

Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 19, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 19, 2010. President Noreen Lake called the meeting to order at 4:05 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Selma D'Souza, Myrtle Klebe, Noreen Lake, George Magerl, Jeffrey Rozovics, Susan Moylan Krey.

Absent: Eldon Burk, Elaine Tejcek, Jennifer Tsalapatanis.

Also present: Sandra Norlin, Carol Kidd, Holly Sorensen, Roberta Johnson, Heather Imhoff, Gary Valente, Kent Green, Tim Ahlberg, Marge Scholl, Dan Wilson, Dan Klobnak, Trea Fotidzis.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF THE AGENDA.

Sandra Norlin asked to add to New Business A. Discuss Elevator Service Contract.

MOTION by George Magerl, seconded by Myrtle Klebe, to accept the agenda, as presented.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.

Alderman Wilson was in attendance but did not give a report.

CONSENT AGENDA

Noreen Lake asked that A. Approval of the Minutes of the Regular Board Meeting - December 15, 2009, be removed from the Consent Agenda.

MOTION by George Magerl, seconded by Myrtle Klebe, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

The minutes were modified to reflect the following changes.

MOTION by Susan Moylan Krey, seconded by George Magerl, to accept the proposal From Lauterbach & Amen, LLP for accounting services for three years in the amount of \$61,865.00, which is the lowest bid and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: NONE: None. **MOTION CARRIED.**

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to accept the proposal from Pro/Data Payroll Services for payroll services for three years in the amount of \$28,630.20, which is the lowest bid, and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Kleve, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. **MOTION CARRIED.**

MOTION by George Magerl, seconded by Susan Moylan Krey, to accept the 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	\$10,000.05
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for December	\$765,227.73
4. Expenditures Year to Date	\$6,193,590.14
5. Revenue for December	\$28,676.36
6. Revenue Year to Date	\$4,755,916.89

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

December 7, 2009	\$71,743.51
December 21, 2009	<u>\$137,944.49</u>
Total	\$209,688.00

ROLL CALL VOTE : AYES: D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics. NAYS. NAYS: None. **MOTION CARRIED .**

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

December 2, 2009	\$117,532.52
December 26, 2009	\$113,610.22
December 28, 2009	120,466.86
Total	\$351,609.60

ROLL CALL VOTE : AYES: D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics. NAYS: None. **MOTION CARRIED .**

LIBRARY DIRECTOR'S REPORT

JANUARY, 2010

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

PERSONNEL

New employees for January: Krystal Kelham and Fernando Martin, Promotion from Page to Page II, Circulation Services Department.

Resignations: Ellen Glickman, Manager of Creative Services and Oscar Arellano, Technical Services Assistant.

STAFF DEVELOPMENT

Plans are underway for an in service day on February 25 with Jamie LaRue, a nationally recognized speaker on community analysis and engagement for public libraries. He will lead an afternoon seminar for our Department Heads, along with the administrative teams from the Evanston and Zion-Benton public libraries. Evanston will host the session and the three libraries will share the cost of the speaker's fee, transportation, and lodging. This is a low-cost solution to obtaining high quality continuing education.

PATRON SERVICES

The month of December, 2009 tallied a 17.43% increase over last December's circulation (checkout) activities. Of that increase, the Youth Services collection book checkouts increased by 18% and DVDs by 20%. Adult book DVD checkouts increased by 18% each.

The annual checkout total for 2009 was 1,261,249, the all-time high for our library. Self-checkouts increased by 60%. At the end of the year, we have 40 local businesses that have registered for library cards. Although the numbers are not large, we have tripled the use of our downloadable ebooks since 2008. We served 390 patrons who have "checked out" nearly 1400 books. We have taken our services to schools and resident facilities and organizations throughout the city as well. In 2009 we made 10,536 staff visits to these community organizations.

Computer use has increased in nearly all areas. The website use increased by 12% to over 1.2 million hits. In-house computer use increased by 18% on the 4th floor, but decreased by 2.5% on the 2nd floor. The decrease in online products will be studied to determine if the decrease is attributable to the changed methods of counting usage or lack of interest or usability of the products themselves, or some of each.

The use of the Mobile Library decreased by 3% in 2009.

OTHER PROFESSIONAL ACTIVITIES

I will attend the Chamber of Commerce Board of Directors meeting on January 14.

Other staff and I have met with City Finance Department staff and representatives of both Pro/Data (payroll) and Lauterbach & Amen (accounting) to begin the transition process from

the city to these two agencies.

UNFINISHED BUSINESS

MOTION by Susan Moylan Krey, seconded by Selma D'Souza, to approve a 5 year contract with Schindler Elevator Service at a cost of \$6,600.00 for the first year with a cap of 3% on increases for the next four years. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

NEW BUSINESS

MOTION by George Magerl, seconded by Myrtle Klebe, to approve payment to FKI for a service agreement in the amount of \$22,362.00 for the automated materials handler, which is a budgeted expense and in the best interest of the library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by George Magerl, seconded by Susan Moylan Krey, to approve payment to BrainFuse in the amount of \$7000.00, which is a budgeted expense and in the best interest of the library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Gary Valente, Head of Building and Security Services, explained that he had secured three quotes to install an entryway heat diffuser above the front doors on the North side of the building. The lowest responsible bidder was Norman Electric, with a bid of \$7,350.00. The Board directed Gary Valente to contact Norman Electric to confirm the installation no later than February 9, 2010. If the heat diffuser is not installed by February 9, 2010, the Board directed Gary Valente to attend a Board Meeting in the fall to revisit this purchase.

MOTION by George Magerl, seconded by Jeffery Rozovics, to approve the purchase and installation of an entryway heat diffuser to be installed by Norman Electric no later than February 9, 2010 in the amount of \$7,350.00, which is a budgeted expense and in the best interest of the library. **ROLL CALL VOTE:** AYES: D'Souza, Klebe, Lake, Magerl, Rozovics . NAYES: Moylan Krey. **MOTION CARRIED.**

Roberta Johnson gave a presentation on a proposed reconfiguration of the fourth floor for the purpose of providing more space and better computer access for the patrons. Roberta explained that this item is budgeted for 2010. The Board discussed the reconfiguration and decided not to vote on the project. The Board suggested that Roberta try to prepare a less expensive alternative and present that to the Board in June or July.

MOTION by George Magerl, seconded by Jeffery Rozovics, to approve payment to (SRDS) Standard Rate and Data Service in the amount of \$5,218.00, which is a budgeted expense and in the best interest of the library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Myrtle Klebe, seconded by Selma D'Souza, to approve the purchase of two tickets, in the amount of \$180.00, for the Chamber of Commerce Winter Garden Ball for President Lake and a guest. **ROLL CALL VOTE:** AYES: D'Souza, Klebe, Moylan Krey, Magerl. NAYES: None. **MOTION CARRIED.** ABSTAINED: Lake, Rozovics.

MOTION by George Magerl, seconded by Susan Moylan Krey, to declare the list of equipment, presented by Dan Klobnak, as surplus property and to direct, library director Sandra Norlin, to send a memo to Acting City Manager, Jason Slowinski, explaining that the library is required to offer the property to the City of Des Plaines for the first right to purchase such property for public or corporate purposes and to give the City of Des Plaines 30 days to respond to the request and then direct Sandra Norlin to offer this equipment to Honor Flight

Chicago, a non-profit organization. **VOTE: AYES: All NAYES: None MOTION CARRIED.**

Gary Valente, Head of Building and Security, talked about the amount of obsolete, unuseable furniture items/pieces, aside from computer equipment, that are currently being stored in storage areas in the library. The city building inspector commented several months ago that these areas must be "cleaned up" in order to avoid a safety hazard violation. The Board asked that any items that could be salvaged and used be included on the surplus computer equipment list.

Sandra Norlin introduced Trea Fotidzis from First Midwest Bank who explained the two new accounts being opened at First Midwest Bank and the signature card requirements. The two new accounts are an Operating Account and a pass thru Payroll Account.

