DIRECTOR'S REPORT

I have received no official requests for confidential information since the last report.

PERSONNEL

We received one resignation since the last report. Cathy Alberts, Part-time Reference Librarian, Adult Services, resigned effective 11/30/04.

Three new Security Monitors, 2 full time, 1 part time, are scheduled to begin work mid-January.

STAFF DEVELOPMENT

Gail Johnson of Face to Face Communications conducted two training sessions for supervisors to prepare us for the 2005 performance evaluations, which will determine the compensation increases of all employees based on merit alone. These sessions were held during the Department Heads meetings of 12/22 and 12/29.

Training for our new and current security monitors will take place on Saturday, January 29 and will be conducted by Dick Sem and Gary Valente.

PATRON SERVICES

Circulation of all materials in 2004 increased by .49% over 2003. Total circulation again surpassed one million items for the year. Patrons used self-check machines to check out 23% of the materials. Audiovisual materials, which make up 14% of the total collection, accounted for 45% of the items checked out. Although DVD circulation is rapidly outpacing videocassette circulation, videocassette circulation still accounted for 45% of all videos items checked out in 2004. At the end of the year, our collection totaled 301,592 items.

We had a slightly lower patron count in 2004, but that is without counting the New Year's Eve attendance, which we conservatively estimate at 1,500. Our meeting rooms were used 728 times by 47,174 people in 2004. The differences between 2003 and 2004 for other patron services are as follows: Adult Services patron assistance, 15.8% increase; Youth Services patron assistance, 4.4% increase; and meeting room use, 1.5% increase.

OTHER PROFESSIONAL ACTIVITIES

There were no outside meetings in December following the Board Meeting. In January I have attended several city meetings concerning the 2005 budget, a woman library director's networking luncheon (1/6) and the CCS Executive Committee meeting (1/12). I attended the Des Plaines New Year's Eve celebration between 8 - 10 PM.

OLD BUSINESS

President Lake reported that the Des Plaines City Council voted not to charge the library for parking and administrative fees for 2005, but that the City will revisit these issues in preparation for the 2006 budget. The library will be charged for water and sewer at the resident rate, which the City of Des Plaines estimates at \$5,800.00. The Board consensus was to ask the City to use the meters already installed at the library for billing purposes and not use the estimated amount of \$5,800.00.

Sandra Norlin reported that Gary Valente, Head of Building and Security Services, requested proposals for trash and recycling removal. The lowest proposal was received by Waste Management at a cost of \$3,468 a year, which includes trash pickup five days a week and recycling pickup one day a week.

The Board discussed reducing the levy, because the City of Des Plaines decided not to bill the library for parking and administrative fees in 2005.

MOTION by Rhys Read, seconded by William Grice, to reduce the levy amount by

\$23,000.00.

President Lake asked the Board to consider reducing the levy by \$20,000.00 rather than \$23,000.00, so that funds are available for legal fees if it becomes necessary to review the current lease. The Board discussed reducing the levy by \$20,000.00.

MOTION by Susan Burrows, seconded by Jerry Mahony, to accept a substitute motion to reduce the levy by \$20,000.00. **VOTE:** AYES: Burrows, Grice, Lake, Mahony, Tejcek, Weinberg. NAYS: Read. **MOTION CARRIED.**

The Board directed Library Director Sandra Norlin to begin obtaining proposals for services currently being provided by the City of Des Plaines for payroll, human resources, accounts payable and legal.

NEW BUSINESS

MOTION by Susan Burrows, seconded by Rhys Read, to approve payment to Thomson Gale in the amount of \$11,000.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Susan Burrows, seconded by William Grice, to have Board meetings recorded for television broadcasts for the months of April, July and October in 2005 and January in 2006. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED .**

Noreen Lake will attend the February 7 City Council meeting, Susan Burrows the February 22 meeting, Elaine Tejcek the March 7 meeting and Jerry Mahony the March 21 meeting.

Eldon Burk entered the meeting at 4:54 PM.

Sandra Norlin asked the Board to approve payment to Face to Face Communications and Training in the amount of \$9,000.00, which will include customer service training.

Rhys Read asked if the Face to Face Communications and Training expenditure was a 2005 budgeted item and Sandra Norlin responded that it was not. Sandra Norlin explained that \$25,000 was budgeted for in 2005 for grant administration, but that the library was not awarded the grant; therefore money was available to pay Face to Face in the professional consulting category. Rhys Read stated that he did not feel that this expenditure was appropriate at this time.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve payment to Face to Face Communications and Training in the amount of \$9,000.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, Burrows, Grice, Lake, Mahony, Tejcek, Weinberg. NAYS: Read. **MOTION CARRIED.**

Sandra Norlin asked the Board to approve payment to Miriam Pollack & Associates in the amount of \$6,000.00, which includes training for department heads.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve payment to Miriam Pollack & Associates in the amount of \$6,000.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, Burrows, Grice, Lake, Mahony, Tejcek, Weinberg. NAYS: Read. **MOTION CARRIED.**

MOTION by Susan Burrows, seconded William Grice, to approve payment to Cooperative

Computer Services in the amount of \$13,507.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by Susan Burrows, to approve payment to Demco in the amount of \$14,129.44, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

Sandra Norlin distributed a report that listed the services performed by library volunteers and the savings to the library. Sandra stated that Margie Borris, who is the Volunteer Coordinator, prepared the report.

The Board of Trustees will participate in the Chamber of Commerce "Our Board Can Beat Your Board" contest by contributing to the Self-Help Closet and Pantry of Des Plaines.

William Grice asked that either President Lake or another Board member attend the Chamber of Commerce annual dinner and installation of officers to be held on Friday, February 18, 2005. William Grice also asked that the library pay for the Board president and a guest to attend (or designated Board member) and asked that the library pay for the Library Director and a guest to attend the dinner.

MOTION by Eldon Burk, seconded by William Grice, to ask President Lake and a guest to attend the Chamber of Commerce annual dinner and installation of officers on February 18 and to ask Library Director Sandra Norlin and a guest to attend the dinner and that the library pay for the tickets. **ROLL CALL VOTE:** AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by William Grice, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The meeting adjourned at 5:24 PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 15, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 15, 2005. President Noreen Lake called the meeting to order at 7:02 PM.

Members Present: Eldon Burk, Susan Burrows, Mary Ellicson, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: William Grice.

Also Present: Sandra Norlin, Martha Sloan, Carol Kidd, Leslie Steiner, Hector Marino, Patricia Thompson, Jeanette Jacoby, Wayne Serbin.

CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded by Susan Burrows, to accept the agenda, as written.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

Eldon Burk entered the meeting at 7:03 PM.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.

Alderman Brookman absent. No report.

CONSENT AGENDA

MOTION by Susan Burrows, seconded by Susan Weinberg, to accept the Consent Agenda, as written. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED .**

MOTION by Susan Burrows, seconded by Susan Weinberg, to approve the Financial Reports for January 2005, as presented. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

- | | |
|------------------------------|-------------|
| 1. Over the Counter Receipts | \$13,263.14 |
| 2. Petty Cash Expenditures | \$11.84 |

3. Budget Expenditures for January	\$247,915.79
4. Expenditures Year to Date	\$247,915.79
5. Revenue for January	\$12,061.94
6. Revenue Year to Date	\$12,061.94

MOTION by Susan Burrows, seconded by Susan Weinberg, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

January 03, 2005	\$56,885.11
January 17, 2005	<u>\$74,244.35</u>
Total	\$131,129.46

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Susan Burrows, seconded by Susan Weinberg, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

January 06, 2005	\$104,333.65
January 20, 2005	\$108,332.14
January 27, 2005	<u>\$-64,760.76</u>
Total	\$147,905.03

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

DIRECTOR'S REPORT

I have received no official requests for confidential information since my last report.

PERSONNEL

New employees for January/February are David Ayala and William Jahnke, full-time Monitors, and Randall Lush, part-time Monitor.

David Rouse, part-time Reference Librarian, has resigned.

STAFF DEVELOPMENT

Planning is underway for the March 8 All-Staff Meeting and the May 6 In-Service Day. Dick Sem conducted an all day training seminar on security for the full staff of the Building and Security Services department on Saturday, January 29.

PATRON SERVICES

Our patron use is increasing in some areas and decreasing in others. Circulation decreased by nearly 3% as compared with January 2004, as did patron attendance, reciprocal borrowing activities, in- person patron assistance in all departments. The areas of service that increased

were Interlibrary Loan activities (14%), the use of online reference products (25%), and meeting room use (8%). It's too early to tell, but these may be signs of shifting use of our programs and services.

The shift from print to non-print use continues. This month 45% of our total circulation was in audio-visual materials; in children's materials, the portion was 30% and in adult materials, the portion was 53%. This trend is being noticed in most other public libraries in the North Suburban Library System.

Our holdings have increased to 302,422 items. We have two capital improvement projects scheduled and budgeted for 2005 to address the change and growth in our collections. We also are gradually increasing our number of card holders.

A new service was launched this month by the Public Information Department. The first edition of our e-newsletter was published and sent to 61 active subscribers. We plan to publish a minimum of six issues a year.

We received news that our library will be featured in a new professional library publication Grants for Libraries: A How-To-Do-It Manual, for our successful Poetry Project.

OTHER PROFESSIONAL ACTIVITIES

I attended a meeting of the Wish List Committee of the Friends of the Library and served on the selection committee for the Synergy program through Illinois State Library on January 20. I attended the monthly NSLS Board Meeting (1/24), the Friends of the Library Roundtable Meeting (1/25), the CCS Governing Board meeting (1/26), the Chamber/City Advisory Committee meeting (1/27), and the Do the Dewey Committee meetings (2/2 and 2/9), and the CCS Executive Committee meeting (2/9).

I attended part of the Security Monitor training (1/29) and the Betty Ritter Memorial Service (2/12). I have been interviewed by two current library science students at Dominican University (2/2 and 2/4).

OLD BUSINESS

Sandra Norlin reported that filtering software installed on all library computers has caused few complaints by patrons and that computer usage has increased by 12.2% from 2003. Sandra Norlin distributed a report that listed filtering problems from August 2004 - February 2005. Eldon Burk asked that the public be made aware that filtering of all library computers will continue and that computer usage has not been adversely affected.

NEW BUSINESS

Sandra Norlin asked the Board to approve library closings from January 2005 - January 2006. Sandra stated that the library newsletter will list all the closing dates for the year and the library's telephone message will change giving patrons the option to listen to all library closings for the year.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve the library closings from January 2005 through January 2006. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked for Board approval to host the "Do the Dewey" fundraiser with the Rotary

Club of Des Plaines on April 16, 2005.

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve the "Do the Dewey" fundraiser with the Rotary Club of Des Plaines.

Susan Burrows asked that Eldon Burk and Susan Weinberg withdraw their motion, because of their involvement in this years planning. Susan Burrows stated that the "Do the Dewey" fundraiser was an idea conceptualized by the Board, and should be endorsed and supported by all board members. The Board discussed whether they would continue to support the "Do the Dewey" fundraiser.

Eldon Burk stated that he would not withdraw his motion and Susan Weinberg asked that a roll call vote be taken.

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve the "Do the Dewey" fundraiser with the Rotary Club of Des Plaines.

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

Sandra Norlin asked for Board approval to advertise for bids for the janitorial contract for the library and mobile library that will expire June 2005.

MOTION by Rhys Read , seconded by Susan Weinberg, to advertise for bids for the janitorial contract for the Des Plaines Public Library and Mobile Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin reported that the North Suburban Library System Membership Awards Banquet will be held on Friday, March 18, 2005 and that President Noreen Lake will receive the Trustee of the Year award.

MOTION by Jerry Mahony, seconded by Rhys Read, to approve payment to NSLS for up to 20 staff and Board members to attend the Annual NSLS Banquet on March 18, 2005. **ROLL CALL VOTE:** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

The Board discussed topics for their next article in the library newsletter, Foreword. Eldon Burk will write an article about the reading preferences of the Board members.

