

Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 17, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 17, 2006. President Noreen Lake called the meeting to order at 4:10 PM.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Susan Burrows, Mary Ellicson, William Grice, Jerry Mahony, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Veronica Schwartz, John Haupt, Alderman Carla Brookman, Alderman Rosemary Argus, Alderman Laura Murphy, Alderman Dick Sayad, Pat Krochmal.

CONSIDERATION OF THE AGENDA.

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

Susan Weinberg entered the meeting at 4:12 PM.

VFW PRESENTATION.

John Haupt, VFW Post #2992, presented Veronica Schwartz, Head of Youth Services, with an imprinted t-shirt to thank the library for supporting the troops in Iraq by sending letters and personal care items.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman reported that the City of Des Plaines immediately acted on patron requests to have more handicapped parking spaces and to improve signage in the parking garage adjacent to the library.

Alderman Brookman stated that she approves the library's request for an increase in the tax

levy, but does not approve the increase asked for by the City of Des Plaines.

CONSENT AGENDA

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

MOTION by Eldon Burk, seconded by Susan Burrows, to approve the Financial Reports for December 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	\$21,635.73
2. Petty Cash Expenditures	\$6.12
3. Budget Expenditures for December	\$491,243.94
4. Expenditures Year to Date	\$5,406,754.85
5. Revenue for December	\$28,386.75
6. Revenue Year to Date	\$5,378,791.05

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

December 05, 2005	\$86,052.20
December 19, 2005	<u>\$99,977.41</u>
Total	\$186,029.61

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

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

December 08, 2005	\$115,641.58
December 22, 2005	<u>\$122,565.31</u>
Total	\$238,206.89

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, Grice, 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

There were no new employees from December/January. Resignations or separations: Thomas Rice, and John Kim, Part-time Pages, Circulation Services.

STAFF DEVELOPMENT

Five staff members will attend the Public Library Association's Biannual Conference in Boston, MA March 21 through 25.

Gail Johnson and an associate have worked with the circulation staff and observed their customer service skills.

A clinical supervisor from Maine Center for Mental Health met with me and two department heads to discuss how she can help staff understand the behaviors of people with mental health problems and how to become more skilled in providing library service while being both compassionate and professional.

I will attend the NSLS program on Advocacy on January 16.

PATRON SERVICES

Although we surpassed a million circulations for the third year in a row, we did experience an overall decrease in the number of items that were checked out in 2005 compared to 2004. The decreases in use were in children's fiction and video cassettes. Forty-eight percent of all items checked out were print items; 63% of the children's items were print, 42% of the adult items were print. Twenty percent of the circulation was managed by our patrons using the self-check machines.

The Mobile Library received a new look with a complete paint and partial vinyl wrap. We also had new carpeting installed. Unfortunately, on one of its first trips out after this facelift, the starter failed and the vehicle had to be towed in for service.

At year's end, we have 303,289 items in our collection, a slight decrease from this time in 2004.

We have increased our number of cardholders by 478, which represent 62% of the population of Des Plaines.

OTHER PROFESSIONAL ACTIVITIES

On December 22 I received a \$1200 check from the now disbanded Special People, Inc. They have asked us to use these funds for assistive devices for people with visual or hearing impairments.

I attended a meeting of the CCS Long Range Planning Committee (1/5), a Trends Discussion moderated by Miriam Pollack (1/9), a CCS Executive Committee meeting (1/11), participated in the selection of the Synergy class of 2006 (1/12), and will attend the Library Cable Network Executive Committee meeting (1/17)

UNFINISHED BUSINESS

MOTION by Susan Burrows, seconded by Rhys Read, to open the meeting up for discussion to include visitors. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

President Lake thanked the Aldermen for attending the Board meeting.

President Lake stated that library employees receive one increase per year based on their

evaluation and that library employees do not receive a general wage increase. Library Director Sandra Norlin stated that this merit based system began two years ago and that most employees receive a 5.5% annual increase. Sandra Norlin explained that the salary for a beginning librarian who has a Master's Degree would be paid the same as an incoming teacher in the local schools who also has a Master's Degree.

Aldermen Murphy, Argus and Sayad asked the library board to re-examine their 2006 budget and library salaries.

Alderman Murphy stated that a 5.5% increase to library employee salaries was excessive and not warranted in these economic times. Alderman Murphy also stated that the City Council is held accountable for the library's increased expenses.

Alderman Sayad asked the Board to notify the Chair of the Finance Committee in the future when the Board meets to discuss the library budget. Alderman Sayad also stated that the conversion to a district library has been suggested as a way for library trustees to be more accountable to the public.

Alderman Argus stated that she voted no for both the library budget and the city budget because she wants expenses cut by both. She also stated that a lot of people do not use the library, including seniors.

The Board of Trustees thanked the Aldermen for attending their meeting and for expressing their concerns about the library budget. President Lake will increase the communication between the Board and the City Council.

NEW BUSINESS

MOTION by William Grice, seconded by Susan Burrows, to have Board meetings recorded for television broadcasts for the months of April, July and October in 2006 and January in 2007. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Eldon Burk will attend the February 6 City Council meeting, Rhys Read the March 6 meeting and Jerry Mahony the March 20 meeting. Alderman Brookman will advise the City Council that the Library Board meets on February 21 and will not attend the Council meeting.

Sandra Norlin reported that the contract with Wagner Office Solutions, Inc. was renegotiated with reduced copier costs. The approximate cost based on per copy costs, repair and maintenance and copier supplies is estimated at \$9,900.00. The costs for 2005 were approximately \$14,000.00, which is a savings of about \$4,100.00.

MOTION by Jerry Mahony, seconded by Susan Weinberg, to approve the photocopier contract with Wagner Office Solution that includes per copy costs, repair and maintenance and copier supplies and is estimated at \$9,900.00 for one year, which is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

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 3, 2006. 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. William Grice stated that this is an important business networking dinner.

MOTION by William Grice, seconded by Eldon Burk, to ask President Lake and a guest to

attend the Chamber of Commerce annual dinner and installation of officers on February 3, 2006 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, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

President Lake and Library Director Norlin attended “Lobbying for Smarties” at North Suburban Library System on Monday, January 16, 2006. The class reviewed some of the strategies for advocating for libraries.

Sandra Norlin invited the Board to attend Illinois Library Day, which will be held in Springfield on Wednesday, March 1, 2006. Noreen Lake invited interested Board members to apply for one of three scholarships to attend National Library Day in Washington DC on May 2 and 3, 2006.

William Grice invited the Board to again participate in the Des Plaines Chamber of Commerce & Industry's Board of Directors “Food Fight”. The Board also invited library staff and the Friends of the Library to participate by bringing non-perishable food items to the library during the month of February.

Eldon Burk asked Sandra Norlin for permission to place a collection container in the library lobby for patrons to deposit their used inkjet cartridges. The Kiwanis Club will recycle the cartridges and all money from the recycling will be returned to the community.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Jerry Mahony, to enter into an Executive Session at 5:40PM to discuss Probable or Imminent Litigation. Vote: Ayes: All. Nays: None. **MOTION CARRIED.**

The regular session reconvened at 6:43PM and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

Motion by Susan Burrows, seconded by William Grice, to affirm the decisions agreed to during Executive Session pertaining to Probable or Imminent Litigation and to direct Sandra Norlin to take appropriate action. **ROLL CALL VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

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

The meeting adjourned at 6:46PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 21, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 21, 2006. President Noreen Lake called the meeting to order at 7:00PM.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Susan Burrows, Mary Ellicson, William Grice, Jerry Mahony, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Kathy Kyrouac, Elizabeth Wozniczka, Sue D'Hondt.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as written.

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

NEW YOUTH SERVICES WEB PAGES - Kathy Kyrouac and Liz Wozniczka.

Leslie Steiner, Head of Public Information Services, stated that the Youth Services website has been redesigned and introduced Kathy Kyrouac, Webmaster, and Elizabeth Wozniczka, Youth Services Assistant, who demonstrated how to navigate the new website and answered questions from Sandra Norlin and the Board.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman

Alderman Brookman was in attendance at the City Council meeting.

CONSENT AGENDA

MOTION by Susan Weinberg, seconded by Susan Burrows, to accept the Consent Agenda, as

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

MOTION by Susan Weinberg, seconded by Susan Burrows, to approve the Financial Reports for January 2006, 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	\$13,517.81
2. Petty Cash Expenditures	\$14.00
3. Budget Expenditures for January	\$457,513.15
4. Expenditures Year to Date	\$457,513.15
5. Revenue for January	\$15,296.05
6. Revenue Year to Date	\$15,296.05

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

January 03, 2006	\$33,108.96
January 17, 2006	<u>\$34,533.23</u>
Total	\$67,642.19

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

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

January 05, 2006	\$113,836.62
January 19, 2006	<u>\$113,423.49</u>
Total	\$227,260.11

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, Grice, 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 employee for January/February 2006 is Nancy Mazzie, Part time Reference Assistant, Adult Services. Resignations/Separations: Suranjana Bhowmick, Part-time Page, Circulation Services and Michael Chiovani, IT Assistant, Computer Services.

STAFF DEVELOPMENT

Our next quarterly All-Staff meeting will be held on March 8. The topic is Health Information and Healthy Work and Life Habits. In addition to information on personal health, we will hold a demonstration on how to align our task chairs properly, followed by alignment of keyboards

and monitors. The ergonomic instructions are the result of a screening completed by a representative of the City's (and Library's) Workers Compensation insurance carrier, Gallagher Bassett, and the report she submitted outlining corrective actions for the library to take.

The Library staff will participate in the Relay for Life activities during the weekend of June 17-18. Library Trustees are invited to join us in our efforts, through walking, sponsoring, and donating. This is the fourth year we have participated.

PATRON SERVICES

We have begun the year busier in nearly all departments than we were one year ago. Circulation of materials has increased by 5.2%, with circulation of print items accounting for 52% of the total items checked out. Patrons used the self-check equipment to check out 20% of the items from the main library. In-person assistance from staff increased in all areas of the library, although Readers' Services use was down in Adult Services. Computer use was up in all areas, including staff assistance. There was a dramatic increase in use of the library's electronic databases (71%). Checkouts from the Mobile Library decreased by 25%, due, no doubt, to the fact that the vehicle was out of service from January 3 through the 7th.

Attendance at the library was up by nearly 12% and program and meeting room use increased by 14%. We continue to increase the number of card holders as well. This January we have 502 more cardholders than in January 2005.

Please note the graphs that show circulation and attendance at the library from 2001 through 2005. You will see that our growth in use was steady through 2003, when the use began to taper off or hold. During this same time the use of our computers and the computer services has increased dramatically.

We have included charts on the use of materials in languages other than English for your information. These charts show that, although second in population in Des Plaines, readers who speak and read Polish as their first language check out over twice as many books as residents who speak and read Spanish, Gujarati, and Russian. It is interesting to note that readers of Spanish have increased significantly their use of non-fiction materials.

OTHER PROFESSIONAL ACTIVITIES

Since my last report I have attended the Chamber of Commerce Orientation meeting (1/18), the Library Cable Network (LCN) Executive Committee meeting (1/18), the Mayor's Address to Business breakfast program (1/19), the Taste of Des Plaines organizing meeting (1/19), chaired the Do the Dewey 2006 committee meeting (1/24), the Friends of the Library Roundtable meeting (1/24), chaired the CCS Governing Board's Annual Meeting, at which I gave the "State of the Intergovernmental Instrumentality Address" (1/25), chaired the CCS Database Management Task Force, gave a brief presentation at the Hispanic Advisory Council's Leadership Development Meeting (2/1), attended the Chamber of Commerce Dinner Dance, at which I was introduced as a new member of the Board of Directors (2/3), chaired the CCS Executive Committee (2/8), attended the Chamber of Commerce Board of Directors meeting (2/9). On 2/15 I am scheduled to attend a breakfast meeting with Sarah Long and the LCN Executive Committee and the Public Library Administrators Forum at NSLS (2/15). I am also scheduled to attend the LCN Executive Committee meeting (2/16) and the NSLS Legislative Breakfast (2/20).