MOTION by George Magerl, seconded by Noreen Lake to direct Sandra Norlin to open two accounts with First Midwest Bank and execute the proper paperwork with Illinois Funds, to set up library accounts and to require two signatures on each check, one library signer and one board signer, and the designated signers should be Sandra Norlin, Holly Sorensen, Carol Kidd, Noreen Lake, George Magerl, Jeffery Rozovics. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

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MOTION by George Magerl, seconded by Selma D'Souza, to approve payment to Automated Logic in the amount of \$9,765.00, which is a budgeted expense and is in the best interest of the library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

ANNOUNCEMENTS

The Board will participate in the Des Plaines Chamber of Commerce and Industry February "FOOD FIGHT."

Noreen Lake stated that Mr. Martin Voss, Commander of the American Legion Post 36 in Des Plaines died on January 19, 2010.

The Finance Committee will meet on February 9, 2010 at 6:00p.m.

EXECUTIVE SESSION

MOTION by George Magerl, seconded by Myrtle Klebe, to enter into an Executive Session at 6:35 p.m. to discuss Compensation, Discipline or Performance of a Specific Employee and Pending or Imminent Litigation. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

The regular session reconvened at 7:04 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by George Magerl, seconded by Myrtle Klebe, to direct Sandra Norlin to contact library attorney, Gerard Dempsey, concerning the decision made in Executive Session. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

MOTION by Myrtle Klebe, seconded by Jeffery Rozovics, to adjourn the regular meeting. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Meeting adjourned at 7:04 p.m.

Minutes prepared by Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES Minutes of the Regular Meeting February 16, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 16, 2010. President Noreen Lake called the meeting to order at 7:08 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffrey Rozovics, Elaine Tejcek, Jennifer Tsalapatani.

Also present: Sandra Norlin, Carol Kidd, Holly Sorensen, Heather Imhoff, Veronica DeFazio, Don Sofolo, Dan Klobnak, Karen McBride, Nathan Handlin, Raul Silvestry.

PLEDGE OF ALLEGIANCE

DEMONSTRATION OF WIKI - Carol Kidd.

Carol Kidd demonstrated how Board members could retrieve board packet information, as well as the library policy manual and job descriptions, on a newly created Wiki. Carol explained that using the Wiki would eliminate paper consumption and continue the library practice of being more environmentally friendly.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by George Magerl, to accept the agenda, as presented.

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

PUBLIC COMMENTS AND QUESTIONS

None.

Jo Bonell, Manager of Readers' Services gave a brief report on services offered to patrons on the third floor. Jo stated that 46% of romance books are checked out at any one time and films are the number one item checked out of the library.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.

Alderman Wilson was in attendance at the City Council meeting.

CONSENT AGENDA

Elaine Tejcek asked to remove A. Approval of the Minutes of the Regular Board Meeting - January 19, 2010.

MOTION by Eldon Burk, seconded by Jeffery Rozovics, to approve the Consent Agenda, as modified. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

The minutes referred to by Elaine Tejcek were from the December 2009 Board of Trustees meeting and had already been corrected at the January 2010 meeting.

President Lake asked that all unapproved board meeting minutes be made available only to Board members and after approval be posted to the library website.

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

1. Over the Counter Receipts	\$14,083.40
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for January	\$350,069.76
4. Expenditures Year to Date	\$350,069.76
5. Revenue for January	\$14,030.73
6. Revenue Year to Date	\$14,030.73

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

January 4, 2010	\$92,271.47
January 19, 2010	<u>\$87,095.47</u>
Total	\$179,366.94

ROLL CALL VOTE : AYES: D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics. NAYS. NAYS: None. MOTION CARRIED .

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

January 13, 2010	\$114,272.03
January 27, 2010	\$115,693.20
Total	\$229,965.23

LIBRARY DIRECTOR'S REPORT

JANUARY, 2010

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

PERSONNEL

New employee: Joseph Selby, Page, Circulation Services.

We are scheduling interviews for the position of Manager of Creative Services.

STAFF DEVELOPMENT

Heather Imhoff, Head of Public Information Services, is attending the 20th Annual National Leadership Forum of the Community Anti-Drug Coalitions of America (CADCA) in National Harbor, MD, February 9-11. Her attendance is supported by a grant through the Maine Community Youth Assistance Foundation, of which she is a member representing the library.

Department Heads will participate in a joint educational session with the administrative teams of the Zion-Benton and Evanston Public Libraries on February 24. Evanston is hosting the workshop and the three libraries are sharing the costs of bringing Jamie LaRue in as our speaker and discussion facilitator. Mr. LaRue is a nationally recognized speaker on library trends and libraries' roles in their communities.

PATRON SERVICES

This month's statistical report speaks for itself. Patron use of the library is up in all areas, including the Mobile Library circulation. Total circulation increased by 19% over January 2009. Unprecedented use of the library continues. One area of use that is often overlooked is the patron use of our study rooms on the third and fourth floors. In January there were 1,186 signups for the rooms, with the highest use on the Martin Luther King Holiday of 86 separate signups during the twelve hours we were open.

The Youth Services, Adult Services, Circulation Services, and Building Services staffs partnered with the District 62 schools to present Family Night at the Library on Thursday, January 28. Sixty-one adults and children attended, many of whom for the first time. All were ESL (English as a Second Language) families. We issued new library cards and gave them an opportunity to meet our library staff in several departments so that at their next visit they will see familiar faces.

Our Food for Fines program was successful. We collected 2528 items for the Self-Help Closet and Food Pantry and cleared fines equal to \$2528. It is interesting to see that in spite of offering to forgo fines for two weeks, we collected more money from fines than in the month of January 2009.

February 10th is SNAPSHOT DAY at all Illinois Libraries. This is an advocacy initiative sponsored by the Illinois Library Association to call attention to the importance of libraries in the daily lives of Illinois residents. We, and all other participating libraries, will collect statistics, take photos, and solicit stories and anecdotes from our patrons on February 10 in order to create a portrait of "one day in the life of Illinois libraries."

OTHER PROFESSIONAL ACTIVITIES

I have attended transition meetings with Nathan Gaskill of Lauterbach and Amen as well as a meeting with the City Directors regarding the library's accounting, payroll, and benefits services. I attended the Mayor's Address to Business on January 21 and the North Suburban Library System Public Library Administrator's Forum on January 22. Just before the PLA

Forum, NSLS Director Sarah Long arranged for the library directors of municipal libraries who have had discussions/negotiations with their municipalities regarding the powers and duties of library boards and city government. Directors from Rockford, Evanston, and Highland Park attended. On January 25 I attended the seminar from the IL Attorney General's office regarding the new requirements of the Freedom of Information Act and the Open Meetings Act. I attended the Friends of the Library meeting on January 26 and the CCS Governing Board meeting on January 27. On February 11 I will attend the Des Plaines Chamber of Commerce Board of Directors meeting and a luncheon meeting of woman library directors. On February 19 I will be one of three featured speakers for the LACONI (Library Administrators Conference of Northern Illinois). The topic is difficult budget challenges in 2009/2010.

NEW BUSINESS

Veronica DeFazio, Head of Youth Services, presented information on the purchase of six Youth Services Computers with Software. The Board asked if the four older computers would also be available for use by the children and Veronica stated that she would look into keeping the four older computers. Veronica stated that space would have to be allocated for the four computers and because of the size of the computers custom carrels would be required.

MANAGEMENT COMMITTEE REPORT - Eldon Burk.

Eldon Burk, Chair of the Management Committee, asked the board to approve two new job descriptions (Technical Services Assistant/Acquisitions and Receiving and Technical Services Assistant/Copy Cataloger) that will replace the current job description for Technical Services Assistant. Eldon explained that no new positions were being created, but that the original job description was being separated by job duties. This will assist staff when advertising for an open position.

MOTION by Committee, to approve the job descriptions Technical Services Assistant/Acquisitions and Receiving and Technical Services Assistant/Copy Cataloger, as presented. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

FINANCE COMMITTEE REPORT - Jeffery Rozovics.

Jeffery Rozovics, Chair of the Finance Committee, gave an overview of the Finance Committee meeting held on February 10, 2010. The minutes from that meeting were distributed to the Board.

APPROVE PAYMENT OF VENDOR CHECKS REPORT - Jeffery Rozovics.

MOTION by Jeffery Rozovics, seconded by Eldon Burk, to approve the payment of vendor checks in the amount of \$117,902.64 as listed on the vendor checks report of January 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.**

APPROVE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.