Sandra asked for board approval to order additional shelving from Midwest Library Systems at a cost of \$19,900.00. Sandra explained that this shelving was included in the 2005 library budget.

MOTION by Susan Weinberg, seconded by Elaine Tejcek, to approve payment to Midwest Library Systems in the amount of \$19,900.00, which has been budgeted for in the 2005 library budget and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

Sandra Norlin distributed information on the library's online resources. Sandra explained that Elaine Tejcek had inquired about how services the library provides to patrons both online and by remote access are publicized.

Noreen Lake reported that Mayor Tony Arredia made a generous donation to the Des Plaines Public Library Fund.

CORRESPONDENCE

The Board received a copy of the letter sent to President Lake from US Bank stating that the bank would not oppose the library in seeking a remedy to terminate the Kenneth W. Downing Charitable Trust for economic reasons.

MOTION by Rhys Read, seconded by Eldon Burk, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The meeting adjourned at 8:12PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 15, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 15, 2005. President Noreen Lake called the meeting to order at 7:04 PM.

Members Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Rhys Read, Susan Weinberg.

Members Absent: Mary Ellicson, Jerry Mahony, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Carol Kidd, Leslie Steiner, Hector Marino, Holly Richards Sorensen, Roberta Johnson, Sue D'Hondt.

CONSIDERATION OF THE AGENDA

MOTION by Rhys Read, seconded by Susan Burrows, to accept the agenda, as written.

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

DEMONSTRATION OF THE LIBRARY'S WEBSITE FEATURES

Holly Richards Sorensen, Head of Adult Services, demonstrated how to navigate and use the library's website. Holly also explained how to use the library's online resources. Sandra Norlin stated that there has been a substantial increase in the remote use of library materials.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was not in attendance due to illness.

CONSENT AGENDA

MOTION by Rhys Read, seconded by Eldon Burk, to accept the Consent Agenda, as written.

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

MOTION by Rhys Read, seconded by Eldon Burk, to approve the Financial Reports for

February 2005, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$14,582.46
2. Petty Cash Expenditures	\$45.50
3. Budget Expenditures for February	\$376,555.59
4. Expenditures Year to Date	\$624,471.38
5. Revenue for February	\$10,538.92
6. Revenue Year to Date	\$122,031.08

MOTION by Rhys Read, seconded by Eldon Burk, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

February 07, 2005	\$34,076.87
February 22, 2005	<u>\$75,090.93</u>
Total	\$109,167.80

ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Read, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by Eldon Burk, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

February 03, 2005	\$113,298.98
February 17, 2005	<u>\$112,777.16</u>
Total	\$226,076.14

ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Read, Weinberg. NAYS: None. **MOTION CARRIED.**

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential information since the last report.

PERSONNEL

Michelle Meyer-Edley resigned her position as Fulltime Reference Librarian, Adult Services and accepted a Part-time Reference Librarian position, effective 2.25.05.

STAFF DEVELOPMENT

Four staff members are attending the Bi Annual Spring Symposium of the Public Library Association in Chicago.

We held our quarterly All-Staff meeting on March 8. Gail Johnson of Face to Face Communication began our year-long customer service training and staff members demonstrated our assistive technology software, online program registration and meeting room

reservation system, and explained the physical changes on third and fourth floors.

The annual In-Service Day planning committee has recommended that we take a bus trip to the Annual ALA Conference in Chicago this June. We can take 80-90 staff members and furnish a box lunch for the amount budgeted for the event. We will receive free (\$25 value) passes to the exhibits from Demco, the library supplies and furniture company. We will need permission to close the library on Monday, June 27 rather than Thursday, May 12, 2005.

Miriam Pollack's work with the Department Heads will begin with the Department Heads weekly meeting on March 23.

PATRON SERVICES

Circulation has decreased from one year ago, as has patron attendance. Patrons used self checkout for 22% of all circulation. Forty-five percent of all materials checked out were audio visual items (53% of the adult collection and 31% of the children's). Out number of cardholders has grown slightly. Reciprocal borrowing (patrons of other libraries coming into our library to check out our materials) grew by 8.7% and Interlibrary Loan (sending our items out to other libraries and receiving items from other libraries for our patrons) grew by 17.5%. Searches of our databases increased by 73% in one year. Our patrons have used the online reference service MyWebLibrarian more than any other library in North Suburban in January (160 sessions) and February (161). I think we are seeing a growing trend of remote use of our electronic resources for reference and information purposes as well as an increase in use of our audiovisual collection. It is interesting to note that the decrease in circulation was in children's materials.

OTHER PROFESSIONAL ACTIVITIES

I participated in a discussion for library directors, led by Miriam Pollack, on global trends and how they affect library planning and services on 2/18. I also attended the Des Plaines Chamber of Commerce Installation Dinner/Dance on 3/18. I attended the annual NSLS Legislative Breakfast on 2/21, the Friends of the Library Roundtable Meeting on 2/22, a CCS Budget Committee meeting and a Public Library Administrators' Forum on 2/23. The main topic of discussion at the PLA was a review Reciprocal Borrowing tenets and practices. The conclusion was that the statement needs to be updated. I attended a Do the Dewey planning meeting and was interviewed by a library science student on 2/24. I attended a luncheon meeting of woman library directors of 3/3, and the CCS Executive Committee meeting on 3/9. I will meet with Helen Guevara Cox from Guadalajara on 3/11 to discuss Sister Libraries and will attend the Chamber of Commerce Legislative Luncheon.

NEW BUSINESS

Rhys Read will attend the April 4 City Council meeting, Eldon Burk the April 18 meeting, Rhys Read the May 2 meeting and Noreen Lake the May 16 meeting.

MOTION by Rhys Read, seconded by Susan Burrows, to approve the purchase of two 3M Model 325 Media Checks and a one-year Maintenance Agreement in the amount of \$6,268.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES:** Burk, Burrows, Grice, Lake, Read, Weinberg. **NAYS: None. MOTION CARRIED.**

Sandra Norlin asked for Board approval to close the library on Monday, June 27, 2005 for staff in-service training instead of Thursday, May 12, 2005. Sandra stated that Demco will provide exhibits passes for all staff to attend the American Library Association Annual Conference and

Exhibition in Chicago on June 27, 2005.

MOTION by Eldon Burk, seconded by William Grice, to close the library on June 27, 2005 instead of May 12, 2005, so that library staff can attend the American Library Association Annual Conference and Exhibition in Chicago. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked for Board approval to enter into an agreement with NetLibrary/OCLC to provide E-audiobooks in a downloadable format to library patrons at a cost of \$12,000.00. Roberta Johnson, Manager of the Readers' Services Department explained how patrons would be able to download the E-audiobooks to their personal computers or MP3 players and have the material available to them for three weeks. Roberta explained that new book titles would be available monthly.

MOTION by Eldon Burk, seconded by William Grice, to authorize Library Director Sandra Norlin to enter into an agreement with NetLibrary/OCLC for E-audiobooks in an amount not to exceed \$12,000.00, which is in the best interest of the Des Plaines Public Library. The funding for the E-audiobooks will come from the fiction and audio books 2005 budget. **ROLL CALL VOTE:** AYES: Burk, Burrows, Grice, Lake, Read, Weinberg. NAYS: None. **MOTION CARRIED .**

Hector Marino, Head of Computer & Technical Services, explained some of the benefits of becoming a sister library to the Benjamin Franklin Library in Guadalajara, Mexico. Sandra Norlin asked the Board if they were interested in partnering with the library in Guadalajara and the Board agreed to move ahead with the idea.

MOTION by William Grice, seconded by Susan Burrows, to move ahead with ideas to partner with the Benjamin Franklin Library in Guadalajara, Mexico, as a sister library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

Eldon Burk reported that R. Franczak & Associates will tear down the old library building in the near future and has offered some of the bricks from the old building to the library. Eldon stated that the bricks could be used for fund raising purposes and asked if the Board was interested in selling the bricks. The consensus was to ask that about 2,000 bricks be saved for the library.

MOTION by Eldon Burk, seconded by Rhys Read, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The meeting adjourned at 8:58 PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 19, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 19, 2005. President Noreen Lake called the meeting to order at 7:01 PM.

Members Present: Eldon Burk, Susan Burrows, Noreen Lake, Jerry Mahony, Rhys Read, Susan Weinberg.

Members Absent: Mary Ellicson, William Grice, Elaine Tejcek.

Also Present: Sandra Norlin, Alderman Carla Brookman, Martha Sloan, Carol Kidd, Leslie Steiner, Hector Marino, Debra Walusiak, Jim Wozny, Carol Shannon, Linda Forman, L. Sue D'Hondt, Patricia Thompson.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Susan Burrows, to amend the agenda by moving VII. New Business. A. Special Events Commission [New Year's Eve Celebration Proposal] to III. Public Comments and Questions. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

PUBLIC COMMENTS AND QUESTIONS.

Jim Wozny, Special Events Commission, asked for Board approval to proceed as last year to host a portion of the City of Des Plaines New Year's Eve Celebration at the library.

MOTION by Eldon Burk, seconded by Susan Burrows, to proceed as last year for the request by the Special Events Commission to hold a portion of the City of Des Plaines New Year's Eve celebration at the library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED** .

Debra Walusiak presented a certificate of appreciation to the Board and thanked them for their donation of food items to the Self-Help Closet and Pantry of Des Plaines. Debra reported that the Des Plaines Public Library Board of Trustees came in third in the food collection contest held in February.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman in attendance, but did not have a report.

CONSENT AGENDA

MOTION by Rhys Read, seconded by Susan Weinberg, to accept the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Susan Weinberg, to approve the Financial Reports for March 2005, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$10,177.96
2. Petty Cash Expenditures	\$33.00
3. Budget Expenditures for March	\$523,012.13
4. Expenditures Year to Date	\$1,157,987.48
5. Revenue for March	\$89,200.65
6. Revenue Year to Date	\$692,788.93

MOTION by Rhys Read, seconded by Susan Weinberg, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

March 07, 2005	\$40,389.14
March 21, 2005	<u>\$46,160.45</u>
Total	\$86,549.59

ROLL CALL VOTE : AYES: Burk, Burrows, Lake, Mahony, Read, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Susan Weinberg, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

March 03, 2005	\$110,359.60
March 17, 2005	\$111,520.48
March 31, 2005	<u>\$110,756.27</u>
Total	\$332,636.35

ROLL CALL VOTE : AYES: Burk, Burrows, Lake, Mahony, Read, Weinberg. NAYS: None. **MOTION CARRIED** .

DIRECTOR'S REPORT

Note: I have received no official requests for confidential patron information since the last report.

PERSONNEL

New employees for March/April 2005: Francisco Correa, IT Assistant; Technology Pages Gamal Dillard, Liezl Oliveros, Raul Silvestry, Brian Szewczyk, and James Westen, Computer Services.

Resignations/separations: Ana Patino, Circulation Services Clerk.

STAFF DEVELOPMENT

I awarded the first quarter Employee Bonus Awards on April 7. The winners are Jairo Barbosa, Margie Borris, and Mike Brouillette. I received 17 nominations for 14 employees. Each winner received a \$250 cash bonus. All nominees were notified and copies of their nominating letters were placed in their personnel files.

Several staff members are attending the annual Reaching Forward Conference for library assistants on April 15.

Plans are underway for the June 27 bus trip to the ALA Annual Conference exhibits at McCormick Place.

PATRON SERVICES

I received a Citizen's Request for Reconsideration form regarding a book in the High School collection. The patron requested that because of its title the book be moved to the adult fiction collection.

Circulation increased slightly over last March, but maintains a net decrease in the year to date activities. Audio visual materials accounted for 45% of the total circulation, 31% of children's materials and 53% of adult. Please note the large decrease in circulation of videocassettes and the increase in DVD circulation. Patrons used self checkout for 23% of the items circulated.

Use of our online databases increased by 133% over March of 2004 and use of our meeting rooms increased by 11%.

Our community outreach activities involve services to Spanish speaking residents, including a survey of these residents and meetings with Spanish speaking business owners. Preschool visits to children and a program for teachers, remote access use of our databases, programs at the new Senior Center, and visits to senior care facilities are other activities that have increased in use or have been added as services to our community.