NEW BUSINESS

MOTION by Rhys Read, seconded by Jerry Mahony, to approve payment to Three M for Service Agreements on library equipment in an amount not to exceed \$18,232.00, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked for Board approval to declare the following list of equipment surplus property. Rhys Read asked what would be done with the printers and monitors and Sandra Norlin responded that the computers would be given to Computers for Schools. Eldon Burk asked if Computers for Schools is a non profit organization and Sandra Norlin responded that she would find out and report back to the Board at their March meeting.

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

Printers

Make/Model	Serial Number	Status
HP 5P LaserJet	USHB087422	Working
HP 6P LaserJet	USBC040108	Working
HP III LaserJet	3104JD7667	Working
HP 4+ LaserJet	JPGJ030799	Working
HP 4+ LaserJet	USFB017396	Working
HP 2100TN	USGR065012	Working
Okidata Microline	320	
Dot-Matrix	005C0344966	Working
Okidata Microline	320 810A0066615	Not Working
NEC B1GN600512J		Not Working
NEC B1GN600306X		Not Working
NEC B1GN600297Y		Not Working
NEC B1GN600573W		Not Working
NEC B1GN600574W		Not Working
NEC B1GN600510R		Not Working

Monitors

Make-Model	Serial Number	Status
Dell CRT 17 inches	22794E173598	Working
NEC CRT	0532448YA	Working
NEC CRT	0531887YA	Working
NEC CRT	0531878YA	Working
ADI CRT	80201FR30101493 A	Working

Sandra Norlin asked for Board approval to authorize President Lake and Finance Chair Read to sign a letter to US Bank requesting that the Board of Directors Special Trust Account be closed. Sandra explained that this account served as the checking account for disbursement of accrued interest of the Kenneth W. Downing Charitable Trust Fund. Sandra also explained that the funds from the account will be deposited in the Des Plaines Public Library Donation Account at First Midwest Bank in Des Plaines.

MOTION by Susan Burrows, seconded by Rhys Read, to close the checking account at US Bank and transfer the remaining balance to First Midwest Bank with the check made payable to the Des Plaines Public Library Donation Account. **VOTE:** AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

William Grice reported that a checking account was opened at First Midwest Bank for

donations made to the library. The authorized signatories on the account are President, Vice President and Finance Chair of the Library Board of Trustees. Checks for deposit will be made payable to the Des Plaines Public Library Donation Account and two signatures will be required for checks written on the account.

Susan Burrows asked that the library policy establish parameters for opening financial accounts for the library, such as who is authorized to open the account, limits on the amount that a check can be written for and how many signatures are required to write a check. The Board directed the Management Committee to review these issues.

MOTION by Jerry Mahony, seconded by William Grice, to approve the purchase of Symantec AntiVirus Enterprise 10.0 from Dell in an amount not to exceed \$6,425.00, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

The Board discussed topics for their column in the library's newsletter Foreword and decided to postpone this decision until the March meeting. The Board will make a decision at their March meeting whether to continue to write a column for the library's newsletter.

ANNOUNCEMENTS

Sandra Norlin reported that plans for the fourth annual Do the Dewey fundraiser are underway. Donation request letters have been sent out and invitations will be mailed the week of March 10, 2006. Leslie Steiner reported that the next newsletter will include an invitation to Do the Dewey as well as a reply card.

Sandra Norlin reported that art work purchased from Joe Walters for the second floor administration area will be completed and installed in late March 2006.

Sandra Norlin also reported that 44 historic bricks have been sold since December 1, 2006.

Sandra Norlin received a complaint from a patron regarding the lack of a rating on a DVD that the patron borrowed from the library. Sandra explained that she and staff reviewed the decision procedures for the purchase of the DVD and she then wrote to the patron stating her decision about retaining the item in the library's adult collection.

Mary Ellicson left the meeting at 8:08 PM.

William Grice asked if purchasing unrated DVDs was in the best interest of the public and the library and asked for signage prominently displayed explaining the rating systems. Sandra Norlin will research the circumstances under which DVDs do not receive ratings and report to the board.

President Lake reported that the Friends of the Library will hold their spring booksale the weekend of March 24, 2006.

OTHER

President Lake reminded the Board that there are scholarships available for trustees to attend National Library Legislative Day which is being held in Washington DC on May 1 and 2, 2006.

EXECUTIVE SESSION

MOTION by Jerry Mahony, seconded by Rhys Read, to enter into an Executive Session at 8:30PM to discuss Probable or Imminent Litigation and Compensation, Discipline or Performance of a Specific Employee. **Vote** : Ayes: All. Nays: None. **MOTION CARRIED** .

The regular session reconvened at 8:47PM and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

Motion by William Grice, seconded by Jerry Mahony, to affirm the decision agreed to during Executive Session pertaining to Compensation, Discipline or Performance of a Specific Employee and to approve the memorandum between Library Director Sandra Norlin and the Des Plaines Public Library Board of Trustees as discussed in Executive Session and to authorize President Lake to sign the agreement. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

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

The meeting adjourned at 8:50 PM.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 21, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 21, 2006. Vice President William Grice called the meeting to order at 7:00PM.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Susan Burrows, William Grice, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Mary Ellicson, Noreen Lake.

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

PUBLIC COMMENTS AND QUESTIONS.

Sue D'Hondt reported that the Friends will hold their spring booksale March 24 – 26.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was not in attendance.

CONSENT AGENDA

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

MOTION by Susan Weinberg, seconded by Elaine Tejcek, to approve the Financial Reports for February 2006, 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 | \$12,909.08 |
| 2. Petty Cash Expenditures | \$0.00 |

3. Budget Expenditures for February	\$222,428.81
4. Expenditures Year to Date	\$679,941.96
5. Revenue for February	\$15,483.89
6. Revenue Year to Date	\$73,526.15

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

February 06, 2006	\$34,086.56
February 21, 2006	<u>\$73,568.41</u>
Total	\$107,654.97

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

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

February 02, 2006	\$119,423.09
February 16, 2006	<u>\$117,299.73</u>
Total	\$236,722.82

ROLL CALL VOTE : AYES: Burk, Burrows, Grice, 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

New Employees for February/March 2006 are Evan Gallien, Part-time Page, Circulation Services; Russell Murrell, Part-time Monitor, Building and Security Services.

STAFF DEVELOPMENT

Bob Blanchard, Hector Marino, Corky Mayo, and I represented the library at the annual Library Advocacy Day at the State Capitol in Springfield on March 1. Over 600 library supporters met with legislators and participated in a march and rally at the Capitol building.

Heidi Krueger, Hector Marino, Chris Posinger, David Whittingham, and I will attend the biennial conference of the Public Library Association in Boston March 22-25. Hector's expenses will be covered by OCLC because of his presentation on Web Junction, an OCLC product.

The topic of the All-Staff meeting on March 8 was Health and Wellness. Madeline May, Des Plaines Community Health Nurse was the featured speaker. She provided information about her work as a community nurse and general information on disease prevention for the staff.

PATRON SERVICES

I am pleased to report increases in all areas of library use. People checked out 5.5% more items this February than last, increased their use of online reference sources by 51%, the use of meeting rooms by 30%, and used the library's computers over 10,000 times. Of the items circulated, 69% of the youth collection was print and 44% of the adult materials was print. Patrons used the self-check machines to circulate 21% of the items from the main library. We have 237 more registered card holders than last year at this time.

OTHER PROFESSIONAL ACTIVITIES

I attended the Library Advocacy Day event (previously mentioned) on 3/1, participated in the Library Trends Discussion on 3/2, the 2006/2007 Budget meeting for CCS on 3/3, the Chamber of Commerce Board Meeting on 3/7, the Library Cable Network Executive Committee meeting on 3/9, hosted a women library director's luncheon on 3/9, attended the National Sunshine Week teleconference on 3/13, chaired the CCS Executive Committee meeting on 3/13, attended the SLURP (area library director's group) meeting on 3/16, the NSLS Annual Banquet on 3/17, and a Chamber of Commerce Scholarship Committee meeting on 3/20. I will attend the PLA conference in Boston from 3/22 through 3/25.

UNFINISHED BUSINESS

The Board discussed ideas for their column in the library newsletter Foreword. It was decided that Eldon Burk would write about how he uses and enjoys audio books for the June issue, that Elaine Tejcek would write about services available at the library for school children for the September issue, and each board member would write about how they use the library's services during the holiday season for the December issue of Foreword.

NEW BUSINESS

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve the Illinois Public Library Annual Report, as prepared. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Eldon Burk will attend the April 3 City Council meeting; Elaine Tejcek the April 17 meeting; and Rhys Read the May 1 meeting; Susan Weinberg the May 15 meeting.

Sandra Norlin advised the Board that it was time to review Library Policy Section A – General Policies and Section C – General Regulations. Sandra asked the Board if they wanted the Finance Committee to review the Financial Policies. The Board asked that the policies be reviewed by staff and that the staff recommendations be reported to the Management Committee for referral to the full board as a committee of the whole.

MOTION by Rhys Read, seconded by Susan Weinberg, to have staff review Library Policy Section A and Section C and forward their recommendations to the Management Committee and to either the Finance Committee or a Committee of the Whole for the financial policy review. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The Management Committee will meet on April 11 at 4:00 p.m.

MOTION by Susan Burrows, seconded by Susan Weinberg, to approve payment to Cooperative Computer Services in the amount of \$5,477.60, which is in the best interest of the Des Plaines Public Library. **VOTE**: AYES: Burk, Burrows, Grice, Mahony, Read, Tejcek,

Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Susan Burrows, seconded by Susan Weinberg, to approve payment to College of DuPage for Consultation and Training for the LSTA Grant in the amount of \$12,000.00, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Burk, Burrows, Grice, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

ANNOUNCEMENTS

Susan Burrows reported that plans for the fourth annual Do the Dewey fundraiser are underway. The fundraiser will be held on Saturday, April 22, 2006. Susan stated that raffle tickets will be sold before the event for three of the major prizes.

Sandra Norlin reported that the sculpture commissioned by Joe Walters is completed and will be installed on April 17, 2006 in the Administrative front office.

Sandra Norlin reported that two line items in the 2006 budget were left out. The line items were Workers Compensation and RHS Plan Payout. These line items amounted to \$8,500.00. The Board consensus was to overspend the line items and to adjust other library expenditures to cover this expense. The Board will vote to approve this decision at its April meeting.

OTHER

Elaine Tejcek brought in a newspaper article about the Mt. Prospect library having a children's program where specially trained dogs are brought into the library so that children can read to the dogs without any inhibitions about their reading skills.

Sandra Norlin reported that the organization "Computers for Schools" is a not for profit organization. At the February meeting Sandra was asked to confirm this information.

Sandra Norlin stated that used library printers were being offered to community agencies, but that there was only one agency that showed interest in purchasing the printers at a reasonable price. Sandra stated that one of the library vendors offered to purchase three of the printers. William Grice stated that the Self-Help Closet and Pantry may be interested in printers. The Board agreed to allow the library to sell the printers to an outside organization if they were not able to sell the printers to not for profit organizations at a reasonable price.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Susan Burrows, to enter into an Executive Session at 8:12 p.m. to discuss Probable or Imminent Litigation. **Vote:** Ayes: All. Nays: None. **MOTION CARRIED.**

Rhys Read left the meeting at 8:12 pm.

The regular session reconvened at 8:26 p.m. and was called to order by Vice President William Grice.

EXECUTIVE SESSION ACTION

MOTION by Eldon Burk, seconded by Jerry Mahony, to affirm the decision made in

Executive Session to direct Sandra Norlin to proceed as directed by the Board. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Susan Burrows, seconded by Elaine Tejcek, 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
April 18, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 18, 2006. President Noreen Lake called the meeting to order at 7:00PM.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Susan Burrows, Mary Ellicson, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Carla Brookman, Wayne Serbin, George Magerl, Veronica Schwartz, Andrew Bohan, Carolyn Bohan, Heather Dean, Melissa Szanati.

CONSIDERATION OF THE AGENDA.

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

TEEN ADVISORY BOARD REPORT.