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

JOINT MEETING/TOUR WITH MOUNT PROSPECT LIBRARY TRUSTEES.

President Lake asked if the Board would be interested in a joint meeting with Mount Prospect Public Library Board of Trustees. George Magerl suggested that Mount Prospect visit the Des Plaines Public Library to view the RFID system. The board will direct Sandra Norlin to schedule a meeting with Mount Prospect for either March 4 or April 1 in the evening.

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DECLARATION OF SURPLUS PROPERTY.

MOTION by George Magerl, seconded by Elaine Tejcek, to declare the following items surplus property and to direct, Library Director, Sandra Norlin, to send a memo to Acting City Manager, Jason Slowinski, explaining that the library is required to offer the property to the City of Des Plaines for the first right to purchase such property for public or corporate purposes and to give the City of Des Plaines 30 days to respond to the request and then direct Sandra Norlin to offer to other libraries, or discard because of safety issues or condition. **VOTE: AYES: All NAYES: None MOTION CARRIED.**

Quantity	Dimensions	Description
75	3' X 9"	Metal Shelving
75	3' X 11"	Metal Shelving
200		Wire bookends
3		Old style book returns
1		Fellows Powershred 280 - not working & not repairable - 10 yrs old
4	42" height	Metal book carts - Unsafe

APPROVE PURCHASE OF SERVER.

Dan Klobnak, Outsource Solutions Group, requested board approval to purchase a single server that will replace four of the current servers being used for library staff. Dan presented three quotes and stated that PC Nation was his recommendation as the lowest responsible bidder at a cost not to exceed \$13,000.00, which is a budgeted expense.

MOTION by Eldon Burk, seconded by Jennifer Tsalapatani, to approve the purchase of one server from PC Nation in an amount not to exceed \$13,000.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.**

APPROVE CISCO SMARTNET AGREEMENT.

MOTION by George Magerl, seconded by Myrtle Klebe, to approve the Cisco Smartnet

Maintenance Agreement from Gov Connect in the amount of \$6,120.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

APPROVE UPGRADE TO ON-LINE VENDING SYSTEM.

MOTION by Jennifer Tsalapatanis, seconded by Selma D'Souza, to approve an upgrade to On-line Vending System from Today's Business Solutions (TBS) in the amount of \$24,865.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

APPROVE PURCHASE OF SIX YOUTH SERVICES COMPUTERS WITH SOFTWARE.

MOTION by Eldon Burk, seconded by Jeffery Rozovics, to approve the purchase of six computers for the Youth Services Department with software in an amount not to exceed \$18,300, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. NAYS: Moylan Krey. **MOTION CARRIED.**

APPROVE PAYMENT TO TRANSWORLD SYSTEMS, INC.

Sandra Norlin asked the Board to approve payment to Transworld Systems, Inc. in the amount of \$5,250.00 for a collection agency service that is used to collect monies owed to the library for past due fines and fees.

Eldon Burk asked how much money was collected by Transworld Systems, Inc. in comparison to the amount spent for their services. Sandra Norlin stated that she will gather that information and report back to the Board at the March 16, 2010 meeting. This item will added to the March meeting agenda under Unfinished Business.

APPROVE PAYMENT TO COOPERATIVE COMPUTER SERVICES.

MOTION by Eldon Burk, seconded by George Magerl, to approve payment to Cooperative Computer Services, in the amount of \$9,583.62, which is a budgeted expense and in the best interest of the library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED**

MOTION by Eldon Burk, seconded by George Magerl, to authorize Library Director Sandra Norlin to pay all CCS invoices up to the budgeted amount for 2010. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Library Director Sandra Norlin asked for the board to participate in the library fundraiser "Do the Dewey".

ANNOUNCEMENTS

George Magerl asked to attend an ALA webinar on Intellectual Freedom on February 23. Board members were asked to contact Carol Kidd if interested in attending the webinar.

OTHER

Sandra Norlin reported that the entryway heat diffuser was installed on February 9, 2010. Sandra stated that she will be one of three featured speakers for the LACONI (Library Administrators Conference of Northern Illinois) on February 19. The topic is budget challenges.

EXECUTIVE SESSION.

MOTION by Eldon Burk, seconded by Myrtle Klebe, to enter into an Executive Session at 9:47 p.m. to discuss Pending or Imminent Litigation. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 10:00 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to ratify the decision made in Executive Session. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

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

Meeting adjourned at 10:00 p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 16, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 16, 2010. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffrey Rozovics, Elaine Tejcek, Jennifer Tsalapatani.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Brenda Murphy, Phyllis Johnson, Susan Farid, Chris Halblander, Patricia Frontain, Greg Klipp.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Eldon Burk, to accept the agenda, as presented.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

Chris Halblander presented a banner to the board with messages written by Iroquois students asking that we keep operating the mobile library. President Lake stated that the Board will discuss the Mobile Library operation at the April 20, 2010 Board of Trustees meeting.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.

Alderman Wilson was not in attendance, but was in attendance at a Finance Committee meeting at the City of Des Plaines.

CONSENT AGENDA

George Magerl asked to remove C. Approval of Library Expenditures and D. Acceptance of Reports. 1. Director's Report - Sandra Norlin.

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

George Magerl asked why the budget line item, Publication of Notices, was at 74.40% of the budgeted amount and Sandra Norlin responded that the library had advertised for proposals for Accounting and Payroll services and these notices were printed in the newspaper, which is required by law. In addition, the library advertised to fill one vacant position.

MOTION by George Magerl, seconded by Eldon Burk, to accept the Warrant Register, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl asked if Veronica DeFazio would represent the Des Plaines Public Library at the 2010 Illinois Library Association Annual Conference, since she would be working at the Plainfield Public Library at that time. Sandra Norlin responded that Veronica would represent our library when she presents a program on autism.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Director's Report, 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	\$12,283.44
2. Petty Cash Expenditures	\$0.00
3. Budget Expenditures for February	\$362,407.27
4. Expenditures Year to Date	\$712,524.92
5. Revenue for February	\$0.00
6. Revenue Year to Date	\$146,366.05

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:

February 1, 2010	\$118,576.02
February 16, 2010	<u>\$1,462.24</u>
Total	\$120,038.26

ROLL CALL VOTE : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. 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:

February 10, 2010	\$115,304.58
February 23, 2010	\$114,410.04
Total	\$229,714.62

ROLL CALL VOTE : AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED .**

LIBRARY DIRECTOR'S REPORT

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

PERSONNEL

New employee for February /March 2010: Christopher Madden, Circulation Services Page.

Resignations/Separations: Marjorie Haj Ahmad and Steven Schultz, Pages.

Veronica DeFazio, Head of Youth Services Department has submitted her resignation, effective April 2.

We are mourning the death of Judith Reiss, Youth Services Assistant, on February 22, 2010.

STAFF DEVELOPMENT

Heather Imhoff, Head of Public Information Services, is attending the 20th Annual National Leadership Forum of the Community Anti-Drug Coalitions of America (CADCA) in National Harbor, MD, February 9-11. Her attendance is supported by a grant through the Maine Community Youth Assistance Foundation, of which she is a member representing the library.

Department Heads will participate in a joint educational session with the administrative teams of the Zion-Benton and Evanston Public Libraries on February 24. Evanston is hosting the workshop and the three libraries are sharing the costs of bringing Jamie LaRue in as our speaker and discussion facilitator. Mr. LaRue is a nationally recognized speaker on library trends and libraries' roles in their communities.

Department Heads joined the administrative teams from Zion-Benton and Evanston Public Libraries on February 25 for an afternoon of continuing education at the Evanston Public Library. We shared the cost of bringing Jamie LaRue, a nationally recognized speaker on public library trends and marketing to share his latest insights on the challenges facing public libraries.

On March 10, the Department Heads and I took our annual field trip to an area special library. This year we visited the Holocaust Museum in Skokie and met with the director of the library/research center. We have found that these annual excursions are excellent team-building and educational events. We all recommend a visit to this fascinating museum highlighting an historical event with modern day implications and lessons.

Our quarterly all staff meeting will be held on Wednesday, March 17. It will include a fire drill, which is an annual requirement.