OTHER PROFESSIONAL ACTIVITIES

Since March 15 I have represented the library at a Taste of Des Plaines Organizing meeting on 3/26, the Library Cable Network Executive Committee meeting on 3/17, the Maine West student government presentation, SLURP meeting, and the NSLS Awards Banquet on 3/18, the Friends of the Library Roundtable meeting on 3/22, the CCS Governing Board meeting on 3/23, the NSLS Board meeting on 3/28, a Center of Concern fundraiser organizing meeting on 4/6, an MSLS Board Finance Committee meeting on 4/11, the Friends Wishlist committee meeting and Mayor Arredia's reception on 3/12, and the Reaching Forward conference on 4/15.

NEW BUSINESS

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve payment to Embury, Ltd. in the amount of \$5,500.00 for the purchase of one double-sided CD gondola and two slat wall end panels in the amount of \$5,500.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burk, Burrows, Lake, Mahony, Read, Weinberg. NAYS: None. **MOTION CARRIED.**

Sandra Norlin distributed a list of obsolete or damaged computers, monitors, printers and

terminals and asked for board approval to declare these items surplus property. Sandra reported that these items will be offered to not for profit agencies and local schools.

MOTION by Rhys Read, seconded by Susan Weinberg, to declare the following equipment surplus property and to dispose of the equipment according to library policy. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Computers

Make/Model Serial Number Status

iMac M4984 XA9161H7G5N not operational
iMac M4984 XA9161GEG5N not operational
iMac M5521 XA95000RHVV not operational
iMac M5521 XA9490WVHVW not operational
iMac M5521 XA94500YHB7 not operational
iMac M5521 YM1032TGKLX not operational
iMac M5521 YM1033BLKLX not operational
iMac M5521 YM10338LKLX not operational
Compaq Deskpro EP 6542CJN4N002 operational
Compaq Deskpro EP 6921CCL6B159 operational
Compaq Deskpro EP 6949CJN4K671 operational

Monitors

Make Model Serial Number Status

Gateway EV700 HDE2K6006392 operational
Compaq 150 511BC05AH812 operational
Compaq MV720 913CE64ECG71 operational
Magnavox CM2015 54797583 operational

Printers

Make Model Serial Number Status

Citizen iDP 3530 93Y1127 not operational
Epson LX-300 1Q3E042393 operational
Epson LX-300 1TME002122 operational
Epson LX-300 1TME002148 operational
Hitachi DDS32 V001S114A9C operational
HP Deskjet 500 US31C110GF operational
HP Deskjet 812C MY93P12052 operational
HP Deskjet 812C MY93P12053 operational
HP Laserjet 8000 USHH018904 operational
HP Thinkjet 2509S20687 operational
HP Thinkjet 2847S31119 operational
HP Thinkjet 3014S69507 operational
HP Thinkjet 3031S73816 operational
NEC Superscript 1800N B1GN600161E not operational
NEC Superscript 1800N B1GN600511H not operational
NEC Superscript 1800N B1GN600578K not operational

Terminals

Make/Model Serial Number Status

Wyse WY-60 01C1019441 operational
Wyse WY-60 01C10303639 operational
Wyse WY-60 01C13401885 operational
Wyse WY-60 01C30403615 operational

Sandra Norlin asked for Board approval to purchase 30 desktop computers and monitors from Dell Marketing at a cost of \$29,992.40. Sandra reported that this is a 2005 budgeted expense. Eldon Burk asked if there were any problems with the Dell computers the library currently owns and Hector Marino replied that there have been some problems with this equipment, but that Dell is correcting the problems.

MOTION by Eldon Burk, seconded by Jerry Mahony, to purchase 30 Dell desktop computers and monitors in an amount not to exceed \$29,992.40, which is in the best interest of the Des Plaines Public Library that bid procedures be waived. **ROLL CALL VOTE: AYES** : Burk, Burrows, Lake, Mahony, Read, Weinberg. **NAYS: None. MOTION CARRIED.**

The Executive Committee will meet in Executive Session after the May 17, 2005 board meeting to discuss the Director's Review.

President Noreen Lake asked for volunteers to serve on the nominating committee. Susan Burrows, Susan Weinberg and Jerry Mahony offered to serve on the Committee.

Eldon Burk reported that R. Franczak & Associates donated 2,000 bricks from the old library and stated that the bricks will be used for fundraising purposes. The Finance Committee will meet on Monday, May 9, 2005 to discuss how to market these donated bricks.

Eldon Burk asked the Board to consider having a time capsule inserted into a cornerstone of the new library building. Alderman Brookman suggested that Eldon contact either Tim Bleuher in Community & Economic Development or Tim Oakley in Engineering to discuss the feasibility of this idea.

ANNOUNCEMENTS

Sandra Norlin reported that the "Do the Dewey" fundraiser netted profits of approximately \$6,500.00. The funds will be divided between the Des Plaines Rotary Foundation and the Des Plaines Public Library Foundation.

Eldon Burk thanked staff for their participation in the "Do the Dewey" fundraiser. Eldon asked Sandra Norlin to prepare letters of thank you to the Maine West Key Club members who volunteered to work at the fundraiser.

President Noreen Lake and Library Director Sandra Norlin will attend the National Library Legislative Days in Washington, D.C. on May 3 and 4.

Sandra Norlin reported that a check in the amount of \$500.00 was received from the Library Courte Condominium Association in appreciation of meeting room use.

Sandra Norlin reported that recommendations made by the Board at their October 19, 2004 building walkthrough have been completed. Sandra reported that shock-absorbent flooring has been installed in areas of the library where staff stands for long periods of time. Sandra also reported that the cable that was wrapped around a pillar in the circulation area has been removed and that the wall space originally designated for public pay telephones has been modified for the debit card stations. Sandra also reported that the noise levels in the library continue to be monitored by the Building and Security Services staff.

MOTION by Rhys Read, seconded by Susan Weinberg, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The meeting adjourned at 7:49PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 17, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 17, 2005. President Noreen Lake called the meeting to order at 7:07PM.

Members Present : Eldon Burk, Susan Burrows, Mary Ellicson, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent : William Grice.

Also Present: Sandra Norlin, Alderman Carla Brookman, Martha Sloan, Carol Kidd, Leslie Steiner, Hector Marino, Sue D'Hondt, Wayne Serbin.

CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded Eldon Burk, to accept the agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance, but did not have a report.

CONSENT AGENDA

MOTION by Eldon Burk, seconded by Susan Weinberg, to accept the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve the Financial Reports for April 2005, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

- | | |
|----------------------------------|--------------|
| 1. Over the Counter Receipts | \$11,554.73 |
| 2. Petty Cash Expenditures | \$50.56 |
| 3. Budget Expenditures for April | \$411,946.23 |

4. Expenditures Year to Date	\$1,582,179.74
5. Revenue for April	\$43,550.60
6. Revenue Year to Date	\$2,165,949.71

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

April 04, 2005	\$52,379.83
April 18, 2005	<u>\$57,696.37</u>
Total	\$110,076.20

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

April 14, 2005	\$111,187.35
April 28, 2005	<u>\$115,663.55</u>
Total	\$226,850.90

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

DIRECTOR'S REPORT

Note: I have received no official requests for confidential patron information since the last report.

PERSONNEL

New employees for April/May, 2005 are Sidra Khan and Amanda Simmons, Project Next Generation Peer Mentors (Temporary position) and Suranjana Bhowmick, Circulation Services Page.

Resignations/Separations: MunMun DasGupta and Ivan Ruiz, Pages; Michael Kaski, Circulation Clerk, and Gamal Dillard, Technology Page.

We have completed the interview process for the Reference Librarian position. We received 123 applications and interviewed 21 candidates. We will complete the eligibility list when the backgrounds checks have been completed.

STAFF DEVELOPMENT

Gail Johnson of Face to Face Communications met with 60 staff members on May 12. These meetings are part of the year long contract with Ms. Johnson to provide in depth training on customer service.

Veronica Schwartz is heading the committee to plan for the library's team and fundraising efforts for Relay for Life, which will be held on June 24/25 this year. The committee has

already raised \$516 through a bake sale and denim day.

The Department Heads have begun a new weekly meeting format and communication method as a result of our consultation with Miriam Pollack.

PATRON SERVICES

The library's 2005 Battle of the Books was a roaring success, with over 150 4th through 8th graders in attendance. The program was organized by Judy Reiss of the Youth Services Department.

Preparations for the two grant applications are well underway. We are applying for a "Libraries Leading the Way" grant to train library staff and other community agency staff to facilitate "community conversations" on topics of public interest. We are also applying for a "Weed and Feed" grant to build up our non-fiction collection in Spanish and other languages.

The Mobile Library Schedule will be printed in Spanish this year for the first time.

The modifications to the computer lab have been completed, including new projection equipment. This room will now be dedicated to computer classes for public and staff.

Our library's patrons were the heaviest users of the online, real-time reference service My WebLibrarian in April.

Please notice that so far in 2005, 15,368 people have attended meetings and programs at the library.

We have had 211,265 visits to our website in the first three months of 2005. We have included a new statistical report on the top ten most visited pages in our website.

OTHER PROFESSIONAL ACTIVITIES

I attended the CCS Executive Committee meeting on 4/20, the Library Cable Network Executive Committee meeting on 4/21, and the Public Library Administrators' Forum on 4/22. I also participated in the NSLS Reciprocal Borrowing Task Force meeting on 4/22. I attended the NSLS Board meeting on 4/25, the Friends of the Library Roundtable meeting on 4/26, meeting of the CCS Database Task Force and a preparatory meeting for attendees of the National Library Advocacy Day held at NSLS on 4/27, and the Des Plaines Volunteer Service Awards Banquet on 4/28. From 5/2 through 5/4 I participated in the Library Advocacy Day in Washington, DC. I attended the Board Finance Committee meeting on 5/9, the VITA Volunteer Recognition Dinner on 5/10, the CCS Executive Committee meeting on 5/11 and a workshop on new ways to express the value of libraries at NSLS on 5/12.

I am currently involved in strategy, policy, and procedural discussions on the topic of resource sharing in three different arenas. As incoming President of the CCS Governing Board I am working at the executive committee level to formulate policies addressing how local libraries' decisions to limit access to non-residents impact other libraries in the CCS system. As chair of the CCS Database Management Committee, I am presiding over meetings to streamline the way individual libraries describe their collections so that there is more uniformity in the database, which will make it easier for patrons and staff to search the CCS-wide catalog. As a member of the Reciprocal Borrowing Task Force I am helping to rewrite the RBP tenets for NSLS, with an emphasis on encouraging resource sharing.

My first experience as a library lobbyist in Washington, DC was energizing, inspiring, and

productive. I think the networking that Noreen and I did among trustees and librarians, the contacts we made with congressional staff, the knowledge we gained about library issues, and the knowledge and practice of lobbying protocol we gained were the benefits of our efforts. The program was well-organized by the ILA staff and the ALA Washington office staff. Representative Jan Schakowsky was especially attentive to our concerns and supportive of our efforts.

NEW BUSINESS

MOTION by Rhys Read, seconded Elaine Tejcek, to accept the Illinois Public Library Annual Report (IPLAR), as prepared. **Vote:** Ayes: All. Nays: None. **MOTION CARRIED .**

Sandra Norlin explained that the library's cost for Library Cable Network has been reduced because of a correction to the population count made by the U.S. Census Bureau for Des Plaines.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve payment to Library Cable Network in the amount of \$30,181.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE :** AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

Sandra Norlin reported that bids for the Janitorial Contract for the Des Plaines Public Library and Mobile Library were opened on May 13, 2005 and that Perfect Cleaning Services, Inc. submitted the lowest bid in the amount of \$2,995/month.