Veronica Schwartz, Head of Youth Services, introduced representatives from the Teen Advisory Board who explained what activities their group was involved in at the library. The presenters were Andrew Bohan, Carolyn Bohan, Heather Dean and Melissa Szanati. Members from the group volunteer for many library activities including Murder Mystery Night, Santa's Visit, Do the Dewey and Relay for Life. The group includes 7th through 12th graders.

Alderman Brookman suggested that the group advertise their activities on Channel 17, the City's cable channel.

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin, 835 Pearson Street, Des Plaines stated that he toured the new Central Library in Des Moines, Iowa. Mr. Serbin presented this information to President Lake.

George Magerl, 825 Pearson, Des Plaines stated that he and several other seniors from the Frisbie Senior Center were concerned about the amount of noise that is generated from the atrium up to the third floor. Mr. Magerl suggested that the tables be relocated to another location that would be quieter.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman reported that the City of Des Plaines is considering offering free city stickers for city and library volunteers. Alderman Brookman also stated that the City's Finance Committee is looking into other ways to honor the city's volunteers.

CONSENT AGENDA

Noreen Lake asked that VII.A. Approval of the Minutes of the Regular Board Meeting – March 31, 2006 be removed from the Consent Agenda

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

Noreen Lake asked to amend the following minutes:

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

The minutes should read:

The regular session reconvened at 8:26 p.m. and was called to order by Vice President William Grice.

MOTION by Rhys Read, seconded by Susan Weinberg, to accept the minutes, as modified.

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

Elaine Tejcek asked to amend the Friends of the Library report to read:

The members of the Roundtable called for discussion of issues at a later date.

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

MOTION by Eldon Burk, seconded by Mary Ellicson, to accept the Consent Agenda, as amended. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Eldon Burk, seconded by Mary Ellicson, to approve the Financial Reports for March 2006, 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	\$12,909.08
2. Petty Cash Expenditures	\$18.46
3. Budget Expenditures for March	\$588,245.12
4. Expenditures Year to Date	\$1,154,350.46
5. Revenue for March	\$22,228.94
6. Revenue Year to Date	\$721,292.50

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

March 06, 2006	\$58,110.21
March 20, 2006	<u>\$65,414.04</u>
Total	\$123,524.25

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

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

March 02, 2006	\$120,043.48
March 16, 2006	\$118,795.78
March 30, 2006	<u>\$119,461.56</u>
Total	\$358,300.82

ROLL CALL VOTE : AYES: Burk, Burrows, Ellicson, 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 March/April 2006 are: Leif Rasmussen, Part-time IT Assistant, Adam Bartnik, Part-time IT Assistant, David Choi, Part-time Technology Page, Sue Roberts, Part-time Technology Page, Steve Micheas-DelHerbe, Part-time Circulation Clerk, Travis Jones, Part-time Page, and Sanjin Salkic, Part-time Page.

Resignations/Separations: Cynthia Marquis, Part-time Page, Dorothea Frisbie, Part-time Mobile Library Circulation Assistant, and Chinmay Chauhan, Part-time Technology Page.

STAFF DEVELOPMENT

Plans are underway for the annual Staff In-service Day to be held Thursday, May 11. The theme for this year's program is Teens (understanding them in order to serve them better). An interdepartmental team of creative people are led by Martha Sloan. The library will be closed all day on May 11.

PATRON SERVICES

We are sustaining the increase in library use begun in the first two months of the year. We have 637 more registered borrowers than we had in March last year. The patron count is up over 8%, Interlibrary Loan is up nearly 16%, circulation of materials is up slightly over March, but is up 5.4% year to date. Youth Services print materials represent 67% of the circulation from that collection, whereas print materials circulation is 44% of the total circulation of the adult collection. The highest circulation was in DVDs from the adult collection, followed by

Youth Services Fiction and Adult Non-fiction. People used Self-Check to check out 21% of the items checked out from the main library.

Meeting Room use increased by 33.5%, thanks, no doubt, to the Friends of the Library Book sale. Computer use is up 17.3% in the Adult Department and 86.5% in the Youth Services Department.

OTHER PROFESSIONAL ACTIVITIES

I attended the PLA Biennial Conference in Boston, MA, April 22 through 25. This year's Conference was successful in several ways. First, it had the largest number of attendees (11,600) in its 22 year history. The location also was conducive to attending meetings and programs, because the convention center is connected to two large hotels by an indoor mall and covered walkway. And, finally, the programs were outstanding. I was able to attend eight different programs during the two and a half days that I was in Boston. Of these, three stand out for their interest and pertinence. One program was presented by the Director of the Pew Internet and American Life Project, Lee Rainie. He shared the information that his organization has collected and analyzed since 1999 about how people use the internet and how the use affects our social, political, and work lives. He described what he called the "8 Realities of the Millennials" and commented on how libraries are and will be affected by the distinct habits and characteristics of this cohort. For pure pleasure I attended "The Mysterious South" which was an interview of four current southern authors whose settings are all in the south. Margaret Maron, May Kay Andrews, Carolyn Haines, and Emyl Jenkins shared secrets of their craft and were thoroughly entertaining. I attended an update on the current status of Intellectual Freedom in libraries, post CIPA and learned that 42% of public libraries use internet filters and 37% use filters for all patrons, regardless of age. "Overcoming Silent Barriers" was a program that described what one new library director did to turn around a library's philosophy of service and image from rule- and staff-centered to user-focused. I appreciated the candor of her remarks and the ideas for getting to the layers of negativity that are not easily revealed. Finally, the closing general session was informative and entertaining. Paco Underhill, the founder of Envirosell, the marketing research firm known for its analysis of shopping behavior, demonstrated how research findings of customer behavior can/should be used to help design spaces in libraries.

UNFINISHED BUSINESS

Rhys Read explained that two line items, 918070 Workers Compensation and 918085 RHS Plan Payout, were omitted from the 2006 library budget, in the amount of \$8,500.00. The Board consensus at the March 21, 2006 Board meeting was to overspend the line items and adjust other library expenditures to cover these expenses.

MOTION by Rhys Read, seconded by Susan Burrows, to authorize Library Director Norlin to expend library budget funds, as necessary, in line items 918070, Workers Compensation and 918085, RHS Plan Payout, which gives permission to overspend the line item amounts. **ROLL CALL VOTE:** Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. **NAYS:** None. **MOTION CARRIED.**

President Lake reported that the September Foreword column will be written by Elaine Tejcek. Leslie Steiner, Head of Public Information Services, explained the issue following the September issue is the January issue. The Board will discuss topics for their January column later in the year.

NEW BUSINESS

The Board will discuss the Director's Review in Executive Session at their May 16, 2006 Board of Trustees meeting.

Sandra Norlin reported that the sculpture commissioned by artist Joe Walters was installed in the Administration office and that the plants and animals are authentic to the Des Plaines prairie area. Sandra Norlin asked the Board to authorize payment from the Des Plaines Public Library Donation account to Solomon Projects for the sculpture in the amount of \$5,000.00, for Patti Gilford Fine Arts for art consulting, delivery and installation in the amount of \$1,777.50 and Bob Hotstettler for his expertise in establishing the plants and animals authentic to the Des Plaines prairie area in the amount of \$150.00.

MOTION by Susan Burrows, seconded by Jerry Mahony, to authorize two members of the Finance Committee to sign checks made payable to Solomon Projects for the sculpture in the amount of \$5,000.00, for Patti Gilford Fine Arts for art consulting, delivery and installation in the amount of \$1,777.50 and Bob Hotstettler for his expertise in establishing the plants and animals authentic to the Des Plaines prairie area in the amount of \$150.00 from the Des Plaines Public Library Donation Account. **VOTE** : AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

Sandra Norlin reported that the Des Plaines Public Library and Rotary Club of Des Plaines will host the "Do the Dewey" fundraiser on April 22, 2006. Sandra thanked Eldon Burk for procuring the food and cash donations and Susan Burrows for acquiring raffles prizes and volunteers to work at the "Dewey".

Sandra Norlin reported that students in Oakton Community College's ESL (English as a Second Language) classes who live in unincorporated Rosemont were able to obtain Des Plaines Public Library cards because Oakton Community College received grant funds from the Dollar General Literacy Foundation to pay 25% of the annual non-resident fee for 28 families.

CORRESPONDENCE

Noreen Lake reported that the Des Plaines Healthy Community Partnership is sponsoring their fundraiser "Day at the Races" on June 24, 2006. President Lake also reported that the VFW will sponsor "Operation Uplink" on May 20, 2006.

Eldon Burk reported that the Arts Council will host their second annual "Des Jazz" on April 22, 2006.

William Grice reported that on May 13 the Des Plaines postal carriers will collect food to help the Self Help Closet and Pantry of Des Plaines.

OTHER

Sandra Norlin reported that on March 1, 2006 she, Hector Marino, Bob Blanchard and Corky Mayo participated in activities for Illinois Library Day which was held in Springfield, Illinois. The day's activities were videotaped and the Board was shown a short clip.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Susan Weinberg, to enter into an Executive Session after a 10 minute break at 7:59 p.m. to discuss Probable or Imminent Litigation. Vote: Ayes: All. Nays: None. **MOTION CARRIED.**

The regular session reconvened at 8:45 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by Rhys Read, seconded by Eldon Burk, to affirm the decision made in Executive Session to direct Sandra Norlin to proceed as directed by the Board. **VOTE : AYES: All. NAYS: None. MOTION CARRIED.**

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

The meeting adjourned at 8:47PM.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 16, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 16, 2006. President Noreen Lake called the meeting to order at 7:02PM.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Carla Brookman, George Magerl, Paul Go, Sue D'Hondt.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by 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

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

MOTION by Rhys Read, seconded by William Grice, to approve the Financial Reports for April 2006, 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 | \$12,166.50 |
| 2. Petty Cash Expenditures | \$18.46 |

3. Budget Expenditures for April	\$469,106.03
4. Expenditures Year to Date	\$1,669,783.44
5. Revenue for April	\$87,379.59
6. Revenue Year to Date	\$2,269,248.21

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:

April 03, 2006	\$72,513.22
April 17, 2006	<u>\$23,828.08</u>
Total	\$96,341.31

ROLL CALL VOTE: AYES: Burk, 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:

April 13, 2006	\$120,229.99
April 27, 2006	<u>\$118,109.10</u>
Total	\$238,339.09

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 employee for March/April: Ancy Thomas, part-time Page, Circulation Services.

Separation: Jeanne Meyer, Readers' Services Assistant.

STAFF DEVELOPMENT

The annual all-staff in-service day will be held on Thursday, May 11. The theme of the day is understanding teens. The entire program has been planned and will be presented by library staff, under the direction of Martha Sloan. Guest speaker Amy Alessio has served as a consultant to the planning committee and will make several presentations throughout the day.

Bob Blanchard and I attended the ALA National Legislative Day(s) in Washington, DC, May 1-3. We were part of a large delegation from Illinois and the North Suburban Library System. Bob received a \$500 scholarship and I received a \$300 stipend from NSLS to help with the expenses of the trip. After being educated on the library issues ALA wanted us to focus on, we were able to meet with representatives from Jan Schakowsky, Dick Durbin, and Barack

Obama's support staffs.

Eight staff, including me, will attend the annual Reaching Forward conference for library assistants on Friday, May 19 at the Rosemont Convention Center.

Hector Marino has been elected to serve on the ALA Council, representing the International Relations Round Table.

PATRON SERVICES

Circulation slowed by 1% since last April, but year to date circulation has increased by 4%. Patrons used self-check for 19% of the items checked out from the main library. Of the items checked out, the trend toward audio visual materials continues, although slightly less this April. Fifty-four percent of all items checked out are print; 69% of the children's materials and 46% of the adult collections circulation are print.

Computer use increased by 16% on the adult floors and 47% on the children's floor this April over April 2005. Use of our databases has also increased by 74% over last April. There was a decrease in use of our meetings rooms, attributable in part to the dates of the Friends' book sales. Last year the sale was held in April, this year in March. Our card holders have increased by 740 over last year at this time.