Our staff will be well-represented as professional leaders at the ILA Annual Conference in October 2010 at Navy Pier. Bob Blanchard, Veronica DeFazio, Sara McLaughlin, Karen McBride, Joanne Griffin, Heather Imhoff, and I will present at five separate programs, which showcase innovative programs and/or services we have developed at Des Plaines Public Library.

Courtney O'Keefe, Preschool Liaison Librarian for the Youth Services Department, has been selected to take part in Synergy: The Illinois Library Leadership Initiative for the 2010 cohort.

PATRON SERVICES

In addition to our circulation, which remains high at an 11.3% increase over 2009 totals, the

library is used by residents for meetings, attending programs, and other community activities. Last month 117 programs were presented for all ages, and 26 meetings of local not-for-profit organizations were held in the library. Our library is used by AARP to provide free income tax preparation assistance to low-income seniors; people can donate blood through Life Source, and the Census Bureau has selected the library as a site for in-person assistance with census form completion and/or information about the census in English, Spanish, and Polish.

Our in-house computer use, while remaining high, has taken a dip, as did the use of online reference products. We will monitor this use to discern trends.

OTHER PROFESSIONAL ACTIVITIES

On February 19 I attended the LACONI Administrators' forum in Cary as one of three featured speakers and the Des Plaines Police Department's Irish Fest dinner and dance. I attended the Friends of the Library Roundtable meeting on February 23, the City of Des Plaines Sustainability Outreach meeting on February 24, the Inservice Training for Department Heads on February 25, and the funeral for Judy Reiss on February 26. I attended the field trip with Department Heads on March 10, the Chamber of Commerce Board of Directors meeting on March 11, and participated in the Read Across America program at Central Elementary School on March 12.

I was on vacation March 1 and 2.

UNFINISHED BUSINESS

MOTION by Eldon Burk, seconded by Selma D'Souza, to approve payment to Transworld Systems, Inc. in the amount of \$5,250.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

NEW BUSINESS

PLANNING COMMITTEE REPORT - George Magerl.

George Magerl, Chair of the Planning Committee, reported that the Committee met on February 23, 2010 and reviewed current strategic plan meeting objectives. George recapped for the board some of the objectives and outcomes.

MOTION by Committee, to approve the progress report for the current strategic plan. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The Board will meet on Saturday, October 2 at 9:00 a.m. for their semi-annual board retreat. A meeting place will be decided on at a later date.

APPOINT FREEDOM OF INFORMATION ACT OFFICERS.

Noreen Lake asked the Board to appoint Freedom of Information Act Officers. The Board appointed the Library Director, Assistant Director, Administrative Assistant and Web Services Library as Freedom of Information Act officers.

MOTION by George Magerl, seconded Eldon Burk, to appoint the Library Director, Assistant

Director, Administrative Assistant and Web Services Librarian as Freedom of Information Act Officers. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Board members Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Tejcek and Tsalapatanis will attend training on the Open Meetings Act. A date for training will be decided at a later date.

MANAGEMENT COMMITTEE REPORT - Eldon Burk.

MOTION by Committee, to approve changes to the Head of Youth Services job description. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

JOINT MEETING WITH MOUNT PROSPECT LIBRARY BOARD.

The Board will join Mount Prospect at their April 1, 2010 Committee of the Whole meeting to discuss elected and appointed boards, the North Suburban Library System and other library systems and library budgets.

APPROVE CONFIDENTIALITY AND HOLD HARMLESS AGREEMENT BETWEEN THE CITY OF DES PLAINES AND THE DES PLAINES PUBLIC LIBRARY.

Sandra Norlin stated that in order for the City of Des Plaines to relinquish information for payroll services, the library board is being asked to direct President Noreen Lake to sign a Confidentiality and Hold Harmless Agreement prepared by City Attorney David Wiltse. Selma D'Souza asked if the library's attorney had reviewed the agreement and Sandra Norlin responded that it had not been reviewed by the library attorney.

MOTION by Eldon Burk, seconded by Jeffery Rozovics, to approve the Confidentiality and Hold Harmless Agreement between the City of Des Plaines and the Des Plaines Public Library and to change the verbiage from "City" to "City of Des Plaines" and to direct Sandra Norlin to have the document reviewed by the library attorney and to direct President Lake to sign the agreement after review by library attorney. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

APPROVE PAYMENT TO 3M LIBRARY SYSTEMS FOR MAINTENANCE AGREEMENT - \$14,371.13.

MOTION by Elaine Tejcek, seconded by George Magerl, to approve payment to 3M Library Systems for Maintenance Agreement in the amount of \$14,371.13, which is budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None.

APPROVE PAYMENT OF VENDOR CHECKS REPORT - Jeffery Rozovics.

MOTION by Jeffery Rozovics, seconded by Eldon Burk, to approve the payment of vendor checks in the amount of \$197,124.63 as listed on the vendor checks report of February 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

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ANNOUNCEMENTS

George Magerl reported that he enjoyed the recent ALA webinar held in the Computer Lab at the library on Intellectual Freedom.

The Board will discuss mobile library operation and costs at the April 20 Board meeting.

President Lake reported that North Suburban Library System will take part in local Library Day this year by bringing libraries' messages to legislators' home office on April 16. The Board was encouraged to contact their representatives.

Jennifer Tsalapatanis asked Sandra Norlin to provide information on the implication of system failure due to lack of funding.

Sandra Norlin asked the board to support the library fundraiser Do the Dewey by selling tickets and volunteering their time.

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

Meeting adjourned at 8:18p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 20, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 20, 2010. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatani.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Don Sofolo, Dan Klobnak, Nathan Gaskill, Susan Farid, Phyllis Johnson, Brenda Murphy, Sara McLaughlin, Debra Hendricks, Francine Galak, Alderman Dan Wilson.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Jennifer Tsalapatani, to remove from the agenda VIII. New Business. C. Replacement of Public Restroom Countertops and refer this item to the Building and Grounds Committee for discussion. **VOTE:** AYES: All. NAYS: None.
MOTION CARRIED.

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

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.

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

CONSENT AGENDA

Noreen Lake asked that D. Financial Reports be removed from the Consent Agenda.

MOTION by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as modified. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Nathan Gaskill, CPA, Lauterbach and Amen, reported that his firm was not able to prepare financial reports for the board packet, because the information that he required from the City of Des Plaines Finance department was not available. Nathan explained that city staff was working with the auditors and posting adjustments for 2009. He will work with city staff to have a report prepared for the board with an ending date of April 30, 2010.

LIBRARY DIRECTOR'S REPORT

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

PERSONNEL

New employee for March/April 2010: Gina DeConti Manager of Creative Services. Veronica DeFazio, Head of Youth Services resigned, effective April 2.

STAFF DEVELOPMENT

We celebrated National Library Worker's Day on April 15, with coffee, donuts, and bagels provided by the Department Heads.

We held our quarterly All Staff meeting on March 17.

The In Service Day Committee has planned an excellent program of events for May 14. The theme is "green" and will be supported by speakers and hands on breakout sessions. All events take place in the library throughout the day.

PATRON SERVICES

You will notice that our March 2010 circulation numbers decreased. However, that is in comparison to March 2009, during which circulation increased by nearly 15% over March 2008. Patron use of the library continues to exceed even those high figures from 2009, with an overall, year to date increase of 5.5%.

Please note the strong (23%) increase in public attendance at the library during March as well as the high number of virtual visitors to our website (25,665).

This week I received a printed copy of the report of a nationwide study of patron use of the internet at American public libraries. The study was funded by a grant from the Institute for Museum and Library Services and the Bill and Melinda Gates Foundation. It was conducted by the University of Washington Information School. The Des Plaines Public Library participated in the study. The findings put to rest the often heard comment that the internet will make libraries obsolete.

According to this study, 1) internet access is now one of the most sought after public library services, and is used by nearly half of all visitors, 2) young adults(14 to 18 yrs) are attracted to use libraries to access the internet and report that their most common use is to do their homework, 3) people use the libraries' computers for both routine tasks, such as getting news

and keeping in touch with friends and family, as well as for serious life events, such as job and college applications, and learning about medical conditions and treatments. There are other findings to be explored in this 212 page report, but the overall discovery is that public libraries remain important to our residents because of, not in spite of, internet access.