MOTION by Rhys Read, seconded by Mary Ellicson, to accept the bid from Perfect Cleaning Services, Inc. in the amount of \$2,995/month for three years, which was the lowest bid and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE :** AYES: Burk, Burrows, Lake, Mahony, Read, Weinberg. NAYS: None. **MOTION CARRIED.**

Rhys Read reported that the Finance Committee met on May 9, 2005 and that 2,000 bricks from the 841 Graceland building will be donated to the library to be used for a fundraiser. Sandra Norlin reported that Rebel Trophies would manufacture a small plaque for \$3.00 that could be affixed to the brick. Eldon Burk stated that the bricks will be cleaned before being donated to the library and Alderman Brookman volunteered to have a brick from the 841 Graceland building delivered to Sandra Norlin. Rhys Read asked that discussion about selling the bricks be tabled until next month when the Board could actually look at one of the bricks.

Mary Ellicson will attend the June 6 City Council meeting, Susan Weinberg the June 20 meeting, Eldon Burk the July 5 meeting and Jerry Mahony the July 18 meeting.

Sandra Norlin reported that the fundraiser "Do the Dewey" raised \$8,309.54 and that the library would receive one-half of that amount. Sandra asked for Board approval to host the fundraiser next year.

MOTION by Susan Weinberg, seconded by Rhys Read, to continue the "Do the Dewey" fundraiser in 2006 on April 22. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked Board members to consider entering into a Sister Libraries agreement with the Benjamin Franklin Library in Guadalajara, Mexico. Sandra explained that the partnership would be of mutual benefit to both libraries.

MOTION by Eldon Burk second Mary Ellicson to authorize Library Board President Noreen Lake to enter into a Sister Libraries agreement with the Benjamin Franklin Library in

Guadalajara, Mexico. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

ANNOUNCEMENTS

Sandra Norlin invited the Board to join the library's Relay for Life team on June 24 and 25 to raise money for cancer research.

President Lake invited the Board to attend the ALA Annual Conference on June 24 for beginning advocates.

Noreen Lake reminded the Board that for the FY2006 Per Capita Grant the Board must review and report on progress in meeting Chapter 11, "Governance and Administration", and Chapter IX, "Facilities", of Servicing Our Public: Standards for Illinois Public Libraries, Revised Edition. The Board will discuss this at their June and July Board meetings.

NOMINATING COMMITTEE

Susan Weinberg stated that the Nominating Committee recommends Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary for 2005/2006.

CORRESPONDENCE

Sandra Norlin reported that the library's attorney, Ellen Yearwood, will send documents needed to transfer the Downing Trust to the Library Community Foundation for Noreen Lake to sign.

OTHER

Noreen Lake and Sandra Norlin reported on their attendance at the Library Advocacy Days in Washington D.C. Noreen Lake suggested that a Board member attend each year to represent the Des Plaines Public Library.

Jerry Mahony asked Alderman Brookman if official parking stickers could be obtained for Board members. Alderman Brookman stated that she would ask the Director of Finance, Jim Egeberg, for parking stickers for the Board.

President Lake asked if the library newsletter, Foreword, could be sent to local and state representatives in our area. Leslie Steiner, Head of Public Information Services, stated that she would send the library newsletter to the representatives.

Elaine Tejcek left the meeting at 8:30pm.

The regular meeting adjourned at 8:35PM.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Susan Burrows, to enter into an Executive Session at 8:40 PM to discuss Compensation of Specific Employee. Vote: Ayes: All. Nays: None.

MOTION CARRIED .

The regular session reconvened at 8:53 PM and was called to order by President Noreen Lake.

MOTION by Susan Burrows, seconded by Eldon Burk, to adjourn the regular meeting. **VOTE**
: AYES: All. NAYS: None. **MOTION CARRIED** .

The meeting adjourned at 8:53PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 21, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 21, 2005. President Noreen Lake called the meeting to order at 7:02PM.

Members Present : Susan Burrows, Mary Ellicson, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Eldon Burk, William Grice.

Also Present: Sandra Norlin, Alderman Carla Brookman, Martha Sloan, Carol Kidd, Leslie Steiner, Hector Marino, Susan Plate.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Burrows, seconded Susan Weinberg, to accept the agenda, as written.
VOTE : AYES: All. NAYS: None. **MOTION CARRIED .**

REPORT OUT EXECUTIVE SESSION REGARDING COMPENSATION OF SPECIFIC EMPLOYEE.

Motion by Susan Burrows, seconded by Susan Weinberg, to accept the recommendation from the Executive Session meeting on June 7, 2005 on compensation of a specific employee.
VOTE : AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance, but did not have a report.

CONSENT AGENDA

MOTION by Rhys Read, seconded by Susan Burrows, to accept the Consent Agenda, as written. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by Susan Burrows, to approve the Financial Reports for

May 2005, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$12,887.79
2. Petty Cash Expenditures	\$49.81
3. Budget Expenditures for May	\$594,170.54
4. Expenditures Year to Date	\$2,179,804.50
5. Revenue for May	\$257,649.98
6. Revenue Year to Date	\$2,696,057.17

MOTION by Rhys Read, seconded by Susan Burrows, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

May 02, 2005	\$56,763.15
May 16, 2005	<u>\$66,071.04</u>
Total	\$122,834.19

ROLL CALL VOTE : AYES: Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg.
NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Susan Burrows, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

May 12, 2005	\$113,301.18
May 26, 2005	<u>\$114,286.10</u>
Total	\$227,587.28

ROLL CALL VOTE : AYES: Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg.
NAYS: None. **MOTION CARRIED.**

DIRECTOR'S REPORT

Note: I have received no official requests for confidential patron information since the last report.

PERSONNEL

New employees for May 2005: Mike Menze, Circulation Assistant, Mona Sidhu, Page, Kathleen Konopasek, Circulation Clerk, Vincenzo Brunetti, Page, Michael Chiovari, Technology Page, and Devangi Patel, Page.

Resignation/Separations: Suriyakala Samikkannu, Page II, Amber Creger, Readers' Services Assistant, and MunMun DasGupta, Page.

We have completed our search for full time Reference Librarian I in the Adult Services Department and are waiting for confirmation of the appointment.

We have begun the search for full time Circulation Assistant. We anticipate that it will take six

to eight weeks to complete the process.

STAFF DEVELOPMENT

Over 90 staff will attend the trip to the ALA Annual Conference on June 27 for the annual Inservice Day.

The plans for the 4th of July Parade participation are underway. Susan Farid is chairing the staff committee.

July 1 is the deadline for applications for tuition reimbursement.

On Wednesday, June 8, the Department Heads took our annual field trip to Oak Park for a morning tour of the new Oak Park Public Library and an afternoon tour of the Frank Lloyd Wright home and studio.

PATRON SERVICES

Since registration for Summer Reading Clubs opened on June 5, 573 children, 65 teens, and 44 adults have enrolled. All free tickets for Ravinia were given out on the first day of availability.

Since June 1 24 people have registered for the eaudiobook accounts and have checked out 29 eaudiobooks. Most people learned about the program through our summer newsletter.

The Chicago Tribune has prepared a story on David Whittingham's memoir writing program for men.

Attendance for the Knight and His Squire program on Saturday, June 11 was over 130. The "From Rosie to Roosevelt" film/discussion program series attracted over 80 people in its first two weeks.

We provided staging areas for the Taste of Des Plaines artists and performers. Early arrivals and late departures on Saturday and Sunday required security personnel for 12 1/2 extra hours.

Our Sister Library Committee has begun work on a bilingual home page that reflects our partnership with the Benjamin Franklin library in Guadalajara, Mexico.

We have submitted two grant applications through the Illinois State Library SLTA grant program by the June 17 deadline. The grants will be awarded in September.

This month our circulation increased by 6.49% over last May. Fifty-three per cent of circulation was print items overall. From the adult collection, print circulation was 47% and from the youth services collection the print circulation was 67%. It is interesting to note that print items make up 86% of our collection and 53% of the circulation. People used self-check for 22% of all circulation at the main library. It is interesting to note that as in person patron service decreases, remote and in library use of our online databases has increased by 90% over last May.

OTHER PROFESSIONAL ACTIVITIES

I have spent considerable time researching, writing, and preparing for the presentation I will give at the ALA Annual Conference on Saturday, June 25. I attended a Taste of Des Plaines meeting on May 25, LCN Executive Committee meetings on May 19 and June 16, reviewed the District 62 Minigrant applications, attended the Friends of the Library meeting on May 24, the

CCS Governing Board Meeting on May 25, and the NSLS Public Library Administrators' Forum on June 15. I also visited the morning Learn to Read Class for their last day of session celebration on June 1.

OLD BUSINESS.

The Board viewed sample bricks from the 841 Graceland Avenue library building to determine a price. The Finance Committee made a recommendation to price the bricks at \$15.00 for the first engraved brick and \$10.00 for each additional brick purchased at the same time.

MOTION BY Committee to sell the bricks from the 841 Graceland Avenue library building at \$15.00 for the first engraved brick and \$10.00 for each additional brick purchased is \$10.00, per order. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Susan Burrows asked if the clock tower could be imprinted on the plaque. Sandra Norlin will ask Rebel Trophies if that can be done and what the cost would be.

The Board asked Sandra Norlin to come up with a plan to market the bricks. There are 3,000 bricks and Sandra Norlin will order 100 plaques for the bricks.

Sandra Norlin reported that library attorney Ellen Yearwood received a copy of the official letter of complaint from the Law Office of Peter J. Latz who is representing US Bank requesting the dissolution of the Kenneth W. Downing Charitable Trust. Sandra Norlin stated that Ellen Yearwood had drawn up a letter of complaint requesting the dissolution of the Kenneth W. Downing Charitable Trust and asked that the library board president sign the complaint.

MOTION by Rhys Read, seconded by Susan Weinberg to direct library Board President Noreen Lake to sign the complaint to dissolve the Kenneth W. Downing Charitable Trust. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

MOTION by Susan Weinberg, seconded by Rhys Read, to move VIII. New Business. A. Reviewing Serving Our Public: Standards for Illinois Public Libraries, Chapter II, "Governance and Administration" to VIII. New Business. H. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED** .

NEW BUSINESS

MOTION by Rhys Read, seconded by Susan Weinberg to approve the regular monthly Board of Library Trustees meeting dates, every month except January 2006, which would convene at 4:00 PM, for the period August 2005 through July 2006. **VOTE**: AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Susan Burrows, seconded by Rhys Read to increase the Non-Resident Fee from \$215.00 per family per year to \$240.00 per family per year for the period July 1, 2005 through June 30, 2006.

MOTION by Rhys Read, seconded by Mary Ellicson, to approve the Illinet/OCLC Services Program Renewal Agreement FY2006 in an amount not to exceed \$6,026.66, which is in the best interest of the library. **ROLL CALL VOTE** : AYES: Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

Rhys Read asked that City Manager David Niemeyer attend an upcoming board meeting to

explain proposed costs to the library for services provided by the City of Des Plaines.

The Board discussed presenting the library lease to the library's attorney for review regarding fees being charged to the library for services provided by the City of Des Plaines.

MOTION by Jerry Mahony, seconded by Mary Ellicson, to have the library's attorney review the library lease to interpret a specific paragraph. **VOTE** : AYES: Burrows, Ellicson, Lake, Mahony, Tejcek, Weinberg. NAYS: Read. **MOTION CARRIED.**

The Board directed Sandra Norlin to obtain pricing for services currently being provided by the City of Des Plaines. Sandra was asked to include the cost for outsourcing specific services in the proposed 2006 budget.

MOTION by Susan Burrows, seconded by Jerry Mahony, to approve the library subscription Reference USA in an amount not to exceed \$11,022.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

Sandra Norlin reported that the Friends of the Library approved over \$7,000 for the purchase of a new piano for the library.

ANNOUNCEMENTS

Sandra Norlin reported that the July 5 City Council meeting has been rescheduled for July 11 due to the July 4th holiday.

Sandra Norlin reported that she received a complaint about the picture book, Up, Up, Down.