OTHER PROFESSIONAL ACTIVITIES

I am serving on the Scholarship Committee of the Chamber of Commerce Board of Directors and am engaged in reviewing the scholarship applications submitted for this year's awards. I also reviewed the applications for the District 62 Foundation's Grant awards.

I attended the Library Cable Network Executive Committee meeting and the Chamber of Commerce Membership Luncheon on April 20, participated in the Do the Dewey Fundraiser on April 22, attended the NSLS Board Meeting at the Rosalind Franklin University of Medicine and Science in North Chicago on April 24, the Friends of the Library Roundtable meeting on April 25, a workshop on Community Surveys at NSLS and a Strategic Planning meeting at the Des Plaines Senior Center on April 26. On April 27 I met with Ron Winner from the Illinois State Library to discuss our continued participation in the Project Next Generation Grant program. May 1-3 I participated in the ALA National Legislative Day events in Washington, DC.

NEW BUSINESS

Mary Ellicson will attend the June 5 City Council meeting; Eldon Burk the June 19 meeting; Jerry Mahony the June 26 meeting and Susan Weinberg the July 17 meeting.

President Noreen Lake asked for volunteers to serve on the nominating committee. Susan Weinberg, William Grice and Elaine Tejcek offered to serve on the Committee.

Sandra Norlin asked for Board approval to purchase software from Outsource Solutions Group in the amount of \$9,722.00. Sandra asked Hector Marino, Coordinator of Computer and Technical Services, to explain how the software would be used. Hector Marino explained that the software will allow centralized management of all library computers. Hector Marino reported that four proposals were received and that Outsource Solutions Group was the lowest proposal.

MOTION by William Grice, seconded by Jerry Mahony, to approve payment to Outsource Solutions Group (OSG) for Desktop Authority Software in the amount not to exceed \$9,722.00, which was the lowest proposal received. **VOTE** : AYES: Burk, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked for Board approval to continue to share in Library Cable Network expenses at a cost of \$31,320.00 per year. Sandra explained that Arlington Heights, Des Plaines, Prospect Heights and Skokie are all members of Library Cable Network and that there are 200,000 potential viewers in the four participating communities.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve payment to Library Cable Network in the amount of \$31,320.00, 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.**

Alderman Brookman reported that the City Council will offer City of Des Plaines volunteers a \$20.00 voucher to be used at the Taste of Des Plaines for their service to the community. Alderman Brookman also reported that Board members are considered volunteers and would be eligible to receive a voucher. President Lake stated that according to Illinois Library Law library trustees cannot accept any compensation for serving on the Board. The board consensus was to let each trustee make his own decision whether or not to accept this thank you gift from the city.

President Lake asked for Board approval to purchase a wreath to be presented at the Des Plaines Memorial Day ceremony, which is held at the Lake Park.

MOTION by William Grice, seconded by Jerry Mahony, to authorize Library Director Sandra Norlin to purchase a wreath for the Memorial Day ceremony in an amount not to exceed \$100.00 and to present the wreath at the ceremony. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

Sandra Norlin commended Martha Sloan, Coordinator of Public Services and the In-Service Day committee for planning and facilitating the library's in-service day on May 11. This year's theme was understanding teens.

Sandra Norlin reported that Hector Marino, Coordinator of Computer and Technical Services, was elected to serve on the ALA Council, representing the International Relations Round Table, and Sara McLaughlin will chair the American Library Association Publishing Committee.

President Lake thanked Board members for their help with the "Do the Dewey" fundraiser.

President Lake reported that she received a resignation letter, effective immediately, from Board member Susan Burrows. President Lake has contacted State Representative Elaine Nekritz and asked that a proclamation be written for Susan. Sandra Norlin stated that Susan will be asked to attend a future board meeting so that she can be honored for her 27 years of service.

Martha Sloan, Coordinator of Public Services, reported that public forums were being held in conjunction with the LSTA grant, Building Communities through Creative Conversation.

Martha Sloan stated that the public forums were successful and welcomed board members to attend.

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by William Grice, to enter into an Executive Session at 7:45p.m. to discuss Probable or Imminent Litigation and Compensation, Discipline or Performance of a Specific Employee. **Vote** : Ayes: All. Nays: None. **MOTION CARRIED** .

The regular session reconvened at 8:27 p.m. and was called to order by President Noreen Lake.

MOTION by Susan Weinberg, seconded by William Grice, to affirm the decision made in Executive Session regarding Compensation, Discipline or Performance of a Specific Employees. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED**.

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

The meeting adjourned at 8:31 p.m.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 20, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 20, 2006. President Noreen Lake called the meeting to order at 7:02PM.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Mary Ellicson, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: William Grice.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, George Magerl, Wally Meyer, Wayne Serbin, Sue D'Hondt, Ralph Minnis, Edith Winnicki.

CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded by Jerry Mahony, 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.

President Lake reported that Alderman Brookman was in attendance at a neighborhood meeting and would not attend the Board meeting.

CONSENT AGENDA

Susan Weinberg asked that B. Acceptance of Financial Reports for May 2006 be removed from the Consent Agenda.

Susan Weinberg asked Library Director Sandra Norlin to explain why the budgeted line item 970270 – Printing, Reproducing, Binding was overspent. Sandra Norlin explained that the library was awarded an LSTA Grant (Building Community Through Creative Conversations) and that \$4,000.00 of the grant funds were budgeted for Supplies, Postage & Printing, but that that \$4,000.00 was added to line item 970100 Supplies in the 2006 Budget.

MOTION by Susan Weinberg, seconded by Jerry Mahony, to accept the Financial Reports for May 2006, as presented. **VOTE** : AYES: Burk, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

Sandra Norlin introduced Edith Winnicki, who is working at the library as a practicum student as a requirement for her Library Technology and Information program degree at the College of DuPage.

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

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

1. Over the Counter Receipts	\$10,844.61
2. Petty Cash Expenditures	\$33.02
3. Budget Expenditures for May	\$371,379.02
4. Expenditures Year to Date	\$2,043,524.91
5. Revenue for May	\$12,128.77
6. Revenue Year to Date	\$2,550,719.81

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:

May 01, 2006	\$50,975.32
May 15, 2006	<u>\$33,081.62</u>
Total	\$84,056.94

ROLL CALL VOTE : AYES: Burk, 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:

May 11, 2006	\$119,777.80
May 25, 2006	<u>\$124,199.49</u>
Total	\$243,977.29

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

DIRECTOR'S REPORT

I have not received an official inquiry for confidential patron information since my last report.

PERSONNEL

No new hires or separations to report this month.

STAFF DEVELOPMENT

Staff members are participating in a number of interdepartmental committees to plan 1) the library's team fundraising for the annual Relay for Life events on June 17 and 2) the library's entry in the Fourth of July parade.

Nancy Mazzie has received a scholarship from the Illinois State Library to attend the annual school and public library training institute held at Bradley University in Peoria.

The Department Heads have planned our annual field trip. This year we will visit the new McCormick Tribune Freedom Museum and Millennium Park in downtown Chicago on Wednesday, July 12. We have found these excursions to be informative, energizing, and team-building.

PATRON SERVICES

We had mixed results in May. Our circulation of items decreased by 8.24% compared to May, 2005. Most (6200) of the decrease is in book circulation. However, all other areas of library activity are increasing over last year at this time. Attendance is up 4.6%; we have 750 more registered borrowers; meeting room use is up 17.7%; and use of our computers and databases has also increased significantly. Last month our computers were used over 8,000 times in the Youth Services and the Adult Services departments. I think it's interesting that low tech is still attractive to small children, who used our train packets 6,347 times in May.

The Adult Services staff has launched a new computer instruction service in which they give one on one training for patrons who need help getting started using the internet and other computer services. They are completely booked for June.

OTHER PROFESSIONAL ACTIVITIES

I attended a Trends Discussion for Library Directors facilitated by Miriam Pollack on 5/18. Illness prevented my attending the Reaching Forward Conference on 5/19. I attended the NSLS Board Meeting on 5/22 and was elected to serve another two-year term on the board. I attended the Friends of the Library Annual Meeting on 5/23, chaired the CCS Governing Board meeting on 5/25, attended a meeting in Glen Ellyn for the College of DuPage's Library Technical Assistant practicum program on 6/1. We are supporting Edith Winnicki in her practicum assignment during the COD summer session. I attended a meeting of the program subcommittee for the Frisbie Senior Center on 6/1, City Council on 6/5 and chaired a Database Managers Task Force meeting for CCS at Glencoe on 6/6. I attended two Chamber of Commerce meetings, one board meeting/luncheon sponsored by Senator Cheryl Axley and the State Chamber of Commerce on 6/8 and a Board Development Committee meeting on 6/9. On 6/14 I will chair the CCS Executive Committee meeting. On 6/15 I will attend the LCN Executive Committee meeting in the morning and participate in the Des Plaines Park District's needs assessment stakeholder interview in the afternoon.

NEW BUSINESS

Eldon Burk explained changes made to the Library Policy, Sections A and C.

MOTION by Committee, to approve changes to Library Policy, Section A – General Policies, A-3, A-4, A-6, A-8, A-11, A-13 and Section C – General Regulations, C-2, C-3, C-5, C-5D, C-6, C-7, C-8, C-10, C-11, C-11A. **VOTE** : AYES : All. NAYS : None. **MOTION**

CARRIED .

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

MOTION by Rhys Read, seconded by Jerry Mahony, to increase the Non-Resident Fee from \$240.00 per family per year to \$260.00 per family per year for the period July 1, 2006 through June 30, 2007.

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve payment to Reference USA in the amount of \$11,332.00, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Burk, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED.**

MOTION by Susan Weinberg, seconded by Jerry Mahony, to approve payment to McQuay in the amount of \$7,347.00, which is in the best interest of the Des Plaines Public Library. **VOTE** : Ayes: Burk, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

MOTION by Mary Ellicson, seconded by Jerry Mahony, to approve the ILLINET/OCLC Services Program Renewal Agreement FY2007 in the amount of \$6,329.05, which is in the best interest of the library. **ROLL CALL VOTE: AYES** : Burk, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED .**

Hector Marino, Coordinator of Computer and Technical Services, gave a presentation on the Sister Library Project with the Benjamin Franklin Library in Guadalajara, Mexico. Sandra Norlin reported that Hector will give a similar presentation at the ALA conference in New Orleans.

President Lake reported that the Des Plaines Healthy Community Partnership Foundation will hold a fundraiser on Saturday, June 24, 2006 at the Arlington Race Track. The cost for a ticket for Day at the Races is \$75.00 and President Lake asked if anyone would attend. Eldon Burk stated that he had already purchased a ticket and would attend as a representative of the library. The Board discussed whether or not to reimburse Eldon Burk for the cost of the ticket. Eldon Burk declined the offer to be reimbursed.

MOTION by Susan Weinberg, seconded by Elaine Tejcek, to reimburse Eldon Burk \$75.00 for the cost of the ticket for Day at the Races sponsored by the Des Plaines Healthy Community Partnership Foundation. **VOTE** : AYES: Ellicson, Mahony, Weinberg, Tejcek. NAYS: Read. ABSTAIN: Burk, Lake. **MOTION CARRIED .**

President Lake reported that the Chair of the Building and Grounds Committee, William Grice, asked that the Friends of the Library discussion be forwarded to the Building and Grounds Committee. President Lake stated that William Grice would contact Committee members to set a date for the meeting.

Sandra Norlin asked the Board to approve a proposal from Corporate Concepts in the amount of \$11,796.79 to reorganize the carrels and shelves on the second and fourth floors. Sandra Norlin explained that this will improve the way the collection is shelved and displayed and that the library is using as much of the current furniture as possible in the renovation.

Rhys Read asked why the library was not going out for bid for this project and Sandra Norlin

responded that Corporate Concepts was the original successful bidder and provider of the library furniture and that the Knoll furniture we purchased from Corporate Concepts had a lifetime guarantee. Rhys Read asked that Sandra Norlin contact Knoll to ask about other distributors who would give the library a price quote for this furniture.