OTHER PROFESSIONAL ACTIVITIES

I attended the Public Library Administrators' Forum at NSLS on March 19, the Friends of the Library Roundtable meeting on March 23, the Chamber of Commerce Board of Directors breakfast with Mayor Moylan on March 24, and the CCS Governing Board meeting on March 31. Thus far in April I have attended the Chamber of Commerce Board of Directors' meeting and chaired the meeting of the Chamber's Scholarship Committee on April 8. I will attend the Groundbreaking ceremonies for the Casino on April 16.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$159,303.08. [Action Item]

MOTION by Jeffery Rozovics, seconded by George Magerl, to approve the payment of vendor checks in the amount of \$159,303.08 as listed on the vendor checks report of March 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

STAFF REPORTS - Susan Farid and Phyllis Johnson.

Susan Farid, Head of Circulation Services, explained how the Circulation department operates and changes to service and staffing since the RFID Radio Frequency Identification Device (RFID) was installed.

Phyllis Johnson, Mobile Library Assistant, reported that she is one of three drivers for the mobile library. Phyllis explained how the materials are selected for circulation on the mobile library. A fact sheet about the mobile library was distributed to the board.

DISCUSS MOBILE LIBRARY SERVICE FOR 2011.

[Action Item]

Holly Richards Sorensen, Assistant Director, prepared and presented a PowerPoint presentation on facts pertaining to mobile library operation including vehicle facts, materials available on the bus, school stops made by the mobile library and circulation statistics.

The board discussed the services the mobile library provides to residents and school children (augments school library) of Des Plaines and Rosemont and the costs associated with the services provided. The board also discussed the life expectancy of the mobile library and 2011 budget concerns. The board discussed changing the service dates for the mobile library contract with Rosemont to a calendar year. Currently the agreement with Rosemont is to provide mobile library service from September 1 through August 31. This would change to January 1 through December 31 to coincide with the library budget.

MOTION by George Magerl, seconded by Eldon Burk, to call for the question. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Eldon Burk, seconded by Elaine Tejcek, to continue Mobile Library service through the calendar year 2011. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Tejcek. NAYS: Moylan Krey, Rozovics, Tsalapatanis. **MOTION CARRIED.**

Jennifer Tsalapatanis stated that she is in favor of the service the mobile library provides, but would like to lower the operating costs.

Jennifer Tsalapatanis asked to change her vote on the previous motion to "yes."

MOTION by Eldon Burk, seconded by Elaine Tejcek, to continue Mobile Library service for the calendar year 2011. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Lake, Magerl, Tsalapatanis, Tejcek. NAYS: Moylan Krey, Rozovics. **MOTION CARRIED.**

MOTION by George Magerl, seconded by Eldon Burk, to renew the Mobile Library contract with Rosemont on a calendar year basis. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

TRUSTEE REAPPOINTMENT

President Lake asked Trustees Burk, D'Souza and Moylan Krey to send a letter to Mayor Moylan if interested in serving another term as a Library Board Trustee.

DO THE DEWEY PARTICIPATION.

Sandra Norlin reported that the library's annual fundraiser Do the Dewey would be held at the library on Saturday, April 24 from 7:00 - 10:00 p.m. and asked Board members to volunteer their time and to make a donation.

APPROVE PAYMENT TO OUTSOURCE SOLUTIONS GROUP FOR SERVER MONITORING - \$7,200.00.

[Action Item]

MOTION by Eldon Burk, seconded by Jennifer Tsalapatanis, to approve payment to Outsource Solutions Group for Server Monitoring in an amount up to \$4,000.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None.

APPROVE PAYMENT TO 3M LIBRARY SYSTEMS FOR RFID TAGS - \$13,200.00. [Action Item]

MOTION by Susan Moylan Krey, seconded by George Magerl, to approve payment to 3M Library Systems for RFID in the amount of \$13,200.00, which is budgeted expense and in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:**

ANNOUNCEMENTS.

Noreen Lake noted that the wreath for Memorial Day will be ordered if board does not object.

MOTION by George Magerl, seconded by Elaine Tejcek, to adjourn the regular meeting.

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

Meeting adjourned at 8:53 p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 18, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 18, 2010. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffery Rozovics, Jennifer Tsalapatani. Absent: Eldon Burk, Elaine Tejcek.
Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Don Sofolo, Dan Klobnak, Alderman Dan Wilson, Adam Bartnik, Raul Silvestry.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Myrtle Klebe, to approve the agenda, as written.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.

Alderman Wilson reminded the Board that the Des Plaines 175th Anniversary Community Party will be held on Friday, May 21, 2010 at Lake Park and that Taste of Des Plaines will be June 4-6.

CONSENT AGENDA

George Magerl asked to remove A. Approval of the Minutes of Regular Board Meeting - April 20, 2010 and to remove D.3. Building and Grounds Committee Report - April 28, 2010.

MOTION by George Magerl, seconded by Selma D'Souza, to approve the Consent Agenda, as modified. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl stated that Susan Farid and Phyllis Johnson were listed twice in "Also Present" in the April 20, 2010 minutes.

MOTION by George Magerl, seconded by Selma D'Souza, to approve the minutes, as modified.

George Magerl stated that in the Building and Grounds minutes, it reads "ROLL CALL VOTE" and should read ROLL CALL.

MOTION by George Magerl, seconded by Susan Moylan Krey, to approve the minutes of the Building and Grounds meeting of April 28, 2010, as modified. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

LIBRARY DIRECTOR'S REPORT

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

PERSONNEL

New Employees for April/May 2010: Suzanne Johnson, Promoted to Technical Services Assistant, 4/20/2010.

Resignations for April/May 2010: Jacqueline Dela Cruz, Page, 4/30/2010.

STAFF DEVELOPMENT

Our annual staff InService day will be held May 14, 2010. This is a copy of the agenda for the day, planned by the InService Day Committee, led by Holly Sorensen.

In-Service Day: Friday, May 14, 2010: "Live Green, Save Green" With The Green Mama!

Please help DPPL be green - bring your own coffee cup and water bottle.

Agenda: 9 AM: Light breakfast, welcome & announcements

9:30 - 11: The Green Mama presents "Live Green, Save Green," a practical look at everyday green living

11:15-11:45: Looking at local/fair trade options Noon - 1:15: Lunch from Giuseppe's!

1:30-3:30 PM: Afternoon breakout workshops

Make your own green cleaning supplies & personal care products

Green your pet care & gardening

Learn about your carbon footprint

Watch "Food, Inc."

Sign-up sheets will be posted in the staff lounge - you may attend 3 different sessions.

3:30-4 PM - Wrap-up session

Attendance at In-Service Day is mandatory.

PATRON SERVICES

April's activities must be considered in context. Although there were decreases in numbers of materials checked out and in computer use, these were decreases from some of the all-time high numbers in April 2009, and, thus far we are maintaining an increase from 2009, year to date. Attendance at the library increased in person, and nearly 54,000 people visited the library through our website. You will notice a large decrease in patron card holders. This is the result of a "purge" of expired library cards that have not been used for three years and have fines of less than \$5. We feel that counting those as active cards is misleading. These cards will be purged on a regular monthly basis with all cards that have been expired.

You will have heard of the drastic cuts in services through the North Suburban Library System as of May 30, 2010. At this point I am not aware of what services will be cut or curtailed, but we are assured that the van delivery service will be the last service to be affected.