NOMINATING COMMITTEE

MOTION by Susan Burrows, seconded by Susan Weinberg, to approve the slate of officers, Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary, by acclamation. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

OTHER

Susan Weinberg reported that on the fourth floor inappropriate pictures were being printed to the library printers and Susan asked what procedures are followed in these cases. Sandra Norlin replied that patrons are informed that this activity violates library policy. The patrons may be asked to leave the library or are banned from the library if they do not comply.

The board discussed and reviewed Serving Our Public: Standards for Illinois Public Libraries, Chapter II, "Governance and Administration", which is a requirement for the Per Capita Grant applications for the fiscal years 2006 – 2008. Sandra Norlin stated that North Suburban Library Systems will offer programs for trustees and Noreen Lake encouraged Board attendance and said that the programs were very worthwhile.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Jerry Mahony, to enter into an Executive Session at 8:20 PM to discuss Compensation of Specific Employee and Semi-Annual Review of Executive Session Minutes. **Vote** : Ayes: All. Nays: None. **MOTION CARRIED.**

The regular session reconvened at 9:00PM and was called to order by President Noreen Lake.

MOTION by Susan Weinberg, seconded by Susan Burrows, to concur with consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

July 19, 1995 – Acquisition of Smuk Property.

August 21, 1995 – Acquisition of Smuk Property, UFDC Letter of Intent to Purchase.

September 19, 1995 – Acquisition of Smuk Property.

October 19, 1995 – Acquisition of Smuk Property, UFDC Intent to Purchase.

April 21, 1998 – Downtown Redevelopment.

November 21, 2000 – Administrator's Review, Semi-Annual Review of Minutes.

December 16, 2003 – Semi-Annual Review of Executive Session Minutes.

June 15, 2004 – Semi-Annual Review of Executive Minutes.

December 21, 2004 - Semi-Annual Review of Executive Minutes.

May 17, 2005 – To Discuss Compensation of a Specific Employee.

And further concur with consensus in Executive Session that the need for confidentiality still exists as to all or part of the remaining Executive Session minutes. **VOTE** : AYES: All.

NAYS: None. **MOTION CARRIED.**

MOTION by Jerry Mahony, seconded by Rhys Read, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The meeting adjourned at 9:04PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
July 19, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 19, 2005. President Noreen Lake called the meeting to order at 7:01 PM.

Members Present : Eldon Burk, Mary Ellicson, William Grice, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Susan Burrows, Jerry Mahony.

Also Present: Sandra Norlin, Carol Kidd, Leslie Steiner, Hector Marino, Carolyn Nakamura, L. Sue D'Hondt, Patricia Thompson.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded Susan Weinberg, to accept the agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS.

Leslie Steiner, Head of Public Information Services, reported that September is Library Card Signup Month.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was absent.

CONSENT AGENDA

MOTION by Rhys Read, seconded by Eldon Burk, to accept the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by Eldon Burk, to approve the Financial Reports for June 2005, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,702.29
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for June	\$463,577.93

4. Expenditures Year to Date	\$2,650,602.03
5. Revenue for June	\$11,941.35
6. Revenue Year to Date	\$2,739,031.97

MOTION by Rhys Read, seconded by Eldon Burk, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

June 06, 2005	\$55,192.07
June 20, 2005	<u>\$103,413.75</u>
Total	\$158,605.82

ROLL CALL VOTE : AYES: Burk, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by Eldon Burk, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

June 09, 2005	\$110,892.34
June 23, 2005	<u>\$112,403.87</u>
Total	\$223,296.21

ROLL CALL VOTE : AYES: Burk, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

DIRECTOR'S REPORT

Note: I have not received an official request for confidential information since my last report.

PERSONNEL

New employees for June/July: Jill Franklin, fulltime Reference Librarian.

Resignations/Separations: Shalaihah Neil, fulltime Circulation Assistant.

We are conducting interviews for the fulltime Circulation Assistant position.

STAFF DEVELOPMENT

Our annual Inservice Day was, by all accounts, a successful change of pace. Ninety-two staff members rode chartered buses to McCormick Place to view the exhibits of library goods and services as part of the ALA Annual Conference. We obtained free passes to the exhibits from Demco, a longtime supplier of library supplies and equipment. Martha Sloan chaired the staff committee who carefully planned the day and provided an educational and enjoyable experience for all attendees. Carol Kidd deserves special recognition for her managing of all the logistical details, from chartering the buses, obtaining the passes, preparing the applications in advance so that our staff did not have to wait in long registration lines, to shopping for and arranging for food for the day.

Staff Bonus Awards were presented to Carol Kidd, Chris Posinger, and Gail Bradley for the second quarter. They were nominated by their colleagues and selected by me.

In addition to our Inservice Day, several staff members attended the full ALA Conference.

On June 22 we held the second in series of Customer Service programs for staff. Fifty-six staff members attended three interactive presentations by Gail Johnson.

We had excellent staff participation in both the 4th of July Parade and for the Relay for Life event.

PATRON SERVICES

Our circulation was down slightly from last June, attributable in part to our one day closing for Staff Inservice Day, which is usually held in May. Thanks to our Summer Reading Club for children, the print circulation for children is 69% of the total items circulated. Nonprint items account for 53% of the adult circulation. Overall, print items account for 54% of the items circulated in June. Patrons used self-check to check out 25% of the items circulated.

The CCS shared catalog and circulation systems were taken down by an intruder (hacker) on Thursday, July 7 and was not restored until Monday, July 11. The CCS staff worked long hours and throughout the weekend to take the painstaking steps to safely bring the system back on line. No data was lost and no data was damaged. Our staff also deserves credit for working as cheerfully as possible under difficult circumstances.

Attendance at Summer Reading Club programs has been especially high, with 131 in attendance at the Knight and His Squire program and 163 at Up, Up, Away.

OTHER PROFESSIONAL ACTIVITIES

I attended the ALA Annual Conference from June 24 through June 28, beginning with the preconference program on Advocacy. I attended programs on using technology of the present to predict the future, intellectual and religious freedom, anticipation of patron demands of the 55 and older clientele, the bookcart drill team world championship, and presented at a program on putting organizational theory into practice. I also attended our tea for Volunteers on June 30, walked in the 4th of July Parade with the Library unit, and attended the CCS Executive Committee meeting on July 13 and the NSLS Program for Trustees also on July 13.

I have accepted the invitation to be the pronouncer for the regional Senior Spelling Bee at the Maine Township center on August 2.

OLD BUSINESS.

Sandra Norlin reported that a copy of the library lease was sent to Attorney Gerard Dempsey for review.

NEW BUSINESS

The Board reviewed Serving Our Public: Standards for Illinois Public Libraries, Chapter IX, "Facilities."

Noreen Lake asked Sandra Norlin if the library has a tornado shelter and Sandra Norlin responded that the hallway in the Circulation Services department workroom has been designated by the fire department as the safest place to be in the library in the event of a tornado. Rhys Read asked if the library has regular fire drills and Sandra Norlin responded that

fire drills are held once a year.

Mary Ellicson & Noreen Lake will attend the August 1 City Council meeting, Eldon Burk the August 15 meeting, Susan Weinberg the September 6 meeting and Rhys Read the September 19 meeting.

MOBILE LIBRARY SERVICE TO ROSEMONT

Sandra Norlin reported that the agreement between the Des Plaines Public Library and the Village of Rosemont for Mobile Library Service to Rosemont will renew automatically on September 1, 2005, unless either party terminates the agreement.

Sandra Norlin reported that costs to provide Mobile Library service to Rosemont have increased by 8.6% and that if the Board approves this increase the cost to Rosemont would be \$11,539.00 per year.

MOTION by Eldon Burk, seconded by Rhys Read, to renew the agreement with the Village of Rosemont to provide Mobile Library Service to Rosemont for 2005/2006 in the amount of \$11,500.00, which is an increase of approximately 8.6% to cover the increased operating costs.

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

MOTION by Rhys Read, seconded by Mary Ellicson, to declare the following equipment surplus property and to dispose of the equipment according to library policy. **VOTE** : AYES: None. NAYS: None. **MOTION CARRIED**.

Computers Serial Number

Gateway Profile BU300071550

Gateway Profile BU299370908

Gateway Profile BU299290912

Gateway Profile BU299290871

Gateway Profile BU200071363

Ace 48Xmax 962658

Ace 48Xmax 962686

Ace 48Xmax 962692

Ace 48Xmax 962691

Ace 48Xmax 962663

Ace 48Xmax 962694

Ace 48Xmax 962683

Ace 48Xmax 962667

Ace 48Xmax 962681

Ace 48Xmax 962677

Monitors Serial Number

NEC AS70 0532531YA

NEC AS70 0532528YA

NEC AS70 0532550YA

NEC AS70 0530947YA

NEC AS70 0532676YA

NEC AS70 0532504YA

CompaqMV720 848CE64EA866

Phillips150P3 80152107

NEC AS70 0532681YA

NEC AS70 0531882YA

NEC AS70 0532449YA

NEC AS70 0532524YA

NEC AS70 0532522YA
NEC AS70 0530944YA

Printer Serial Number
Epson LQ570+P630B 1F8E406319

Misc: 16 keyboards & 12 NEC monitor bases

Sandra Norlin stated that the library would donate the equipment to Computers for Schools.

LIBRARY CARDS FOR NON-RESIDENT CHILDREN IN DISTRICT 62

Sandra Norlin reported that some of the children who attend Orchard Place school do not have library cards and are not able to check-out items from the Mobile Library when it is at the school. Sandra explained that the Village of Rosemont pays 75% toward the cost of a Des Plaines library card and asks Rosemont residents to pay the remaining 25%. Sandra also explained that most of these families can not afford to pay the 25%, which is \$60.00 and that the Board, according to library law, does not have the authority to give free library cards to people who do not have libraries in their communities. Sandra stated that she has asked for financial assistance from the school district and Rosemont officials, but has not been successful. The Board asked Sandra Norlin to continue to ask for help from the Village of Rosemont and the school district.

ANNOUNCEMENTS

The City of Des Plaines will begin working on a Strategic Plan and will be conducting focus groups. Sandra Norlin asked if the Board would participate. Eldon Burk, Rhys Read and Noreen Lake volunteered to be a part of the focus groups and Elaine Tejcek offered to be an alternate participant.

NOMINATING COMMITTEE

MOTION by Susan Weinberg, seconded by Eldon Burk, to reaffirm the slate of officers, Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary, by acclamation. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The officers took the Oath of Office.

CORRESPONDENCE

Sandra Norlin reported that Noreen Lake has signed the Consent to Terminate the Kenneth W. Downing Charitable Trust on behalf of the Library Board of Trustees and that US Bank will file the papers to begin the process of terminating the trust. The trust is being dissolved because the custodial fees are more than the interest earned.

OTHER

The Finance Committee will meet on August 9, 2005 at 6:00PM.

MOTION by Rhys Read, seconded by Susan Weinberg, to adjourn the regular meeting.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED .**

The meeting adjourned at 7:50 PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 16, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 16, 2005. President Noreen Lake called the meeting to order at 7:01 PM.

Members Present: Susan Burrows, Eldon Burk, Mary Ellicson, Jerry Mahony, Noreen Lake, Elaine Tejcek, Susan Weinberg.

Members Absent: William Grice, Rhys Read.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Hector Marino, Carol Kidd, Sue D'Hondt.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded Susan Burrows, to accept the agenda, as written. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was absent due to an emergency.

CONSENT AGENDA

MOTION by Susan Burrows, seconded by Mary Ellicson, to accept the Consent Agenda, as written. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Susan Burrows, seconded by Mary Ellicson, to approve the Financial Reports for July 2005, as presented. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

- | | |
|---------------------------------|--------------|
| 1. Over the Counter Receipts | \$10,403.81 |
| 2. Petty Cash Expenditures | \$16.50 |
| 3. Budget Expenditures for July | \$414,928.77 |

4. Expenditures Year to Date	\$3,071,930.89
5. Revenue for July	\$12,431.96
6. Revenue Year to Date	\$2,787,769.32

MOTION by Susan Burrows, seconded by Mary Ellicson, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

July 05, 2005	\$71,912.71
July 18, 2005	<u>\$40,382.57</u>
Total	\$112,295.28

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, Lake, Mahony, Tejcek, Weinberg.
 NAYS: None. **MOTION CARRIED.**

MOTION by Susan Burrows, seconded by Mary Ellicson, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

July 07, 2005	\$117,904.53
July 21, 2005	<u>\$111,881.83</u>
Total	\$229,786.36

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Tejcek, Weinberg.
 NAYS: None. **MOTION CARRIED .**

DIRECTOR'S REPORT

Note: I have received no official requests for confidential information since my last report.