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to approve payment to Corporate Concepts for goods and services for the second and fourth floor renovations in the amount not to exceed \$11,796.79 and that Sandra Norlin will make inquiries to other companies to verify that this is the best decision for the library and is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Burk, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: Read. **MOTION CARRIED.**

ANNOUNCEMENTS

President Lake reported that the Des Plaines Relay for Life fundraiser was held on June 17 and 18 and was well represented by the library.

Sandra Norlin invited the Board to march in the July 4th parade.

Sandra Norlin reported that the library board must review and report on Chapter VI, "Programming" and Chapter VII, "Access" from the book *Serving Our Public: Standards for Illinois Public Libraries* to comply with Per Capita Grant requirements. These chapters will be discussed at the July 18, 2006 Board meeting. Sandra also reported that at least one library trustee is required to attend a continuing education event sponsored by the Illinois State Library, the Illinois Library Association or a regional library system and share the information with the rest of the board and in a narrative format for the Per Capita Grant application.

OTHER

Sandra Norlin reported that the group "Citizens for Legal Immigration" has reserved library meeting rooms B/C for a meeting to be held on Saturday, June 24, 2006 and that the Des Plaines Police Department will be in attendance to prevent potential problems from occurring. Eldon Burk asked who would be responsible for damages to the library if they occurred and Sandra Norlin responded that it is the responsibility of the library cardholder who booked the meeting rooms. The meeting is open to the public.

Sandra Norlin asked for a volunteer from the Board to serve on the Centennial Celebration Committee and Eldon Burk will serve on the Committee. Sandra reported that the meetings will begin in July.

NOMINATING COMMITTEE

Susan Weinberg reported that the Nominating Committee voted to approve the slate of officers, Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary, for 2006 -2007.

President Lake asked Board members to contact her about which committees they would like to serve on for 2006 – 2007. Rhys Read volunteered to serve as Systems Representative. Susan Weinberg reported that the Nominating Committee discussed putting in place a plan of action that would prepare board members to hold office. This will be discussed at the November Board meeting.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Mary Ellicson, to enter into an Executive Session at 8:25 p.m. to discuss Semi-Annual Review of Executive Session Minutes. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 8:35 p.m. and was called to order by President Noreen Lake.

MOTION by Rhys Read, seconded by Mary Ellicson, not to release any Executive Session Minutes on file. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

Elaine Tejcek asked Sandra Norlin to provide back-up information for items listed under New Business, if possible. Elaine asked for copies of invoices and an explanation of the purchase. It was decided that an asterisk would be placed next to New Business items that include an explanation.

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

The meeting adjourned at 8:45 p.m.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
July 18, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 18, 2006. President Noreen Lake called the meeting to order at 7:04PM.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Mary Ellicson, Noreen Lake, Jerry Mahony, Elaine Tejcek, Susan Weinberg.

Members Absent: William Grice, Rhys Read.

Also Present: Sandra Norlin, Hector Marino, Carol Kidd, Wally Meyer, George Magerl, Christina Tropea.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by 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 announced that National Night Out will be held on August 1, 2006 at the Rosemary Argus Friendship Park Conservatory and at the Lake Park Memorial Pavilion. Alderman Brookman stated that this family friendly activity is held in conjunction with the Neighborhood Watch Program.

DEMONSTRATION OF ONLINE DATABASES – Christina Tropea.

Sandra Norlin introduced Christina Tropea of the Adult Services Department who demonstrated how to navigate and use the library's online resources. Alderman Brookman asked if an online resources demonstration could be presented at the next 5th Ward meeting and Sandra Norlin responded that she would arrange for the demonstration. Eldon Burk asked

if Des Plaines businesses could use the databases and Sandra Norlin responded that each Des Plaines business is entitled to one library card for business purposes, which entitles them to use the library's online databases. Eldon Burk suggested that an upcoming column on the library's online resources be included in "Splinters from the Board."

CONSENT AGENDA

Noreen Lake asked that A. Approval of the Minutes of the Regular Board Meeting – June 20, 2006, be removed from the Consent Agenda.

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

President Lake stated that she abstained from voting on the motion to reimburse Eldon Burk for the cost of his ticket for Day at the Races sponsored by the Des Plaines Healthy Community Partnership Foundation. President Lake stated that she is on the Board for Des Plaines Healthy Community Partnership Foundation.

MOTION by Eldon Burk, seconded by Susan Weinberg, to amend the motion to reimburse Eldon Burk for the cost of his ticket for Day at the Races to read that Lake abstained from voting. VOTE: AYES: All. NAYS: None. **MOTION CARRIED** .

President Lake commended the Des Plaines Police Department for their foresight in planning and preparing for a possible disturbance when the group "Citizens for Legal Immigration" met at the library.

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

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

1. Over the Counter Receipts	\$11,744.25
2. Petty Cash Expenditures	\$15.64
3. Budget Expenditures for June	\$447,170.40
4. Expenditures Year to Date	\$2,500,381.60
5. Revenue for June	\$25,529.73
6. Revenue Year to Date	\$2,659,585.90

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:

June 05, 2006	\$56,576.57
June 19, 2006	\$83,986.07
June 28, 2006	<u>\$56,895.70</u>
Total	\$197,458.34

ROLL CALL VOTE : AYES: Burk, Ellicson, Lake, Mahony, 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:

June 08, 2006	\$114,719.03
June 22, 2006	<u>\$117,586.53</u>
Total	\$232,305.56

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

DIRECTOR'S REPORT

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

PERSONNEL

New employees for June, 2006 are: Suzanne Johnson, Page, and Brian Lee, Circulation Clerk, both in Circulation Services.

Resignations/Separations: Steve Micheas-DeL'Herbe, Circulation Clerk, and Sanjin Salkic, Page, Circulation Services.

STAFF DEVELOPMENT

This month I have awarded tuition reimbursement to four employees: Laura Adler, who is beginning work toward her graduate degree in Library and Information Science; Gwen LaCosse, who is continuing her work toward her graduate library degree; Carol Kidd, who will be taking two computer classes at McHenry County College; and Kathy Kyrouac, who is beginning her work toward a certificate in Advanced Website Development at Oakton Community College.

I have also awarded three Staff Bonus Awards. This quarter's recipients are Dennis Polonsky, Security Monitor; Jim Westen, Technology Page; and David Whittingham, Readers Services Assistant. These awards are given quarterly from nominations by the staff. The winners receive a \$250 bonus and a library pin. All nominees receive letters and have their nomination letters placed in their personnel files.

PATRON SERVICES

This month's circulation recovered from last month's dip to a 5.4% increase over June of 2005. In the Youth Services department, the increases were in fiction and DVDs and in the Adult Department, the increases were in audio books and DVDs. Print items represented 68% of the circulation in Youth Services materials and 46% in the Adult Services materials. Patrons used Self-Check for 21% of the circulation from the main library. The number of cardholders has increased by 827 since last June.

Over 30 staff, trustees, and family members walked in the 4th of July parade with the library's entry. Thanks to Hector Marino for organizing this year's entry for the library.

Computer use continues to increase, this month by 31% in the Youth Services department and 16% in the Adult Services department. In the first six months of 2006 the computers on the adult floors have been used over 50,000 times and on the youth services floor over 10,000

times. Meeting room use declined by 15% over last year at this time.

The Summer Reading Clubs have been very popular this year. By June 11, 1508 children through 6th grade, 120 7th and 8th graders, and 117 adults and 88 high school students have registered and are participating.

OTHER PROFESSIONAL ACTIVITIES

I attended the Friends of the Library roundtable meeting on 6/27; the Legislative breakfast meeting for libraries, park districts, and municipal government and the library's volunteer appreciation tea on 6/28; the NSLS Executive Committee meeting on 6/29, and a reception to honor retiring library director Jack Hicks (Deerfield) on 6/30. I walked in the library's entry in the 4th of July parade; attended a Chamber of Commerce Board Development Committee meeting on 7/7, the Chamber of Commerce networking/after hours reception for not-for-profit service agencies on 7/11. I plan to attend the Chamber Board meeting, the female library directors' luncheon, and a meeting of the planning subcommittee for the Senior Center on 7/13. I will convene the first meeting of the Centennial planning committee on 7/18.

UNFINISHED BUSINESS

Noreen Lake reported that the Building and Grounds Committee met on Tuesday, July 18 at 5:30 p.m. and that Friends of the Library requests were discussed including building access, security, insurance and liability. Library Director Sandra Norlin was asked to research a number of the issues that were brought up at the Building and Grounds meeting and she will report her findings at the next Building and Grounds Committee meeting.

NEW BUSINESS

The Board reviewed Serving Our Public: Standards for Illinois Public Libraries, Chapter VI, "Programming" and Chapter VII, "Access." This is one of the requirements for the Per Capita Grant.

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, 2006, unless either party terminates the agreement.

Sandra Norlin reported that usage of the Mobile Library service to Rosemont decreased in 2005/2006 and recommended that service be offered to Rosemont for another year at an increase of 2.6%, which is the latest increase shown in the Consumer Price Index for the Chicago area. The new cost would be \$14,500.00.

Eldon Burk asked if this increase would cover the cost of fuel for another year and suggested that the agreement be reviewed in six months and adjusted to reflect changes in fuel costs. Sandra Norlin recommended that the library reserve the right to add a fuel charge during the term of this contract. The Board consensus was to review the agreement in six months.

MOTION by Eldon Burk, seconded by Susan Weinberg, to renew the agreement to provide Mobile Library Service to the Village of Rosemont for 2006/2007 in the amount of \$14,500.00, which is an increase of 2.6%, and to review the contract in six months and adjust the amount of the contract to reflect changes in fuel costs. VOTE: AYES: All. NAYS: None. **MOTION CARRIED** .

Mary Ellicson will attend the August 7 City Council meeting; Jerry Mahony the August 21 meeting; Susan Weinberg the September 5 meeting and Eldon Burk the September 18 meeting.

Jerry Mahony served as chairman for the Building and Grounds Committee at their meeting on July 18, 2006 and reported that the Committee would recommend Jemrick Carpets, Inc. to remove and replace the carpeting on the main library stairway at a cost of \$9,690.00. This was the lowest proposal obtained by Gary Valente, Head of Building and Security Services. The current carpeting will be replaced with carpet squares.

MOTION by Committee, to accept the proposal from Jemrick Carpets, Inc. to remove and replace the carpeting on the main library stairway at a cost of \$9,690.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Ellicson, Lake, Mahony, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

Jerry Mahony also reported that plans to build a storage shed in the city owned parking garage were on hold until it could be decided whether the City of Des Plaines would approve the structure. Jerry Mahony stated that Gary Valente, Head of Building and Security Services, was told that the City of Des Plaines would not consider the storage shed until they received architectural drawings of the proposed shed from the library. The cost for these drawings would be approximately \$1,500.00 with no guarantee that the City would approve the shed. Alderman Carla Brookman was asked to approach the City Council with the library's request to build a storage shed in the parking garage. Alderman Brookman agreed to bring this to the City Council's attention.

Sandra Norlin asked for Board approval to sign a contract with OCLC Net Library to provide eAudiobooks to the library at a cost of \$12,000.00 for one year.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve payment to OCLC NetLibrary in the amount of \$12,000.00, which is a budgeted item and is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Ellicson, Lake, Mahony, Tejcek, Weinberg. NAYS: None. **MOTION CARRIED** .

ANNOUNCEMENTS

Noreen Lake and Sandra Norlin will attend Foundations, Friends and Finances at North Suburban Library System on Thursday, September 14. Wally Meyer and Elaine Tejcek will attend as their guests.

President Lake reported that VFW Post #2992 and Knights of Columbus Council 3627 were nominated for the Governor's Home Town Award for supporting the troops in Iraq by sending letters and personal care items. Noreen Lake thanked Veronica Schwartz, Head of Youth Services, for making a presentation to the judges based on library participation. The library collected letters and personal care items for US troops in Iraq.

Sandra Norlin will be on vacation July 21 – 30 and Martha Sloan will be Librarian in Charge.

Sandra Norlin reported that the Department Heads went on a field trip to the McCormick Tribune Freedom Museum on July 12.

William Grice was not in attendance at the Building and Grounds Committee on July 18 meeting and the Board of Trustees on July 18 meeting due to a death in his family.