OTHER PROFESSIONAL ACTIVITIES

I attended the Public Library Administrators' Forum on April 21 at NSLS where the featured speakers were architects from Engberg Anderson in Milwaukee who have designed LEED certified libraries; on April 23 I chaired the meeting of the Chamber of Commerce Scholarship Committee; on April 24, The 8th Annual Do the Dewey Fundraiser; on April 27 I attended the Friends of the Library roundtable meeting. On April 29 Gary Valente and I joined Security Monitor Rich Simon at the Skokie Courthouse. Mr. Simon is a witness to the incident that occurred on February 28, in which a resident set off smoke bombs in the parking garage and as he was leaving the scene and was asked to stop by Mr. Simon, pulled a mask over his face, crouched down, and pointed a (fake) gun at Mr. Simon. We reported this incident to the police, who responded. Subsequently, the police department filed a complaint, and the state's attorney has pressed charges against the man involved. The defendant refused a plea bargain and requested a trial, which will be held on June 2. Gary Valente and I attended to give moral support to Mr. Simon and to be prepared to give information if it was requested. On May 4, Carol Kidd and I attended the site coordinators meeting of Age Options in Oak Park. Age Options coordinates the temporary hiring for seniors who are seeking employment, but who may have been out of the workforce for several years and need to be introduced to the demands of the 21st century workplace. There is no charge to the library for these services, and employees may work up to 12 months at an Age Options approved worksite. I will attend the monthly meeting of the Chamber of Commerce Board of Directors on May 13.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$\$141,234.14. [Action Item]

MOTION by Jeffery Rozovics, seconded by George Magerl, to approve the payment of vendor checks in the amount of \$141,234.14 as listed on the vendor checks report of April 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Christina Tropea demonstrated the new database "Mango." This database includes instruction for 22 foreign languages and ESL (English as a Second Language) courses for speakers of 14 different languages.

APPROVE ANNUAL RENEWAL FOR MICROSOFT SCHOOL AGREEMENT LICENSING PROGRAM - \$9,800.00.

Dan Klobnak, Outsource Solutions Group, gave the board information on the request for renewal for Microsoft School Agreement Licensing Program. Dan reported that special pricing through Microsoft is available to libraries through the Microsoft School Agreement.

Jennifer Tsalapatani stated that she feels it is a disservice to board members to ask for approval for the Microsoft School Agreement Licensing Program without more than one proposal. Jennifer also stated that she is not comfortable voting on any agenda item without more than one proposal.

MOTION by Jennifer Tsalapatani, seconded by George Magerl, to ask Outsource Solutions Group to provide to the board an additional quote for the Microsoft School Agreement Licensing Program and to present to the Board at the June 15, 2010 Board of Trustees meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

APPROVE STAFF WORKSTATION REPLACEMENTS - \$19,000.00.

Dan Klobnak, Outsource Solutions Group, gave information to the board for the purchase of replacement workstations, which is part of a four-year lifecycle policy that the board previously adopted. Susan Moylan Krey asked if it was necessary to replace the computers and Don Sofolo, President, Outsource Solutions Group, stated that the computers being replaced were purchased between 2003 and 2005 and because of the age of the computer they become less of a productive tool. Susan Moylan Krey asked what will happen to the old computers and Dan Klobnak replied that they are offered to the City of Des Plaines and if refused are then donated to Computers for Schools.

MOTION by Jennifer Tsalapatani, seconded by George Magerl, to approve staff workstation replacement in an amount not to exceed \$17,000, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

FINANCE COMMITTEE REPORT, MAY 17, 2010 - JEFF ROZOVICS. [ACTION ITEM]

Jeff Rozovics, Chair of the Finance Committee, stated that the Finance Committee met on May 4, 2010, and discussed securing a line of credit from First Midwest Bank. At the May 17, 2010 Finance Committee meeting Library Director Sandra Norlin reported that she contacted library attorney, Gerard Dempsey, and Mr. Dempsey advised that the library could not secure a bridge loan or line of credit independently, but would have to ask the City of Des Plaines to add the library's request for a line of credit to their request. Jeff stated that the library attorney will be directed to draw up an intergovernmental agreement between the City of Des Plaines and the Des Plaines Public Library so that funds will be available if the library experiences a shortfall before tax revenue is received in 2010.

MOTION by Committee, to approve changes to Policy A-10, Bylaws of the Board of Trustees, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Committee, to approve change to Policy A-8, Policy on Library Expenditures, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin stated that the board will be required to elect a Treasurer from the Board of Trustees and recommended that the Treasurer also act as Chair of the Finance Committee.

Jeff Rozovics explained how the Finance Committee reviewed and revised a sample

investment policy and made changes specific to the Des Plaines library and how the policy will protect the library by requiring the library to follow safe practices.

MOTION by Committee, to approve the Investment Policy, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Jeff stated that the Finance Committee met on May 17, 2010 and discussed lack of funding from the State of Illinois to the North Suburban Library System.

President Lake explained that North Suburban Library System has not received funding from the State of Illinois and as a result, van delivery service will be discontinued as of June 15, 2010. A plan was put in place to offer van delivery service for three months to system libraries who agree to pay \$500 per month to cover overhead and agree to pay a percentage of the total cost for the van delivery service based on each library's portion of the total annual volume of delivery. The payment from the libraries would be considered donations to NSLS and would not be returned to libraries if state money was received by NSLS.

President Lake stated that Evanston and Des Plaines libraries have not committed to the van plan. Jeff Rozovics stated that the three month cost to Des Plaines for the temporary van service would be \$12,930.00 and this is not in the 2010 library budget. Sandra Norlin was directed to contact library attorney, Gerard Dempsey, to ask if the library could legally make a donation to NSLS. President Lake stated that she was opposed to the plan and that paying NSLS to continue van service would tax Des Plaines residents twice for this service. President Lake stated that Des Plaines was asked to donate the largest amount because we lend out the most materials of any library in the system.

Jeff Rozovics stated that the recommendation from the Finance Committee was to authorize the payment of \$12,930 for van delivery service for three months for the period June 16 through September 15, 2010, with ratification of this decision by the full board at a regular or special board meeting. Jeff then stated that all information was not available to the Finance Committee when they met on May 17, 2010.

The consensus of the board was to not ratify the plan and add this item to the June 15 agenda.

BUILDING AND GROUNDS COMMITTEE REPORT, MAY 18, 2010 - GEORGE MAGERL.

George Magerl, Chair of the Building and Grounds Committee, reported that the Committee met on April 28, 2010 and recommends that the Board direct library staff to request proposals for replacement of public restroom countertops for four floors with quartz material and to direct library staff to request proposals for the purchase of hand dryers for four floors, including both inexpensive hand dryers and environmentally conscious hand dryers.

Jennifer Tsalapatani suggested using cultured marble for the countertop material, which Jennifer stated costs less than granite.

MOTION by Committee to direct staff to go out for proposal for countertop replacement with quartz or cultured marble material and to go out for proposal for two different style hand dryers, an inexpensive hand dryer and an environmentally conscious hand dryer. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl reported that at the April 28, 2010 Building and Grounds Committee meeting Roberta Johnson, Head of Adult Services, was asked to obtain pricing for smaller (4 foot)

computer workstations for the proposed Public Computer Expansion Project for the fourth floor. The smaller workstations would save approximately \$4,500.

Sandra Norlin reported that the library had the opportunity to join other Illinois libraries in applying for a grant which is part of the American Recovery and Reinvestment Act. The grants are intended to "expand broadband access and adoption in communities across the county." The library will receive \$75,000, if awarded the grant, and will be required to match the grant in the amount of \$60,000. The library will be notified in September if a grant has been awarded to the Des Plaines Public Library and at that time the Board will be asked to either approve the fourth floor expansion project or refuse the grant money.

The recommendation from the Building and Grounds Committee is to delay the decision for the fourth floor expansion until the grant has been awarded and then to make a decision on whether to go ahead with the project with grant funding or delay the project.

NOMINATING COMMITTEE. [ACTION ITEM]

George Magerl, Eldon Burk and Susan Moylan Krey will serve on the Nominating Committee and make a recommendation to the board at the June 15 meeting.

METHODS, BENEFITS AND COSTS OF CONVERSION TO LIBRARY DISTRICT. [ACTION ITEM]

The Board decided to postpone discussion of conversion to a library district until the June 15 board meeting. Sandra Norlin was asked to prepare an updated informational sheet on pros and cons of becoming a library district and send this information to the board before the June meeting.

DO THE DEWEY REPORT - Sandra Norlin.

Sandra Norlin reported that profits from Do the Dewey 2010 were \$11,500, which will be divided equally between the Rotary Club of Des Plaines and the library.

EXECUTIVE SESSION

MOTION by George Magerl, seconded by Jennifer Tsalapatanis, to enter into an Executive Session at 10:05 p.m. to discuss the Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 10:25 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by George Magerl, seconded by Selma D'Souza, to concur with the recommendation made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by George Magerl, seconded by Susan Moylan Krey, to adjourn the regular

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

Meeting adjourned at 10:27 p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 15, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 15, 2010. President Noreen Lake called the meeting to order at 7:04 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Elaine Tejcek, Jennifer Tsalapatanis. .