PERSONNEL

New employees for June/July 2005 are Jill Franklin, fulltime Reference Librarian, and Celso Rivera, part time Security Monitor.

Resignations/Separations for the same period: Charles Watson, part time Security Monitor, Shalaihah Neil, full time Circulation Assistant, Ronald Friedman, part time IT Assistant, Kellie Green, full time Technical Services Assistant, Taha Khan and Jasper Reyes, part time Pages in the Circulation Services Department.

We have completed the interview process for the full time Circulation Services Assistant and are awaiting the results of employment background checks, which are conducted by the City's Human Resources Department.

STAFF DEVELOPMENT

Carol Kidd will begin a nine week class on the Access computer application that runs from August 23 through October 18. She is taking this class at my urging, so I have given her permission to be absent from the September and October Board meetings.

Mike Brouillette, full time Circulation Assistant, is in training to receive his CDL so that he can substitute as driver for the Mobile Library service.

PATRON SERVICES

The circulation and attendance figures are interesting to analyze. Circulation and attendance are both down, compared to 2004 at this time. However, we have had 1400 children participate in the Summer Reading Club activities and attendance at adult and youth programs has increased by 12.2%. Print now accounts for 54% of the overall circulation, with a smaller portion from the Adult Collection (31%) and a larger portion from the Youth Services Collection (67%). The circulation from the Mobile Library has increased 4.6% over last July.

Our newest format, e-audiobooks, is gaining in popularity. There are 99 registered users who have checked out 119 books from our collection of over 900 titles since this service began in June.

Please note that we are gaining cardholders, up 713 since last July to 62% of the population of Des Plaines.

The Youth Services department is partnering with the VFW Post 2992 to hold a letter-writing campaign to the troops in Iraq. This program runs from August 14th through the 31st.

OTHER PROFESSIONAL ACTIVITIES

I attended the Library Cable Network Executive Committee meeting on July 21, a Library Trends discussion on July 22, and chaired the CCS Governing Board meeting on July 27. I conducted a tour of the building for the St. Charles Library trustees and staff on August 1 and served as the pronouncer at the Regional Senior Spelling Bee at Maine Township headquarters on August 2. Also on August 2 I attended the NSLS Board orientation meeting and met with the CCS Technical Group Chairs on August 4. I will be on vacation from September 1 through September 14. Martha Sloan will be librarian in charge.

OTHER

Two legislative actions at the state level will have an impact on the library. One, Senate Bill 1882, which has been signed into law by the governor, amends local library procurement statutes to increase the competitive bid threshold from \$10,000 to \$20,000. The other was signed into law in June but does not take effect until 2006. It pertains to the Open Meetings Act and requires that government agencies with websites display meeting agendas and related information online. The other requirement is that telephone conversations, e-mail exchanges, and other types of electronic communications are subject to the meetings law.

OLD BUSINESS.

Sandra Norlin reported that Rosemont officials have indicated that they will financially help Rosemont students attending Orchard Place School who have shown an interest in obtaining a Des Plaines Public Library card. Sandra explained that currently the Village of Rosemont pays 75% toward the cost of a Des Plaines Library card and asks Rosemont residents to pay the remaining 25%.

NEW BUSINESS

Sandra Norlin and President Noreen Lake will meet with City Manager David Niemeyer on August 31 to discuss plans by the City of Des Plaines to charge the library for services for administrative, accounting and human resources. Sandra reported that the library has begun to obtain prices for outsourcing services now being provided by the City of Des Plaines. Sandra also reported that she will present the first draft of the 2006 budget to the Board at the September 20, 2005 meeting. Sandra reported that City Manager David Niemeyer will attend the October 18 Board meeting to report on proposed fees to the library for services currently being provided by the City of Des Plaines for administrative services, accounting and human resources services.

MANAGEMENT COMMITTEE

Eldon Burk, Chair of the Management Committee, reported that the Committee reviewed the library's personnel policy. The policy will be distributed to Board members at the September meeting for their review. The personnel policy will be voted on at the October 18 Board meeting.

ANNOUNCEMENTS

Sandra Norlin reported that she will be on vacation from September 1 through September 14.

OTHER

Susan Weinberg and Noreen Lake will attend trustee training on team building.

The board recessed for 5 minutes before going into Executive Session.

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by Jerry Mahony, to enter into an Executive Session at 8:20PM To Discuss Probable or Imminent Litigation. **Vote** : Ayes: All. Nays: None.
MOTION CARRIED.

The regular session reconvened at 8:46PM and was called to order by President Noreen Lake.

MOTION by Susan Burrows, seconded by Susan Weinberg, to adjourn the regular meeting.
VOTE : AYES: All. NAYS: None. **MOTION CARRIED** .

The meeting adjourned at 8:46PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES Minutes of the Regular Meeting September 20, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 20, 2005. President Noreen Lake called the meeting to order at 7:02 PM.

Members Present : Susan Burrows, William Grice, Jerry Mahony, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent : Eldon Burk, Mary Ellicson.

Also Present : Sandra Norlin, Martha Sloan, Leslie Steiner, Hector Marino, Alderman Carla Brookman, Sue D'Hondt.

CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded Susan Weinberg, to accept the agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance, but did not give a report.

CONSENT AGENDA

Elaine Tejcek asked that V.D.2. Friends of the Library Report be removed from the Consent Agenda.

Elaine Tejcek asked that Mr. Dairus Rivera be changed to Mr. Darius Rivera.

MOTION by Susan Weinberg, seconded by Susan Burrows, to accept the Friends of the Library report, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Sue D'Hondt reported that the Friends of the Library will implement changes to the booksale so that it can run more efficiently.

MOTION by Rhys Read, seconded by William Grice, to accept the Consent Agenda, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by William Grice, to approve the Financial Reports for August 2005, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$11,536.37
2. Petty Cash Expenditures	\$32.05
3. Budget Expenditures for August	\$576,621.10
4. Expenditures Year to Date	\$3,652,036.51
5. Revenue for August	\$28,624.02
6. Revenue Year to Date	\$2,888,116.10

MOTION by Rhys Read, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

August 01, 2005	\$46,351.06
August 15, 2005	<u>\$79,440.06</u>
Total	\$125,791.12

ROLL CALL VOTE : AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

August 04, 2005	\$117,202.29
August 18, 2005	\$115,942.90
September 01, 2005	<u>\$111,779.81</u>
Total	\$344,925.00

ROLL CALL VOTE : AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

NEW BUSINESS

Sandra Norlin distributed her director's report to the Board.

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential information since my last report.

PERSONNEL

Resignations or separations for July/August: Vincenzo Brunetti, Ruben Rodriguez, and Devangi Patel, Pages, Part-time, Circulation Services; Heidi Hilton, Reference Librarian, Part-time, and Jaye Domecq, Circulation Assistant, Full-time.

We have completed our hiring process to fill two vacancies for full time positions in Circulation Services and have begun the process to hire a full-time Technical Services Assistant.

STAFF DEVELOPMENT

Our quarterly staff meeting on September 22 will feature Mayor Arredia, who will present an update on the community projects in Des Plaines. Our reference staff will give a brief training session on the community information that we have available to the public.

This year we will send three staff members (Hector Marino, Martha Sloan, and Christina Tropea) to the Guadalajara Book Fair. In addition to the fair, they will all participate in activities to advance our Sister City partnership. Hector will present a program on how we have developed our partnership with the Benjamin Franklin Library in Guadalajara.

PATRON SERVICES

We are holding a slight increase in circulation for the month and holding at almost level for our Year to Date circulation activities. Of the total number of materials that are checked out, 52% are print (64% of Youth items and 47% of Adult items). The total use of our online databases was over 14,000 for the month of August. Our attendance count is down by 6.6%. Use of our self check machines remains steady at 22% of the total items checked out at the main library. We are making progress on increasing the number of library cards issued to residents, now at 62%.

We received great news this week that we have been awarded the \$37,174.00 grant for "Building Community through Creative Conversations." Our grant writers, Margie Borris, Martha Sloan, and Joanne Griffin are to be congratulated. Joanne will be the administrator of this grant project.

Margie Borris has been attending organizing meetings for the community response to the arrival of families displaced by Hurricane Katrina. We will provide full library service to our new residents and are considering ways to take our services to their new home on the Maryville campus.

OTHER PROFESSIONAL ACTIVITIES

I attended a farewell reception for Sharron McCoy, who is retiring as Director of the Morton Grove Public Library (8/20), the Friends of the Library Roundtable meeting (8/23), a welcome reception for the new Director of the State Library, Anne Craig, at NSLS headquarters (8/26), and the Library Cable Network annual Strategic Planning meeting (9/15).

On September 16 I, along with Hector Marino, Martha Sloan, and Margie Borris, provided a tour for a committee of librarians and architects from Mexico. They were in the Chicago area to gather information and ideas for their construction planning for the new Benjamin Franklin Public Library in Guadalajara. In addition to our library, they toured the Harold Washington library in Chicago and the Oak Park Public Library. They praised our facility for its warm and inviting atmosphere.

FINANCE COMMITTEE REPORT

Rhys Read reported that the Finance Committee met to discuss the proposed FY2006 budget documents. Sandra Norlin distributed the budget papers to the Board.

Rhys Read reported that the Finance Committee recommends that the line item for natural gas be increased from \$20,000 to \$26,000 and that administrative charges provided by the City of Des Plaines not be included in the first draft of the budget, but be added after the charges are approved by the City Council. The approximate costs for the administrative fees are \$33,000.

MOTION by Committee, to present the 2006 library budget to City Manager, David Niemeyer, on September 21, 2005, as modified. **VOTE** : AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Susan Weinberg, to approve the Per Capita Grant application. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Eldon Burk will attend the October 17 City Council meeting, Elaine Tejcek the November 7 meeting and Jerry Mahony the November 21 meeting. All board members will attend the October 3 City Council meeting.

MOTION by William Grice, seconded by Jerry Mahony, to approve payment to Thomson Gale in the amount of \$9,381.75, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg, NAYS: None. **MOTION CARRIED** .

Rhys Read will write the next column, Splinters From The Board, for the library newsletter, Foreword.

OTHER

The Board will review changes to the library personnel policy and vote on the changes at the October 18 board meeting.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Susan Weinberg, to enter into an Executive Session at 8:15PM To Discuss Probable or Imminent Litigation. Vote: Ayes: All. Nays: None. **MOTION CARRIED** .

The regular session reconvened at 8:26PM and was called to order by President Noreen Lake.

MOTION by Jerry Mahony, seconded by William Grice, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The meeting adjourned at 8:26PM.

Minutes prepared by Martha Sloan.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 18, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 18, 2005. President Noreen Lake called the meeting to order at 7:05 PM.

Members Present: Eldon Burk, William Grice, Jerry Mahony, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Susan Burrows, Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Carolyn Nakamura, Mark White.

CONSIDERATION OF THE AGENDA.

Sandra Norlin asked that VII. New Business. C. Closing Early Thanksgiving Eve, and F. Des Plaines Chamber of Commerce & Industry – Santa's Official Arrival 12/03/05 be removed from the agenda.

MOTION by William Grice, seconded Jerry Mahony, to accept the agenda, as amended.
VOTE : AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS.

Mark White, a resident of Des Plaines, asked that the Des Plaines Public Library join in the support of independent Cuban libraries. Mr. White also asked that the Board review the fines policy and the meeting room use policy. These issues will be discussed at the next Management Committee meeting.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman absent.