NOMINATING COMMITTEE

MOTION by Susan Weinberg, seconded by Jerry Mahony, 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** .

Noreen Lake took the oath of office for President and Carol Kidd took the oath of office for Secretary. William Grice was not in attendance and will take the oath of office at another meeting.

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

The meeting adjourned at 8:56 p.m.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 19, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 19, 2006. President Noreen Lake called the meeting to order at 7:04 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Mary Bahamon, Eldon Burk, Mary Ellicson, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read.

Members Absent: Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Martha Sloan, Leslie Steiner, Carol Kidd, Wally Meyer.

OATH OF OFFICE

Rhys Read, William Grice and Maria G. Bahamon took the Oath of Office.

CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded by William Grice, 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 Carla Brookman was ill and did not attend the meeting.

CONSENT AGENDA

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

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

1. Over the Counter Receipts	\$11,199.39
2. Petty Cash Expenditures	\$19.00
3. Budget Expenditures for August	\$573,704.98
4. Expenditures Year to Date	\$3,498,494.52
5. Revenue for August	\$41,396.16
6. Revenue Year to Date	\$2,749,491.27

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

August 07, 2006	\$35,852.93
August 21, 2006	<u>\$66,942.30</u>
Total	\$102,795.23

ROLL CALL VOTE : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read.
NAYS: None. **MOTION CARRIED** .

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

August 03, 2006	\$120,394.64
August 17, 2006	\$119,248.14
August 31, 2006	<u>\$123,220.67</u>
Total	\$362,863.45

ROLL CALL VOTE: AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read.
NAYS: None. **MOTION CARRIED** .

DIRECTOR'S REPORT

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

PERSONNEL

New employees for August 2006: Stephen Galt, Claire Greene, Anna Andreeva, and Chang Hong, Pages and James Clair, Clerk, all in Circulation Services.

Resignation/Separations: David Choi and Sue Roberts, Technology Pages and Rodrigo Lopez and Naman Patel, Pages.

The Reclassification Committee has held five meetings to review job descriptions and to make recommendations for salary ranges for 2007-2009. We hope to conclude our work within the next two weeks. We will present our recommendations to the Management Committee for approval.

STAFF DEVELOPMENT

Several staff members attended a morning seminar on Web 2.0, the new term for the

interactive use of the worldwide web. They are enthusiastically behind the plan to create a new position at the library: Web Services Librarian. This person will be responsible for continuously learning about new technological advances that are applicable and useful to public libraries; informing staff of the possibilities, coordinating the planning for introducing new services, and coordinating the implementation. We are taking advantage of a vacant position to create the new one.

PATRON SERVICES

After last month's large increase, circulation has settled down somewhat. Print materials counted for 63% of the circulation of Children's' materials and 31% of Adult materials. Patrons used the self-check equipment to checkout 23% of the items circulated from the main library. August is the month for regular maintenance of the Mobile Library. Attendance at the library has increased by 17.3%, year to date over 2005. Meeting Room attendance also increased (9.3%).

Computer use topped 13,000, a record for us. This was an increase of 10% over July, 2006. Use of our online reference resources increased by 5.8% with over 15 thousand searches.

OTHER PROFESSIONAL ACTIVITIES

I attended the Library Cable Network Executive Committee meeting on 8/17, the Friends of the Library meeting on 8/22, a Focus Group of Library Directors on Advocacy at NSLS on 8/30, the Rotary Golf Fundraiser on 9/7, a Chamber of Commerce Board Membership meeting on 9/8, the First Lady's Luncheon on 9/9, the Intellectual Freedom program at Glenview Public Library on 9/11, the NSLS Board Management meeting on 9/11, the NSLS Board Development Committee on 9/12, the Chamber Board Meeting and CCS Executive Committee meetings on 9/13, the NSLS Workshop of Friends Groups and Fundraising, a Women Library Directors Luncheon, and the Senior Center Subcommittee on Accreditation on 9/14.

NEW BUSINESS

MOTION by William Grice, seconded by George Magerl, to approve the Per Capita Grant and submit the application to the Illinois State Library. VOTE: AYES: All. NAYS: None.
MOTION CARRIED.

Eldon Burk will attend the October 2 City Council meeting; George Magerl the October 16 meeting; Jerry Mahony the November 6 meeting and Rhys Read the November 20 meeting.

William Grice reported that the Building and Grounds Committee met on September 19, 2006 to discuss the Friends of the Library request for access to library property. The Committee consensus was to continue to have designated Friends volunteers sign in and out when working in the book storage room and to have a key to the Friends book storage room at the desk, to ask the Friends to make the book storage room safer by clearing off top shelves that are close to pipes, to have the Committee view the room after the booksale, to have volunteers wear security picture badges and to encourage volunteers for the Friends of the Library to complete health and medical history forms. The Building and Grounds Committee will meet again on October 17, 2006 at 5:30 p.m.

Sandra Norlin asked for Board approval to purchase a book drop from Midwest Library Systems in the amount of \$5,856.00. Sandra explained that one of the book drops located in the parking garage was damaged last year by a patron and that the library received a check from

the patron's insurance company to pay for damages.

Rhys Read asked why the library did not go out for bid for the book drop and Sandra Norlin responded that a price was also obtained from Demco, but that Midwest Library System was less expensive.

MOTION by Committee, to approve payment to Midwest Library Systems in the amount of \$5,856.00 for the purchase of an outside book drop that includes book carts, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED** .

Sandra Norlin introduced Hector Marino, Coordinator of Computer & Technical Services, who presented a short video on RFID (Radio Frequency Identification) as it is used at the Warren Newport Library in Gurnee. Sandra Norlin explained how this technology would streamline circulation processing and be used as a new theft detection system that would replace the current 3M equipment. The cost of the system would be approximately \$500,000, which Sandra Norlin proposed be added to the 2007 and 2008 budget line items.

The Board discussed the advantages and disadvantages of the RFID system and agreed to postpone making a decision on this project until discussions for the 2008 budget begin in 2007.

The Board made the following changes to the proposed FY2007 draft budget:

Transfer \$84,950 from line item 980410 Computer Hardware from Fund 201 to Fund 202.

Add \$50,000 to line item 990940 Trans to Capital Projects Fund.

MOTION by Rhys Read, seconded by Jerry Mahony, to approve the first draft of the FY2007 budget, as amended. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED** .

Sandra Norlin distributed a list of items to be declared surplus property.

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

Quantity Description Condition

Meeting Room Storage

26 Bretford Concave Style 30" x 60" Tables Good

1 Table Cart

1 Miscellaneous Box of Table Parts

Storage Room 1st Level

8 Red Chairs with Arms

1 Blue Chair / No Arms

4 File Cabinets

3 Wooden Book Bins

3 Table Lamps Non-working

1 Floor Lamp Non-working

1 Television and Metal Cart

25 Canvas Bags for Framed Art

1 Wooden Cart with Cloner Parts

1 DVD Monitor Non-working

1 Rotating Art Display-Wood/Plexiglas

1 Liberty Bell Replica
1 Laminator
20 Metal Puzzle Racks

Youth Services
10 Egg footrest/stool - Baleri Italia Tato

Adult Services Work Room
30 Princeton Files

Sandra Norlin asked the Board to approve the purchase of 25 tables from Mity Lite Incorporated at a cost of \$5,000.00. Sandra stated that the library would purchase 25 tables and the Friends of the Library would purchase 25 tables and that the Friends of the Library would have use of the tables for their booksales.

MOTION by Committee, to purchase 25 tables from Mity Lite Incorporated at a cost of \$5,000.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked the Board to approve a contract with Lohan Anderson for the redesign of the first floor atrium circulation area in the amount of \$15,000.00.

Motion by Committee, to enter into an agreement with Lohan Anderson to redesign the first floor atrium circulation area, which is a budgeted item, and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Ellicson, Grice, Lake, Magerl, Mahony, Read. NAYS: None. **MOTION CARRIED .**

ANNOUNCEMENTS

William Grice will retire in 2008 and plans to stay with the library board as long as possible.

Noreen Lake stated that she made Committee assignments for 2006/2007.

The Board discussed planning a retreat for board development. Sandra Norlin will contact facilitators.

President Lake welcomed George Magerl and Maria Bahamon to the Library Board.

The Management Committee will meet on October 16, 2006 at 4:30 p.m. to discuss C-8 Rules of Conduct, which will address patron complaints about noise levels and to discuss setting policy for Friends of the Library request for access to library property.

Noreen Lake stated that the Veterans of Foreign War received the Governor's Hometown Award and has asked Sandra Norlin and Veronica Schwartz to attend the ceremony in Springfield on October 18, 2006.

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by William Grice, to enter into an Executive Session at 9:13 p.m. to discuss Compensation, Discipline or Performance of a Specific Employee. Vote:

Ayes: All. Nays: None. **MOTION CARRIED** .

The regular session reconvened at 9:27 p.m. and was called to order by President Noreen Lake.

MOTION by William Grice, seconded by Maria Bahamon, to affirm the decision made in Executive Session regarding Compensation, Discipline or Performance of a Specific Employees. 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 9:28 p.m.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 17, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 17, 2006. President Noreen Lake called the meeting to order at 7:07p.m.

ROLL CALL.

Roll call indicated the following board members were present: Mary Bahamon, Eldon Burk, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Members Absent: Mary Ellicson, Jerry Mahony.

Also Present: Sandra Norlin, Martha Sloan, Carol Kidd, Wally Meyer, Alderman Carla Brookman.

CONSIDERATION OF THE AGENDA.

MOTION by Elaine Tejcek, seconded by William Grice, 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 encouraged everyone to vote in the upcoming election.

CONSENT AGENDA

Noreen Lake asked that VI. A. Approval of the Minutes of the Regular Board Meeting be removed from the Consent Agenda.

Noreen Lake asked that the minutes be corrected as follows:

Noreen Lake stated that the Veterans of Foreign War received the Governor's Hometown Award and has asked Sandra Norlin and Veronica Schwartz to attend the ceremony in Springfield on October 18, 2006.

MOTION by Rhys Read, seconded by Elaine Tejcek, to approve the minutes of the regular board meeting, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

George Magerl asked that VI.D.1. Library Reports, be removed from the Consent Agenda.

George Magerl asked that the Meeting Room attendance report reflect the usage by listing Events, Rooms Used (A, B, C), the number of days the room was used for the specific event and attendance.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Library Reports, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

William Grice asked that VI.D.2. Building and Grounds Committee Report be removed from the Consent Agenda.

William Grice asked that the minutes from the September 19, 2006 Building and Grounds Committee report be corrected as follows:

MOTION by George Magerl, seconded by William Grice, to have a key for the Friends of Library book storage room available at the library security desk for the Friends' use when they are in the building and that the Friends will sign in and out to use the key and that the key will not leave the library building. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by William Grice, seconded by Eldon Burk, to accept the corrected minutes from the Building and Grounds meeting on September 19, 2006. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by Elaine Tejcek, to accept the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

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

1. Over the Counter Receipts	\$10,674.17
2. Petty Cash Expenditures	\$21.00
3. Budget Expenditures for September	\$437,237.80
4. Expenditures Year to Date	\$4,209,109.34
5. Revenue for September	\$1,636,623.54
6. Revenue Year to Date	\$5,548,677.75

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

September 05, 2006	\$66,368.74
September 18, 2006	<u>\$42,523.56</u>
Total	\$108,892.30

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

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit,

expenditures for salaries made by the Library Director as follows:

September 14, 2006	\$114,907.50
September 28, 2006	<u>\$118,650.75</u>
Total	\$233,558.25

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

DIRECTOR'S REPORT

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

PERSONNEL

New employee for September: Adam Vernola, Page, part-time in Circulation Services.
Resignations/separations: Rena Oster, Page.

STAFF DEVELOPMENT

This month I'd like to report how our staff is contributing to professional development. Martha Sloan and Christina Tropea are presenting a program on collection development for Spanish language material through attendance at the Guadalajara Book Fair at the ILA Annual Conference on October 6; Joanne Griffin will present a poster session discussing the library's Community Conversations grant activities at the exhibits hall at the ILA Conference. I will give a presentation on visionary leadership with Mary Jane Kepner on October 4. I will also participate in the annual Scholars in Residence program at the Chicago Public Library as a panelist. The topic for the day is Appreciative Inquiry. Hector Marino was a featured speaker for a webcast program on the Sister Libraries program on October 2.