Absent: Jeffery Rozovics.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Brenda Murphy, Don Sofolo, Dan Klobnak, Alderman Dan Wilson, Adam Bartnik, Dick Sayad, Joanne Griffin, Steven Mokry, Dion Kendrick, Andrew Beharelle.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the agenda, as written.

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

PUBLIC COMMENTS AND QUESTIONS

Dick Sayad, 290 Shannon Court, thanked Director Sandra Norlin for serving the City for so many years. Mr. Sayad suggested that the library board recruit a new director so that the best qualified person is chosen for the position. Mr. Sayad stated that in 2004 he recommended that the library become a district and the library board responded that it was too costly and was not in the taxpayers best interest. He asked why the board has this item on the agenda, since he does not think the residents of Des Plaines are in favor of the library becoming a district.

Dion Kendrick, 943 Webster, stated that he is opposed to the immediate appointment of a new Executive Director and requests that the board wait to make that decision until after new board members are sworn into office. He stated that the Board should go through a recruiting process to fill the library director position.

Steven Mokry, 656 Pearson St, stated that he is in agreement with Mr. Kendrick and that any decision concerning the library director appointment be postponed for 30 days when new board

members will be sworn into office.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.

Alderman Wilson stated that he had received a number of emails from residents concerned that the library was not participating in the van delivery service through North Suburban Library System and that for a few pennies the library could participate. He responded to the residents by stating that the van service would be costly and is a non-budgeted expense. He reassured residents that 90% of the materials requested are in the library's collection.

CONSENT AGENDA

MOTION by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. NAYS: None. **MOTION CARRIED.**

Sandra Norlin introduced Joanne Griffin, Reference Services Librarian II. Joanne is the library's business liaison librarian. Joanne meets with local business owners and encourages them to apply for a library card. She gives them information about the benefits of using the library's resources for their business needs. Currently, Joanne is working with Web Services Librarian Karen McBride, preparing video presentations for local business to promote their business on YouTube.

DIRECTOR'S REPORT

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

PERSONNEL

One new employee for May/June 2010: Ju Kyoung Seo, Page, Circulation Services. Holly Sorensen and I have completed the interview process for the Head of Youth Services. We are now checking references and will make a decision and an offer by June 15.

STAFF DEVELOPMENT

Karen McBride is conducting workshops in Springfield at the Illinois State Library the week of June 14-18 as part of the ISL's grant project ILEADU, in which Illinois librarians with expertise in technology applications teach other library employees. Karen's areas of expertise are the use of video, website design, and social networking applications.

Our annual Staff Inservice Day was held on May 14. It was planned by a staff committee under the leadership of Holly Sorensen. The theme of the day was the practical side of becoming "green." The featured speaker of the day was from The Green Mama, a Chicago-based educational service that explores and teaches the everyday issues of sustainability and ecological living practices. Staff members also taught mini-sessions on making safe household cleaning products, skin care products, pet foods, and discovering one's carbon footprint.

PATRON SERVICES

The number of items checked out during May was 3% less than in May of 2009. There was a 23% drop in items checked out from the Mobile Library. Libraries throughout this region are reporting both increases and circulation patterns/trends similar to ours. The use of our services other than check outs is also an interesting mix. We have a reduction of over 3,000 in card ownership, attributable to the one-time purge of expired cards that had less than \$5 in outstanding fines. We have an increase of 19% in patron attendance at the library, year to date, over the same period in 2009. Visits to PlainTalk, the Blog posted by Karen McBride have increased by 61%, perhaps because of the announcement of the changes in van delivery service. Use of our public computers and use of our online reference products have all declined since last year at this time.

All in all, the public reaction to the new limits on placing holds has been accepting. We have had a number of questions and comments, but there have been no drastic reductions in service to date. The number of items that come through the van delivery service has dropped significantly, but the demand for Interlibrary Loan is increasing. We will report the developments as they occur.

OTHER PROFESSIONAL ACTIVITIES

I attended the Annual Meeting of the Friends of the Library on May 25. Karen McBride prepared a video tribute thanking the Friends for their contributions to the Library throughout their history. As Chair of the Scholarship Committee, I attended the Chamber of Commerce Scholarship Luncheon on May 27. Also as part of my duties as a member of the Board of Directors of the DP Chamber, I helped staff the Expo booth at Des Plaines' Taste of Des Plaines on Sunday, June 6, and I will attend the monthly board meeting on June 10.

UNFINISHED BUSINESS

APPROVE ANNUAL RENEWAL FOR MICROSOFT SCHOOL AGREEMENT LICENSING PROGRAM - \$9,800.00.

Dan Klobnak, Outsource Solutions Group, stated that the annual renewal for Microsoft School Agreement Licensing Program is a budgeted expense and that his recommendation is CDW-G, which was the lowest proposal at a cost of \$9,724.18.

MOTION by Elaine Tejcek, seconded by Eldon Burk, to approve the annual renewal for Microsoft School Agreement Licensing Program in the amount of \$9,724.18, which is the lowest proposal and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$166,997.86. [Action Item]

MOTION by Selma D'Souza, seconded by Elaine Tejcek, to approve the payment of vendor checks in the amount of \$166,997.86 as listed on the vendor checks report of May 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

REQUEST APPROVAL FOR REPLACEMENT OF OVERHEAD PROJECTORS.

Dan Klobnak asked for Board approval to purchase public meeting room projectors from Frostline in the amount of \$21,951.50, the lowest proposal. Jennifer Tsalapatanis asked what is done with the old overhead projectors and Dan Klobnak responded that the City of Des Plaines has first refusal rights and if they do not want the projectors they are donated to Computers for Schools.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to call for the question. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Eldon Burk, seconded by Selma D'Souza to approve the purchase of Meeting Room Projectors from Frostline in the amount of \$21,951.50, which is the lowest proposal and is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE:** AYES: Burk, D'Souza, Klebe, Moylan Krey, Magerl Tejcek, Tsalapatanis, Lake. NAYS: None. **MOTION CARRIED.**

REVIEW DES PLAINES PUBLIC LIBRARY IT SUPPORT MODEL.

Sandra Norlin introduced Don Sofolo, President of Outsource Solutions Group, who gave an overview of the services they provide to the library. Mr. Sofolo prepared a model Request for Proposal for IT services.

President Lake asked if the model would restrict other companies from bidding on the proposals and Mr. Sofolo stated that there should be other companies who could fulfill the services currently being provided by Outsource Solutions Group. Mr. Sofolo also stated that they did not invent the model, they defined it.

MOTION by Eldon Burk, seconded by George Magerl, to approve the IT Support Model for the purpose of going out for proposal. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

AUTHORIZATION TO REQUEST BIDS/PROPOSALS FOR IT SERVICES.

MOTION by George Magerl, seconded by Elaine Tejcek, to authorize staff to go out for proposals for IT Support and use the IT Support Model without the average cost per hour stated in the model. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

DISCUSS NORTH SUBURBAN LIBRARY SYSTEM VAN DELIVERY SERVICE PROPOSAL.

President Lake stated that Des Plaines, Evanston and North Chicago Public Libraries were not participating in the van delivery service through North Suburban Library System. NSLS will deliver to all libraries, even those not participating in their van delivery, twice a week. Library Director Sandra Norlin stated that the library has 92% of the materials that patrons request.

MOTION by George Magerl, seconded by Selma D'Souza, not participate in the North Suburban Library System van delivery service and not give a donation for van delivery service. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

APPROVE PAYMENT TO REFERENCE USA - \$14,760.00.

MOTION by Eldon Burk, seconded by Myrtle Klebe, to approve payment to Reference USA in the amount of \$14,760, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

APPROVAL OF LIBRARY BOARD MEETING DATE.

MOTION by Elaine Tejcek, seconded by George Magerl, to approve the board meeting dates, as presented. **VOTE:** AYES: All. NAYS: None.

APPROVAL OF NON-RESIDENT FEE.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve the non-resident fee in the amount of \$290.00. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

METHODS, BENEFITS AND COSTS OF CONVERSION TO LIBRARY DISTRICT.

The board discussed the information provided in their packets about conversion to a library district, but will take no action.