MOTION by Eldon Burk seconded by William Grice, to accept the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

MOTION by Eldon Burk, seconded by William Grice, to approve the Financial Reports for September 2005, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts \$11,533.29

2. Petty Cash Expenditures	\$16.40
3. Budget Expenditures for September	\$395,486.55
4. Expenditures Year to Date	\$4,051,842.94
5. Revenue for September	\$11,633.69
6. Revenue Year to Date	\$2,906,263.03

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

September 06, 2005	\$44,324.16
September 19, 2005	<u>\$54,475.47</u>
Total	\$98,815.47

ROLL CALL VOTE : AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

September 15, 2005	\$108,013.61
September 29, 2005	<u>\$116,650.20</u>
Total	\$224,663.81

ROLL CALL VOTE : AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential information since my last report.

PERSONNEL

New employees for September/October are Cheryl Gladfelter, Part-time Readers' Services Assistant; Thomas Rice, Arlene Mendez, Kalpesh Patel, Cynthia Marquis, Part-time Pages, Circulation Services; Stacy Ann Wittman, Part-time Reference Librarian.

Resignations/Separations: Jitendra Patel, Part-time Page.

STAFF DEVELOPMENT

Mayor Arredia was the guest speaker at our September 22 All Staff Meeting. He informed us of the progress thus far and yet to come in Des Plaines economic development and infrastructure improvements. His remarks were followed by several presentations/demonstrations of resources for local information conducted by the Adult Services staff.

I am pleased with the improvements to our Department Heads meeting facilitation. We are being guided through the changes and improvements by consultant Miriam Pollack. The issues

we have addressed thus far are the purpose/mission of the administrative team, the time we spend on strategic planning and operational matters, the library's strategic plan, and what are the essential rules and the rules that are open to judgment calls at the frontline. Our work with consultant Gail Johnson addresses the frontline customer service issues as well.

We conducted a tour for the staff of the Glencoe Public Library on September 30. We were the first stop on the learning tour for their annual staff in-service day.

The quarterly bonus awards went to Petra Hollibaugh and Corky Mayo. They received these awards for the extraordinary initiative they showed in developing new programs for their departments.

PATRON SERVICES

Our circulation is holding steady with the patterns of the previous two years. Although the number of registered borrowers has increased over last year at this time, it has decreased from last month. The circulation of print materials accounted for 54% of the total circulation, 69% of the Youth Services collection circulation and 47% of the Adult. Our patrons used the self-check opportunity to check out 23% of the items circulated from the main library. The Mobile Library circulation decreased by 24%, which can be partially explained by the three days the vehicle was out of service for maintenance and repair. The use of our downloadable audio book virtual collection has increased from 48 in August to 91 in September, which is a 90% increase. There were nearly 13,000 uses of our online databases, including both in-house and remote access. Our door count is down year-to-date by 6.3% and our in-house use of computers is up slightly in Adult Services and down slightly in Youth Services.

OTHER PROFESSIONAL ACTIVITIES

Two local area library issues have needed my attention this past month. One is the aftermath of the intrusion into the CCS database. There are almost daily problems for staff to struggle with, whether it's slow response times, missing or erroneous report information, or unexpected format changes. As President of the CCS Governing Board I have been involved in several meetings, both real and virtual, attempting to chart the best course for a workable solution to the ongoing problems. The other issue that I am involved with as a Task Force member is the revision of the Reciprocal Borrowing "Tenets" for the North Suburban Library System. The new format, which is more philosophical and less procedural, has raised some questions and some complaints from the few NSLS members who have seen the revision. More work is required to clarify some of the information. The final version will be presented to the NSLS Board at the October meeting. If accepted, the document will be forwarded to all 49 library boards for approval.

I attended a Trends Discussion led by Miriam Pollack on 9/22 and participated in an NSLS focus group that test drove the new website format, also on 9/22. I attended a Parliamentary Procedure workshop and the NSLS Board meeting on 9/26, the Friends of the Library meeting on 9/27, chaired the CCS Governing Board meeting on 9/28, the School Library Staff reception here on 9/29, and the Public Library Administrators' Forum at NSLS on 10/6 and the Northbrook Public Library Art Exhibition Preview event on 10/7. I am on vacation from 10/10 through 10/16. Martha Sloan and Hector Marino are sharing the Librarian in Charge duties during my absence.

NEW BUSINESS

A video presentation of Library Cable Network highlights was shown to the Board. Sandra

Norlin reported that Arlington Heights, Skokie, Prospect Heights and Des Plaines participate in Library Cable Network.

Sandra Norlin asked the Board to declare the library's laminator surplus property. Sandra reported that the laminator would be disposed of according to library policy.

MOTION by William Grice, seconded by Elaine Tejcek, to declare the following laminator surplus property and to dispose of this laminator according to library policy. **VOTE: AYES: All. NAYS: None. MOTION CARRIED .**

Make Model Serial Number
General Binding Corp. GBC-4250-115 GH05849

MOTION by Eldon Burk, seconded by William Grice, to approve changes to library Personnel Policy, Section D. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

MOTION by William Grice, seconded by Eldon Burk, to approve payment to Thomson Gale in the amount of \$8,000.00, which is in the best interest of the Des Plaines Public Library. **VOTE: AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

MOTION by Susan Weinberg, seconded by Jerry Mahony, to approve payment to EBSCO in an amount not to exceed \$36,000, which is in the best interest of the Des Plaines Public Library. **VOTE : AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED .**

MOTION by William Grice, seconded by Susan Weinberg, to approve payment to ProQuest in the amount of \$15,333.28, which is in the best interest of the Des Plaines Public Library. **VOTE : AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

Sandra Norlin reported that janitorial services currently being provided by Perfect Cleaning, Inc. are not acceptable and asked for Committee approval to enter into an agreement with Majesty Maintenance, Inc. if service does not improve.

MOTION by Committee, to authorize Library Director Sandra Norlin to terminate the current janitorial contract with Perfect Cleaning, Inc. and to enter into an agreement with Majesty Maintenance Inc. for janitorial services for the Des Plaines Public Library and Mobile Library if the service currently being provided by Perfect Cleaning, Inc. does not improve, and that is in the best interest of the Des Plaines Public Library to waive bid procedures in this case. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

MOTION by Rhys Read, seconded by William Grice, to approve payment to Dell Corporation for 10 PowerConnect 5324 Managed Switches in the amount of \$5,715.00, which is in the best interest of the Des Plaines Public Library. **VOTE : AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve payment to Dell Corporation for 16 Laser Printers, including a three year maintenance agreement and supplies in the amount of \$7,956.56, which is in the best interest of the Des Plaines Public Library. **VOTE : AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.**

Rhys Read reported that Jim Egeberg, Director of Finance, has requested that the library establish an operating reserve fund. The Committee discussed this request and agreed to ask for Board approval to build up an operating fund balance to cover two and one-half months of

operating expenses by the end of the year 2010.

MOTION by Committee, to build up an operating fund balance to cover two and one-half months of operating expenses by the end of the year 2010. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin distributed copies of the proposed FY2006 budget for Board approval. Sandra reported that the line items for diesel and gasoline were increased by \$3,000.00, due to the increase in the cost of fuel.

MOTION by Rhys Read, seconded by Jerry Mahony, to approve the FY2006 budget, as presented and modified. **ROLL CALL VOTE** : AYES: Burk, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

Sandra Norlin stated that the building temperature would be reduced to 68° for the winter months to conserve energy and reduce costs.

CORRESPONDENCE

President Lake stated that the Glencoe Public Library made a donation to the Des Plaines Public Library Fund in appreciation to staff for graciously giving a tour of the library.

OTHER

Susan Weinberg gave a report on workshops she recently attended at North Suburban Library System, Metropolitan Library System and DuPage Library System. Susan attended The Nitty Gritty 1: Boot Camp for Public Library Trustees and The Nitty Gritty 2: Active Duty for Public Library Trustees and The Nitty Gritty 3.

MOTION by Rhys Read, seconded by Eldon Burk, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The meeting adjourned at 8:40 PM.

Minutes prepared by Carolyn Nakamura.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 15, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 15, 2005. President Noreen Lake called the meeting to order at 7:08 PM.

Members Present : Jerry Mahony, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent : Eldon Burk, William Grice, Susan Burrows, Mary Ellicson.

Also Present : Sandra Norlin, Martha Sloan, Hector Marino, Gary Valente, Carol Kidd.

CONSIDERATION OF THE AGENDA.

Noreen Lake asked to amend the agenda by removing III. Presentation by VFW Post Commander Steven Schaefer.

Sandra Norlin asked to amend the agenda by adding VIII. New Business. K. Building & Grounds Committee Report and removing VIII. New Business. H. Approve CDW – Symantec Anti-Virus Software - \$7,875.00.

MOTION by Rhys Read, seconded Susan Weinberg, to accept the agenda, as amended.
VOTE : AYES: All. NAYS: None. **MOTION CARRIED** .

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance, but did not give a report.

MOTION by Rhys Read, seconded by Elaine Tejcek, to accept the Consent Agenda, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Elaine Tejcek, to approve the Financial Reports for October 2005, as presented. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Following monthly reports to be reviewed and placed on file for audit:

- | | |
|------------------------------|-------------|
| 1. Over the Counter Receipts | \$11,533.29 |
| 2. Petty Cash Expenditures | \$0.00 |

3. Budget Expenditures for October	\$376,338.44
4. Expenditures Year to Date	\$4,443,115.00
5. Revenue for October	\$14,830.94
6. Revenue Year to Date	\$2,933,998.78

MOTION by Rhys Read, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

October 03, 2005	\$34,819.22
October 17, 2005	<u>\$36,110.12</u>
Total	\$70,929.34

ROLL CALL VOTE : AYES: Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None.
MOTION CARRIED .

MOTION by Rhys Read, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

October 13, 2005	\$113,319.66
October 27, 2005	<u>\$117,919.53</u>
Total	\$231,239.19

ROLL CALL VOTE : AYES: Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None.
MOTION CARRIED .

DIRECTOR'S REPORT

Please note: I have not received an official request for confidential information since my last report.

PERSONNEL

New employees for September/October 2005 are Melissa Gulley, Full time Circulation Services Assistant, Tamara Tomasello, Part time Circulation Assistant, Eugene Park and Naman Patel, Part time Pages, Circulation Services.

STAFF DEVELOPMENT

Several staff members were trained, along with members of community partner agencies and community members, to be facilitators for our community conversations to be held in 2006 as part of our grant project.

Miriam Pollack has completed her contract with the library to assist Department Heads in making our weekly meetings more productive and useful.

PATRON SERVICES

Circulation of materials overall decreased in October from the same period one year ago. Half

of the decrease was in the youth services collection use and the other half was in the Mobile Library collection use. 54% of the total circulation was for print materials, 69% of the Youth Services circulation and 46% of the Adult Services circulation. Patrons used the self-check machines for 21% of all items circulated from the main library. Library holdings now total 305,521. We have 35,117 registered cardholders, which represents nearly 62% of the population of Des Plaines. Our attendance count continues to be below last year's, with 900 fewer visits in October 2005 than in October 2004. Computer use increased in both adult and youth services. Use of our online database resources increased by nearly 50%. Attendance at meetings and programs in the library increased by nearly 10%. The overall use of our facilities, collections, and services is in keeping with regional and national trends of library use, including decreasing circulation of print materials and increasing use of computer and meeting room services.

The historic bricks will go on sale December 1. They will be available for "cash & carry" at the Security Monitor's station in the first floor lobby area.

OTHER PROFESSIONAL ACTIVITIES

I chaired the CCS Executive Committee meeting on 10/19, attended the LCN Executive Committee meeting on 10/20, met with Karen Henrikson and Joy Matthiessen to approve the 2006-2007 vehicle sticker design featuring the Kinder House and the first library building for their 100th Anniversaries on 10/24, attended the Friends of the Library meeting on 10/25, an NSLS Board retreat on 10/22 and the monthly Board meeting on 10/24, an NSLS Task Force meeting on Reciprocal Borrowing on 11/7, the Legislative Committee meeting (by telephone) on 11/8, and chaired another CCS Executive Committee meeting on 11/9.