Our quarterly All-Staff meeting was held September 26. Gail Johnson of Face 2 Face Communications presented the program "Oh, I wish I'd said..." She and her associate Pam Parr demonstrated through humorous skits the triumphs and difficulties of providing service to the public. They left us with several good suggestions and two phrases that should come to mind when trying to solve problems presented to us: "I'm sorry that happened." and "I can help you with that." Feedback from the staff indicates that this was one of the most effective programs we have presented.

PATRON SERVICES

Circulation for 2006 continues its increase over 2005, with a 3% increase year to date. Sixty-seven percent of the children's collection circulation is in print materials and 45% of the adults is print, with the combined circulations representing 52% of the total circulation. Use of the Self-Check dropped slightly to 20% of the total items circulated from the main library. Attendance at the library increased by 15.7% over last year's year to date totals.

Computer use continues to increase, by 27.4% on the fourth floor and 122.9% on the second floor (youth services), for a total of 123,814 uses through September, 2006.

OTHER PROFESSIONAL ACTIVITIES

On September 20 I attended a Trends discussion with Miriam Pollack and a meeting at City Hall regarding the 2006 Holiday Lighting Ceremony, which will be held at the Metropolitan Square this December. I attended an NSLS Board meeting on 9/25, an LCN Executive Committee meeting on 9/26, a SLURP luncheon on 9/29, an LCN Cable Division meeting on 10/3, and the ILA Annual Conference on 10/4. I will be on vacation from October 5 through 15. Martha Sloan will be Librarian in Charge during my absence.

NEW BUSINESS

Sandra Norlin asked the Board to approve the proposed FY2007 budget with the following changes that were voted on at the September 19, 2006 Board meeting:

Transfer \$84,950 from line item 980410 Computer Hardware from Fund 201 to Fund 202.

Add \$50,000 to line item 990940 Trans to Capital Projects Fund.

MOTION by Rhys Read, seconded by George Magerl, to approve the FY2007 budget, as presented. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

Eldon Burk reported that the Management Committee met on October 16, 2006 and that the committee was in the process of preparing guideline for the Friends of the Library use of the Friend's book storage room, library facilities, library equipment and library personnel. The Building and Grounds Committee and Management Committee will meet to further discuss these guidelines.

Eldon Burk also reported that the Management Committee approved a new job description for a newly created position, Web Services Librarian, and asked for approval for changes to the Administration Services Clerk position. Sandra Norlin explained that the Web Services Librarian position will replace an open Readers' Services Assistant position and has been included in the 2007 budget. Sandra also explained that the Administration Services Clerk position is being upgraded due to added responsibilities and additional hours for the position.

MOTION by Committee, to approve the newly created Web Services Librarian position and to begin the process for filling the position and to approve the changes to the Administration Services Clerk position. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Eldon Burk also reported that the Management Committee will discuss at their November 20, 2006 meeting complaints being made by adult library patrons regarding computer use and disturbances by younger people on the fourth floor.

MOTION by William Grice, seconded by George Magerl, to approve payment to Lodestone Digital for training for the LSTA Grant, Clickable Content in the amount of \$5,900.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by William Grice, to approve payment to Thomson Gale for Literature Resource Center in the amount of \$8,000.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve payment to Thomson Gale for Student Resource Center and Biography Resource Center in the amount of \$9,381.75, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Elaine Tejcek, seconded by William Grice, to approve payment to Ebsco in the amount of \$36,169.36, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

Sandra Norlin reported on changes being made by Library Cable Network, including the addition of a library production studio. Library Cable Network members are Prospect Heights Public Library, Arlington Heights Memorial Library, Skokie Public Library and Des Plaines Public Library.

Sandra Norlin stated that the informational sheets she sent to Board members were compiled from the statistics from the Illinois Public Library Annual Reports (IPLAR).

George Magerl suggested that small businesses be notified that they are eligible to receive a Des Plaines Public Library card.

Sandra Norlin reported that the North Suburban Library System will no longer use the services of NorthStarNet and that the Des Plaines Public Library will be affected because another service provider will have to be chosen to host the library's website.

ANNOUNCEMENTS

George Magerl and Elaine Tejcek reported on programs they attended at the Illinois Library Association conference.

Elaine Tejcek, Noreen Lake and Sandra Norlin will attend training in Parliamentary Procedures at North Suburban Library System on October 23, 2006.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Eldon Burk, to enter into an Executive Session at 9:10 p.m. to discuss Compensation, Discipline or Performance of a Specific Employee. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

The regular session reconvened at 9:17 p.m. and was called to order by President Noreen Lake.

Roll call indicated the following board members were present: Mary Bahamon, Eldon Burk, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

MOTION by William Grice, seconded by Rhys Read, to affirm the decision made in Executive Session regarding Compensation, Discipline or Performance of a Specific Employees. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

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

The meeting adjourned at 9:18 p.m.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 21, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 21, 2006. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Mary Bahamon, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Members Absent: Mary Ellicson

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Wally Meyer, Wayne Serbin.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by George Magerl, 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 not in attendance.

CONSENT AGENDA

George Magerl asked that E. Acceptance of Reports 1. Director's Report be removed from the Consent Agenda.

Noreen Lake asked that E. Acceptance of Reports 2. Building and Grounds Committee Report be removed from the Consent Agenda.

George Magerl asked that the Meeting Room Usage Statistics include CL – Computer Lab.

Eldon Burk asked that statistics for eaudio books and playaways be included in the Adult Services statistical report.

Eldon Burk stated that time is wasted when attempting to use the self check for audio books on CD, because the self check machines often fail for one or more audio books.

MOTION by George Magerl, seconded by Eldon Burk, to accept E. Acceptance of Reports 1. Director's Report, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

President Lake stated that she voted no for the keypad for the Friends book storage room, because it is an unnecessary expense and asked that the Building and Grounds minutes be changed to reflect her vote.

The Board discussed Friends access to the book storage room and safety and security issues for the Friends volunteers.

MOTION by Eldon Burk, seconded by George Magerl, to waive Robert's Rules of Order and allow citizen participation. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

Rhys Read entered the meeting at 7:20 p.m.

Wayne Serbin suggested that Friends volunteers wear a beeper if working alone in the book storage room.

MOTION by Jerry Mahony, seconded by Eldon Burk, to recommend the purchase and installation of a keypad on the door to the Friends book storage room and that the Library pay ½ the cost up to \$861.00, which is in the best interest of the Des Plaines Public Library. **VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Mahony, Read, Tejcek. NAYS: Lake. **MOTION CARRIED** .

MOTION by Jerry Mahony, seconded by William Grice, to include the statement “Friends will sign in/out at monitor's station whenever entering or leaving the Friends room” in the “Guidelines for Use of Library Facilities and Personnel by Friends of the Library.” **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

MOTION by George Magerl, seconded by William Grice, to approve the Building and Grounds Committee Report, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED** .

George Magerl asks that the Friends of the Library minutes be made a part of the Library Board Packet in lieu of the written report of the trustee liaison.

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

1. Over the Counter Receipts	\$12,472.84
2. Petty Cash Expenditures	\$68.53
3. Budget Expenditures for October	\$447,269.53
4. Expenditures Year to Date	\$4,656,378.87
5. Revenue for October	\$24,342.36
6. Revenue Year to Date	\$5,666,753.74

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

October 02, 2006	\$44,737.98
October 16, 2006	<u>\$78,045.92</u>
Total	\$122,783.90

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

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

October 12, 2006	\$118,912.65
October 26, 2006	<u>\$120,254.32</u>
Total	\$239,166.97

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

DIRECTOR'S REPORT

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

PERSONNEL

New employees for October/November are: Maria Haske and Andrew Bohan, part-time Technology Pages, Computer Services.
 Resignations/separations: Heidi Krueger, Librarian II, Adult Services and Zbigniew Piotr Dudkowski, part-time Page, Circulation Services.

STAFF DEVELOPMENT

On November 15 the Department Heads participated in an all-day retreat. Under the direction of consultant Gail Johnson of Face2Face Communications, we worked on developing a deeper level of trust, as described by Patrick Lencioni in *The Five Dysfunctions of a Team*. We met at the Friendship Park Conservatory in Des Plaines.

Several staff have attended workshops at the North Suburban Library System, the topics include parliamentary procedure and future thinking for customer service by Cate McNeely.

We have recently become members of the Illinois Management Association, which includes the benefits of members' rates for their training seminars.

PATRON SERVICES

We are maintaining an increase in the number of items circulated year to date (3%), with 3.5% in October over one year ago. At this rate, we will hit the million mark by the end of November. Patrons used self-check for 19% of the total items circulated from the library building. Print materials accounted for 52% of the total items circulated. Please note the rapidly diminishing circulation of the VHS format. When we decide to discontinue offering this format, we will have considerably more space to shelve DVDs, which are rapidly

increasing in circulation. The other transition that we should watch is the flat and/or decreasing circulation of cds. These changes occur naturally as new formats become popular and affordable for our patrons.

Attendance at the library has increased by 13.7%, but attendance at programs has decreased. Computer use in the adult department increased by 27% and in the youth department by 111%.

OTHER PROFESSIONAL ACTIVITIES

On October 18, Veronica Schwartz and I traveled to Springfield to attend the banquet at which Des Plaines received the Governor's Home Town Award for the Veteran's troop support activities. We were invited to attend along with Mayor Arredia, Mrs. Arredia, Noreen and Mike Lake, Steve Schaeffer and other VFW members because of the library's work with the letters to the troops project. I attended the NSLS Board meeting on 10/23, chaired the CCS Database Management Task Force meeting on 10/2, attended the Friends of the Library Roundtable meeting on 10/24, conducted Trustee Orientation meetings with George Magerl (10/30) and Maria Bahamon (11/14), Chaired the NSLS Board Effectiveness Committee on 11/1, attended the Library Production Studio (new name) marketing planning meeting on 11/3, the LCN Division meeting on 11/7, participated as a panelist and small group presenter at the annual Chicago Public Library Charlotte Kim Scholars in Residence Program on 11/8, attended the Chamber of Commerce Board Meeting on 11/9, the Women Library Directors luncheon on 11/9, the NSLS Board Retreat/Planning Session on 9/11, the Networking After Hours reception at Rainbow Hospice on 11/14, the Library Production Studio Exec Committee meeting on 11/16. I will attend a training session on FMLA and Workers' Compensation at the City of Des Plaines on 11/21 and chair the Centennial Committee meeting, also on 11/21.

NEW BUSINESS

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve payment to Library Partnership Trust for Gale Virtual Reference Library in the amount of \$6,879.00, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

MOTION by William Grice, seconded by Rhys Read, to approve payment to Cooperative Computer Services in the amount of \$10,928.20, which is a budgeted item and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE :** AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

MOTION by William Grice, seconded by George Magerl, to approve payment to Outsource Solutions Group in the amount of \$13,250.00, which is a budgeted item and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE :** AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

Eldon Burk will attend the December 4 City Council meeting; Maria Bahamon the December 18 meeting; George Magerl the January 2 meeting and Jerry Mahony the January 16 meeting.

MOTION by Rhys Read, seconded by William Grice, to approve library closings for the period January 2007 through January 2008 and to approve a late opening of 10:00 a.m. on December 12, 2006 for the All Staff meeting. **VOTE :** AYES: All. NAYS: None. **MOTION CARRIED .**

MOTION by Elaine Tejcek, seconded by George Magerl, to add the following statement to all job descriptions:

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

and to make the following change to all job descriptions:

Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.

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

Eldon Burk reported that the Management Committee discussed the “Guidelines for Use of Library Facilities and Personnel by Friends of the Library”.

Eldon Burk also reported that the Committee discussed disruptive behavior by children using computers on the fourth floor. The Committee directed staff to monitor the situation and will discuss at the next Management Committee meeting in January.