UNFINISHED BUSINESS

NEW BUSINESS

MOTION by Susan Weinberg, seconded by Elaine Tejcek, to approve payment to Cooperative Computer Services in the amount of \$11,474.26, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

Jerry Mahony will attend the December 5 City Council meeting, Noreen Lake the December 19 meeting and Susan Weinberg the January 3 meeting and Elaine Tejcek the January 16 meeting.

Sandra Norlin reported that she is in the process of preparing for the first planning meeting for the "Do the Dewey" fundraiser.

MOTION by Susan Weinberg, seconded by Rhys Read, to approve payment to Proquest Information and Learning in an amount not to exceed \$11,495.00, a 2006 budget expenditure, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Susan Weinberg, to approve payment to Thomson Gale in the amount of \$11,236.65, a 2006 budget expenditure, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Elaine Tejcek, seconded by Jerry Mahony, to approve payment to NewsBank in the amount of \$9,150.00, a 2006 budget expenditure, which is in the best interest of the Des

Plaines Public Library. **VOTE** : AYES: Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to approve payment to Dell, for the purchase of two Web Servers, in the amount of \$10,499.78, a 2005 budget expenditure, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Susan Weinberg, to approve the regular monthly Board of Library Trustees meeting dates, every month except January 2006, which will convene at 4:00 PM, for the period January 2006 through January 2007. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Sandra Norlin reported that requests for proposal were sent to four companies requesting proposals to vinyl wrap the Mobile Library and asked for board approval to proceed. Sandra explained that this was budgeted for in 2005 and will be paid for with Per Capita Grant funds.

MOTION by Rhys Read, seconded by Susan Weinberg, to approve Insight Marketing to apply a partial vinyl wrap to the mobile library in an amount not to exceed \$9,000.00, and to use Per Capital Grant funds to pay for the work, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burk, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

ANNOUNCEMENTS

Sandra Norlin reported that she was notified by Chicago Community Trust that a special meeting will be held on December 3, 2005. Sandra asked members of the Finance Committee to attend.

Sandra reported that the Office of the Attorney General released the funds from the Kenneth W. Downing Trust and that the Chicago Community Trust will receive the distribution. Sandra spoke with Terry Mazany, President & CEO of Chicago Community Trust, and he will follow through to ensure that the Des Plaines Public Library Fund is credited with the proceeds from the trust.

Sandra invited the Board to attend the staff holiday party being held on December 13 from 8:00 a.m. – 10:00 a.m.

Sandra reported that the historic bricks will go on sale December 1, 2005.

President Lake explained that Steve Schaefer could not attend the board meeting, but wanted to thank Veronica Schwartz and her staff for their participation in the letter writing campaign for supporting the troops.

Elaine Tejcek thanked Library Director Sandra Norlin for the nicely written letters that she wrote and sent to Mark White and Tom Hebel explaining library policy and the Board's decision not to make changes to the policy at this time.

Noreen Lake congratulated the Friends of the Library on their very successful booksale.

MOTION by Rhys Read, seconded by Elaine Tejcek, to adjourn the regular meeting. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The meeting adjourned at 7:53 PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES Minutes of the Regular Meeting December 20, 2005

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 20, 2005. President Noreen Lake called the meeting to order at 7:03 PM.

Members Present: Eldon Burk, Susan Burrows, Mary Ellicson, William Grice, Jerry Mahony, Noreen Lake, Susan Weinberg.

Members Absent: Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Wayne Serbin, George Magerl.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Burrows, seconded Mary Ellicson, to accept the agenda, as amended.

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

President Lake asked to amend the agenda by adding Roll Call Attendance as item III. President Lake asked that Roll Call be a permanent addition. To ensure an accurate record, President Lake will verbally acknowledge the time a Board member enters or leaves a meeting.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance, but did not give a report.

CONSENT AGENDA

MOTION by Susan Weinberg, seconded by William Grice, to accept the Consent Agenda, as written. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED .**

MOTION by Susan Weinberg, seconded by William Grice, to approve the Financial Reports for November 2005, as presented. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED.**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$12,733.07
2. Petty Cash Expenditures	\$26.86
3. Budget Expenditures for November	\$466,800.38
4. Expenditures Year to Date	\$4,915,510.91
5. Revenue for November	\$19,421.94
6. Revenue Year to Date	\$3,635,875.86

MOTION by Susan Weinberg, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

November 07, 2005	59,826.80
November 21, 2005	<u>\$113,202.80</u>
Total	\$173,029.60

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Weinberg.
NAYS: None. **MOTION CARRIED .**

MOTION by Susan Weinberg, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

November 09, 2005	\$118,087.32
November 21, 2005	<u>\$118,269.86</u>
Total	\$236,357.18

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Weinberg.
NAYS: None. **MOTION CARRIED .**

MOTION by Susan Weinberg, seconded by William Grice, to accept the Building and Grounds Committee meeting minutes, as written. **VOTE :** AYES: All. NAYS: None.
MOTION CARRIED.

MOTION by Committee, to approve changes to the library Collection Development Policy B-1 through B-7 and to make additional changes to the policy language and syntax as discussed.
VOTE : AYES: All. NAYS: None. **MOTION CARRIED .**

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential information since my last report.

PERSONNEL

New employees for November/December 2005 are: Rodolfo Espinoza and Adam Bartnik, part-time Technology Pages.

Resignations/Separations for the same period are: Francisco Correa, part-time IT Assistant, and Brian Szewczyk, part-time Technology Page.

STAFF DEVELOPMENT

Our annual staff holiday party was held December 13. Department Heads prepared and served a brunch for the staff, contributing the ingredients and the preparation time. We used the \$50 collected from the Trustees, the \$250 from the Friends of the Library, and approximately \$100 from the vending machine income to fund the party. Over 80 staff members attended. Noreen Lake, representing the Board of Trustees, and Mike Lake, representing the Friends of the Library helped with serving the food. We were entertained by Rich Gross, who demonstrated the art of juggling and taught interested staff members the rudiments of the art.

PATRON SERVICES

November's increase in circulation brings us closer in line with the 2004 rates. In fact, we have surpassed the million circulation mark again as of December 12. Of this month's total circulation, 52% was of print materials. Of the circulation of Children's materials, 68% was print; of the adult materials, 45% was print. Patrons used the self-check equipment to check out 20% of the items circulated from the main library.

Our collection contains 260,896 books; 22,877 audio discs; and 20,348 videos. We no longer purchase videocassettes because of the demand for DVDs and the diminishing availability of films on tape.

Our cardholders represent nearly 62% of the population of Des Plaines, a slight increase over this month in 2004. We are once again forming a partnership with the Chamber of Commerce to encourage local retailers to give special discounts or gifts to library cardholders during the month of April.

Please note the two areas of increased activity are patron use of the online databases (49.9%) and attendance at meetings and programs (31.1%).

The library is participating in the DP Park District's Lake Wonderland tree decorating program this year. Veronica Schwartz organized the library's entry.

OTHER PROFESSIONAL ACTIVITIES

I met with the Friends of the Library Wishlist Committee for a preliminary discussion of staff requests for Friends donations on 11/16; attended the Library Cable Network Executive Committee Meeting and the Chamber of Commerce Membership luncheon on 11/17; hosted the SLURP Directors' meeting on 11/18; attended the Friends of the Library Roundtable Meeting on 11/22; attended the North Suburban Library System Board of Directors meeting on 11/28; chaired the Do the Dewey organizing meeting on 11/29; chaired the CCS Governing Board meeting on 11/30; attended the City Tree Lighting ceremonies on 12/2 and the Library Community Foundation meeting on 12/3; attended the Chamber of Commerce Board Meeting on 12/8, the Oakton Community College Area Planning Council meeting on 12/13, the SLURP Directors' annual luncheon on 12/16, and the Library Cable Network Executive Committee meeting on 12/20.

I have accepted an invitation to join the Chamber of Commerce Board of Directors. My two-year term begins in January.

NEW BUSINESS

Susan Weinberg will write the next article from the Board for the library newsletter Foreword.

The Board discussed whether fees should be charged to outside community groups for meeting room use and decided that charging for meeting room use would not be in the best interest of the library because the library is used as a community meeting place.

MOTION Eldon Burk, seconded by Jerry Mahony, to make no changes to library policy C-7 Public Meeting Room Use. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Sandra Norlin reported that the North Suburban Library System (NLSL) Reciprocal Borrowing Program: Goals and Policies was revised on November 28, 2005. Sandra Norlin asked for Board approval to adopt the changes made.

MOTION by Eldon Burk, seconded by Susan Weinberg, that the Des Plaines Public Library endorse and adopt the North Suburban Library System Reciprocal Borrowing Program: Goals and Policies, as revised November 28, 2005. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

Sandra Norlin invited the Board to attend the North Suburban Library System Legislative Breakfast on Monday, February 20, 2006.

Sandra Norlin asked for Board approval for payment to the College of DuPage in the amount of \$5,000 for training library staff and partners in the National Issues Forum (NIF) style of public forums, which is required for the LSTA grant [Building Community Through Creative Conversations] awarded to the Des Plaines Public Library.

MOTION by Susan Burrows seconded by William Grice, to approve payment to College of DuPage in the amount of \$5,000.00, which will be paid for from funds from the Library Services and Technology Act (LSTA) Grant, "Building Community Through Creative Conversations", which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahoney, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Susan Weinberg, seconded by Susan Burrows, to approve the transfer of funds within the 2005 Library Budget to cover all 2005 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2006. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Susan Weinberg, seconded by Susan Burrows, to approve the 2006 appropriation and the 2005 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Weinberg. NAYS: None. **MOTION CARRIED** .

Sandra Norlin asked for Board approval to purchase a public wireless antenna, which includes installation, from Waveteam in an amount not to exceed \$7,500.00.

Hector Marino explained that this antenna would provide wireless access to patrons on all floors of the library and that even though service would be wireless, all computers would continue to be filtered.

MOTION by Jerry Mahony, seconded by Susan Weinberg, to approve payment to Wave Team for the purchase of a public wireless antenna, which includes installation, at a cost not to exceed \$7,500.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahoney, Weinberg. NAYS: None. **MOTION CARRIED** .

ANNOUNCEMENTS

Sandra Norlin stated that she nominated the board for the North Suburban Library System's Trustee of the Year award, but her nomination was not accepted because the award is for an individual board member. Sandra also stated that Ralph and Mary Minnis were nominated for the NSLS Volunteer of the Year.

Noreen Lake reported that Library Director Sandra Norlin was nominated for the NSLS Library Staff Member of the Year award.

The annual board dinner will be held at Giuseppe's LaCantina on Tuesday, January 17, 2006.

The board secretary will post a meeting notice for the dinner.

OTHER

MOTION by Susan Burrows, seconded by William Grice, to reconsider the Management Committee resolution from the consent agenda. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Susan Burrows, seconded by William Grice to make additional changes to the Collection Development Policy language and syntax as given to staff by members of the Board of Trustees. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by Mary Ellicson, to enter into an Executive Session at 8:23 PM to discuss Semi-Annual Review of Executive Session Minutes, Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee. **VOTE** : Ayes: All. Nays: None. **MOTION CARRIED** .

The regular session reconvened at 9:57 PM and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by Susan Burrows, seconded by William Grice, 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:

January 6, 2004 – Deliberations concerning Salary Schedules for One or More Classes of Employees.

March 2, 2004 – Deliberations concerning Salary Schedules for One or More Classes of Employees.

And further concur with consensus in Executive Session that the need for confidentiality still exists as to all or part of the remaining Executive Session minutes. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Weinberg. NAYS: None. **MOTION CARRIED** .

Motion by Susan Weinberg, seconded by Susan Burrows, to affirm the decisions made during Executive Session pertaining to Probable or Imminent Litigation. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Weinberg. NAYS: None. **MOTION CARRIED** .

MOTION by Susan Burrows, seconded by Susan Weinberg, to adjourn the regular meeting.

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

The meeting adjourned at 9:59 PM.

Minutes prepared by Carol Kidd.

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