Eldon Burk also reported that the Committee discussed establishing a volunteer policy and asked Library Director Sandra Norlin to begin writing a policy for Committee review at the next Management Committee meeting.

Sandra Norlin presented the final FY2007 budget to the Board. Rhys Read stated that the Library is asking for a 3.1% increase in property tax and that no action was needed, as there was no change.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve changes made to Illinois Public Library Annual Report. **VOTE : AYES: All. NAYS: None. MOTION CARRIED .**

Elaine Tejcek attended a seminar on Parliamentary Procedure at North Suburban Library System and will give a report on what she learned at the December board meeting. President Lake and Director Norlin also attended the seminar.

ANNOUNCEMENTS

Board members made a contribution to fund the Staff Holiday party, which will be held on December 12, 2006. Sandra Norlin invited the Board to attend.

CORRESPONDENCE

President Noreen Lake stated that she received a letter from American Library Association which informed her that Sandra Norlin had been chosen to attend an upcoming book fair in Guadalajara, Mexico and that ALA will cover some of the expenses for this trip. Sandra added that Hector Marino, Martha Sloan and Christina Tropea will also attend under this scholarship program.

OTHER

Sandra Norlin reported that the library will receive an appreciated stock donation.

MOTION by Jerry Mahony, seconded by William Grice to adjourn the regular meeting.

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

The meeting adjourned at 8:20 p.m.

Minutes prepared by Martha Sloan.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 19, 2006

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 19, 2006. Vice President William Grice called the meeting to order at 7:00 p.m.

ROLL CALL

Roll call indicated the following board members were present: Mary Bahamon, Eldon Burk, William Grice, George Magerl, Rhys Read, Elaine Tejcek.

Members Absent: Mary Ellicson, Noreen Lake, Jerry Mahony.

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

PRESENTATION – ATRIUM ENHANCEMENT PROJECT

Michael Barnes from Lohan Anderson gave a presentation on proposed enhancements to the atrium and lobby. The design would improve the traffic flow and be more welcoming to patrons. Changes would include a self-service pickup for items on hold, displays for popular materials, better positioning for the self check machines and a new design for the registration desk.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to accept the agenda, as written.

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

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin stated that some libraries in the Chicagoland area have extended hours and Mr. Serbin asked that this information be made available to Des Plaines Public Library patrons who may want to use another library after the Des Plaines Public Library is closed.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was present, but did not give a report.

CONSENT AGENDA

George Magerl asked that A. Approval of the Minutes of the Regular Board Meeting – November 21, 2006 be removed from the Consent Agenda.

Sandra Norlin asked that D. Acceptance of Reports – 1. Director's Report and 2. Friends of the Library Minutes be removed from the Consent Agenda.

MOTION by Rhys Read, seconded by George Magerl, to accept the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl stated that the Acceptance of Financial Reports for November 2006 was not clearly defined in the minutes.

MOTION by George Magerl, seconded by Eldon Burk, to accept the Minutes of the Regular Board Meeting – November 21, 2006, as written. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

Sandra Norlin asked that the following change be made to the Director's Report:

I represented the library, along with Veronica Schwartz, by acting as one of seven judges for the Voice of Democracy Contest, sponsored by the American Legion Veteran's of Foreign Wars on December 2.

Sandra Norlin asked that the Friends of the Library minutes dated November 28, 2006 reflect that she was at the Guadalajara Book Fair and not on vacation.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Director's Report and the Friends of the Library Minutes, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

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

1. Over the Counter Receipts	\$13,210.91
2. Petty Cash Expenditures	\$17.78
3. Budget Expenditures for November	\$434,839.55
4. Expenditures Year to Date	\$5,098,098.46
5. Revenue for November	\$27,979.32
6. Revenue Year to Date	\$6,177,047.97

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

November 06, 2006	\$49,499.85
November 20, 2006	<u>\$77,618.87</u>
Total	\$127,118.72

ROLL CALL VOTE : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

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

November 08, 2006	\$121,243.52
November 21, 2006	<u>\$117,170.79</u>
Total	\$238,414.31

ROLL CALL VOTE : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None.
MOTION CARRIED .

DIRECTOR'S REPORT

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

PERSONNEL

New employees for November 2006 are: Margaret Scholl, Administrative Assistant Clerk (PT), Joanna Sojko and Elyssa Salinas, Pages (PT), Kimberley McDuffee, Technology Page (PT).

Resignations/separations: Eugene Park, Page (PT).

STAFF DEVELOPMENT

The annual staff holiday party was held at the library on Tuesday, December 12 from 8-10AM. We combined our quarterly staff meeting with the social event, which was planned and hosted by the Department Heads. The budget for this event comes from gifts of money from the Friends of the Library, the Library Trustees, and the Department Heads as well as a small amount of returns from the vending machines in the staff lounge. We very much appreciate the opportunity to hold this event at the library at no cost to the staff members so that all can attend. Thank you to Noreen and Mike Lake for attending and making staff feel welcome.

PATRON SERVICES

As predicted, we surpassed a million circulations during the month of November and are recording an increase of 3% over last year's total circulation, year to date. Fifty-two percent of all items circulated were print materials. It's interesting to note that circulation of fiction print materials from the youth collection is higher than in the adult collection and that we are showing increases in both youth and adult foreign language fiction materials. Patrons used self-check to check out 22% of the items circulated from the main library. Susan Farid and her staff are monitoring the difficulties that patrons experience in using the self-check and staff is more actively encouraging the use of self-check by assisting first-time or reluctant patrons.

The number of registered borrowers has increased by 577 over last year at this time, taking us to 63% of our population.

Overall attendance is up by 12% over this period in 2005, with meeting and program attendance up by 7.5%

Computer use in the adult floors increased by 24% and in the youth services department by 99%. Our content databases were accessed over 12,000 times in November, but this was a decrease of 32% from November 2005.

In response to patrons' comments about the playability and condition of our DVDs, we purchased disc cleaning equipment, and, in 6 months, the staff has cleaned over 1,000 DVDs.

OTHER PROFESSIONAL AND COMMUNITY ACTIVITIES

I attended the Guadalajara Book Fair from November 26 through 29, along with Hector Marino, Martha Sloan, and Christina Tropea. I was there to help further our plans for cooperation with our Sister Library, the Benjamin Franklin Public Library at the University of Guadalajara. Hector was my translator as well as a very busy presence at Sister Library events and committee meetings. Martha and Christina were responsible for visiting the publishers' booths and placing orders for Spanish language materials through two vendors who assist us with the ordering, customs regulations, and billing. This was my first visit to the fair and Guadalajara and I was amazed by many things: the hospitality and warmth of all participants, the vastness and high quality of the selections, and the large turnout (500,000) of people from all walks of life who attend the Fair.

I attended the lighting ceremony at Metropolitan Square on December 1. I represented the library, along with Veronica Schwartz, by acting as two of seven judges for the Voice of Democracy Contest, sponsored by the VFW on December 2. I attended a Public Library Administrators Forum at the College of Lake County on 12/5, a two-day seminar on Negotiation Skills 12/7 and 12/8; I took photos of children with Santa at the Lake Park Winter Festival on 12/9, attended (briefly) the Literacy Classes' end of term buffet lunch on 12/11; chaired the Board Effectiveness Committee meeting at NSLS on 12/11; attended a luncheon for Susan Burrows and presented her with the board's gift of a crystal paperweight marking her years of service as a library trustee; helped host the reception for John Burke honoring him for his receiving the Studs Terkel Award on 12/12. On 12/13 I will attend a final meeting of the New Year's Eve celebration planning committee; on 12/14 a Chamber of Commerce Board of Directors meeting; and ring the bell for the Salvation Army at Dominick's (as a Rotarian) on 12/15.

UNFINISHED BUSINESS

Sandra Norlin reported that a brokerage account was opened at the First Midwest Bank to be used for donations. The signators on the account will be the Library Board President, Vice President and Chair of the Finance Committee and two signatures will be required to withdraw funds.

NEW BUSINESS

MOTION by Elaine Tejcek, seconded by George Magerl, to approve payment to Proquest Information and Learning Company in the amount of \$13,294.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by George Magerl, to approve payment to Proquest Information and Learning Company in the amount of \$15,855.80, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Maria Bahamon, seconded by Rhys Read, to approve payment to 3M Library Systems in the amount of \$18,771.00, which is in the best interest of the Des Plaines Public

Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Eldon Burk, seconded by George Magerl, to approve payment to Newsbank, Inc. in the amount of \$9,910.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by George Magerl, seconded by Eldon Burk, to approve payment to Thomson Gale in the amount of \$11,798.48, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

Sandra explained that proposed changes to the FY2007 budget were due to a decrease in costs for health and dental insurance.

MOTION by Eldon Burk, seconded by Elaine Tejcke, to approve the FY2007 budget, as presented. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by George Magerl, to approve the transfer of funds within the 2006 Library Budget to cover all 2006 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2007. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED** .

MOTION by Rhys Read, seconded by Eldon Burk, to approve the 2007 appropriation and the 2006 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED**.

A report on parliamentary procedure was given by Elaine Tejcek. She attended Parliamentary Procedure Workshop at North Suburban Library System with President Noreen Lake and Library Director Sandra Norlin on October 23, 2006. Vice President Grice asked that copies of Elaine Tejcek's report be included in the January 2007 board packet.

The Board discussed topics for their column, Splinters from the Board, for the April/May issue of the library newsletter, Foreword. Eldon Burk volunteered to write an article about the many databases the library now offers to patrons.

Sandra Norlin invited the Board to attend the North Suburban Library System Legislative Breakfast on Monday, February 19, 2007.

Hector Marino, Coordinator of Computer and Technical Services, gave a report on the proposed technology plan for the library for 2007. Vice President Grice asked that copies of the report be included in the January 2007 board packet.

Sandra Norlin asked for Board approval to amend the Salary Schedule for 2007 to increase the end of range bonus from 0 – 3% to 0 – 5%. Sandra explained that this was a recommendation from the reclassification committee. Sandra stated that the reclassification committee was not recommending an increase to the salary schedule because the current salaries are competitive with similar libraries in the area.

MOTION by Rhys Read, second by George Magerl, to approve an increase to the end of range bonus from 0 – 3% to 0 – 5%, which was a recommendation from the reclassification

committee. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek.
NAYS: None. **MOTION CARRIED.**

MOTION by Rhys Read, seconded by Eldon Burk, to approve the current Salary and Classifications Schedule for one year and to ask the Reclassification Committee to review the schedule in 2007 for the 2008 budget. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED .**

MOTION by George Magerl, seconded by Rhys Read, to approve the purchase of a backup and storage computer server from CDW in the amount of \$6,825.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. **ROLL CALL VOTE** : AYES: Bahamon, Burk, Grice, Magerl, Read, Tejcek. NAYS: None. **MOTION CARRIED.**

Sandra Norlin reported the library would be receiving a donation of stock from a patron.

ANNOUNCEMENTS

Rhys Read announced that his wife, Alma Read, has been elected President to the Des Plaines Area Hispanic Council.

Sandra Norlin announced that the library will begin celebrating 100 years of service to the community by hosting an after hours reception on Saturday, January 20, 2007. The reception is open to everyone.

George Magerl will attend the January 3, 2007 City Council meeting.

Sandra Norlin reported that all correspondence regarding the library roof leak has been forwarded to David Neimeyer, City Manager and Raymond Bartel, Assistant City Attorney.

George Magerl reported that the Illinois Library Association Trustee Forum Workshop will be held on February 24, 2007 at the Hickory Ridge Marriott Conference Hotel in Lisle.

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by Elaine Tejcek, to enter into an Executive Session at 9:08 p.m. to discuss Semi-Annual Review of Executive Session Minutes. **VOTE** : Ayes: All. Nays: None. **MOTION CARRIED.**

The regular session reconvened at 9:15 p.m. and was called to order by Vice President William Grice.

MOTION by Eldon Burk, seconded by George Magerl, not to release any Executive Session Minutes on file because the need for confidentiality still exists as to all of the remaining Executive Session minutes. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED .**

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

The meeting adjourned at 9:16 p.m.

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