APPROVAL OF LIBRARY CLOSING FOR CEILING REPAIR.

George Magerl asked the board to approve closing the library on Saturday, July 3 so that the library ceiling could be repaired.

MOTION by George Magerl, seconded by Eldon Burk, to close the library on July 3, 2010 for the purpose of repairing the damaged ceiling. **VOTE:** AYES: All. NAYS: None. **Motion carried.**

SET DATES FOR COMMITTEE OF THE WHOLE TO DISCUSS FY11 LIBRARY BUDGET.

The Board will meet as a Committee of the Whole on Tuesday, August 10, 2010 at 7:00 p.m. to discuss the 2011 library budget.

George Magerl asked for board approval to change the July 20, 2010 Board of Trustees meeting time from 4:00 p.m. to 7:00 p.m. and to change the August 17, 2010 Board of Trustees meeting time from 7:00 p.m. to 6:00 p.m., with the board dinner immediately following the meeting.

MOTION by George Magerl, seconded by Myrtle Klebe, to approve the change in Board of Trustees meeting time July 20, 2010 from 4:00 p.m. to 7:00 p.m. and the August 17, 2010 Board of Trustees meeting from 7:00 p.m. to 6:00 p.m., with the board dinner immediately following the meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

NOMINATING COMMITTEE

Susan Moylan Krey reported that the Nominating Committee voted to approve the slate of officers, George Magerl, President, Noreen Lake, Vice President, Treasurer, Jeffery Rozovics

and Carol Kidd, Secretary, for 2010 -2011.

MOTION by Committee, to approve the slate of officers, George Magerl, President, Noreen Lake, Vice President, Jeffery Rozovics, Treasurer, and Carol Kidd, Secretary, for 2010 - 2011.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

EXECUTIVE SESSION

MOTION by George Magerl, seconded by Myrtle Klebe, to enter into an Executive Session at 9:05 p.m. to discuss the Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

The regular session reconvened at 10:36 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by George Magerl, seconded by Eldon Burk, to direct President Lake to carry out the decision made in Executive Session and to set another Executive Session meeting date to concur with the recommendation made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

The Board will meet on Tuesday, June 29, 2010 at 5:00 p.m. to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

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

Meeting adjourned at 10:43 p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES Minutes of the Regular Meeting July 20, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 20 2010. Vice President George Magerl called the meeting to order at 7:00 p.m.

George Magerl stated that President Noreen Lake submitted her resignation effective July 31, 2010, and Mayor Moylan accepted her resignation effective July 19, 2010.

ROLL CALL.

Roll call indicated the following board members were present: Myrtle Klebe, George Magerl, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatanis. .

Absent: Susan Moylan Krey.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Alderman Dan Wilson, Alderman John Robinson, Dan Klobnak, Brenda Murphy, Phyllis Johnson, Roberta Johnson, Susan Farid, Dick Sayad, Steven Mokry, Dion Kendrick.

PLEDGE OF ALLEGIANCE

MOTION by George Magerl, seconded by Elaine Tejcek, to swear in Mokry and Kendrick before considering the agenda. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

OATH OF OFFICE.

Steven Mokry and Dion Kendrick took the Oath of Office.

Susan Moylan Krey entered the meeting at 7:01 p.m.

CONSIDERATION OF THE AGENDA.

MOTION by Elaine Tejcek, seconded by Myrtle Klebe, to accept the agenda, as written. **VOTE : AYES: Klebe, Moylan Krey, Magerl, Rozovics, Tejcek. NAYS: Kendrick. MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

Alderman Robinson stated that he was being appointed by Mayor Moylan to fill the vacant

trustee position and would like to be sworn in at the Special Board meeting scheduled for August 10, 2010.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan W. Wilson.

Alderman Wilson congratulated Dion Kendrick and Steven Mokry on their appointment to the Board of Trustees.

CONSENT AGENDA

MOTION by Elaine Tejcek, seconded by Susan Moylan Krey, to approve the Consent Agenda, as modified. **VOTE** : AYES: All. 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 June/July 2010: Maria Jimenez, Page, 06/21/2010, Page, Circulation Services Department.

STAFF DEVELOPMENT

Eleven staff members attended the American Library Association's Virtual Conference via computer on July 7 and 8. We gathered in the Conference Room to hear Keynote Addresses by Joan Frye Williams, George Needham, and Karen Hyman. Their remarks were challenging they addressed the new reality for libraries in the United States. Presentations like this are very useful to start conversations and idea-generating sessions among our staff so that we can creatively solve the problems we face at this time, i.e. cuts in funding, competition for scarce public resources, and, the lower esteem that libraries and librarians are held in by vocal members of our communities. This was a cost effective way of experiencing the advantages of professional continuing education without the expense of travel. The entire cost for this service was \$300.

PATRON SERVICES

As predicted, our Interlibrary Loan, Van Delivery, and overall circulation decreased from last June. Interlibrary Loan decreased by 72%, van delivery by 27%, and overall circulation by 7.35%. Van delivery options are being studied by a Task Force of North Suburban Libraries and by the library systems that are planning to merge in 2011. The current, but temporary van delivery service will end sometime in October.

Sixty-seven percent of the items that circulated from the children's collection were print materials, whereas 44% of the items circulated from the adult collection were print. Of the total circulation, 54% was print, and 47% audio-visual items, including books on disc.

For June, there were 191 checkouts from My Media Mall. This represented 67 unique patrons

and 31 new patrons. As of June 30, 1580 children have enrolled in our summer reading program. Two of our children's programs attracted of 200 attendees, and one over 100. The average attendance for the other ten programs was 46, with 16 the lowest and 88 the highest. In addition, Sara McLaughlin and Cheryl Gladfelter visited four elementary schools and presented programs to invite children to participate in the summer reading program at the library. They spoke to a total of 690 children.

Computer use within the library has decreased this year, 11% on the adult floor, and 15% in youth.

Patron attendance increased by 16%, year to date, over 2009. Our meeting rooms have been used by more than 19,000 people to attend meetings and programs in 2010 thus far. The library also visits local schools, preschools, congregant residential facilities in Des Plaines. Thus far in 2010, we have presented programs to 6,070 people in Des Plaines. We have also had nearly 30,000 virtual visits from patrons using computers from external locations. Our Bookcart Drill Team, the CartWheels performed at Des Plaines' 4th of July parade, to the delight, amusement, and wonder of the parade watchers. It is a gratifying experience to walk with the library contingent and to hear people shout their appreciation for their library.

OTHER PROFESSIONAL ACTIVITIES

I attended the appreciation luncheon for the Northwest Suburban United Way on June 17, a meeting of the Friends of the Library Roundtable on June 22, and a Chamber of Commerce Afterhours Event for Not-for-Profit agencies on July 13.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$204,196.86.

[Action Item]

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$204,196.86 as listed on the vendor checks report of June 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Rozovics, Tejcek, Tsalapatani. NAYS: None. **MOTION CARRIED.**

MOBILE LIBRARY SERVICE TO ROSEMONT.

The Board discussed mobile library service to Rosemont and the expense and revenue generated by this service.

MOTION by Dion Kendrick, to defer discussion of agenda item B. Mobile Library Service to Rosemont until the August 17, 2010 board meeting. Motion failed for lack of a second.

MOTION by Steve Mokry, seconded by Jennifer Tsalapatani, to offer Rosemont residents Mobile Library service for the period of September 1, 2010 through December 31, 2010 at a cost of \$1,100/month for a total of \$4,400. **ROLL CALL VOTE:** Klebe Moylan Krey, Magerl, Mokry, Rozovics, Tejcek, Tsalapatani. NAYS: Kendrick. **MOTION CARRIED.**

APPROVE EXPENDITURES.

Sandra Norlin explained that the library was awarded the Per Capita Grant in the amount of

\$59,948.78, but that funds have not been received from the State of Illinois. Sandra also explained that expenses for In-Service Day training (\$4,000.00) and conference registration(\$500.00) have been spent and she asked for board approval to use budgeted, (but unexpended) funds designated for CDL Training (\$2,000.00) and a portion of the OCLC Tech Pro (\$22,125.00) to cover the costs for In-Service Day training and conference registrations. She asked approval of the expenditure of approximately \$5,000.00, which includes registration for 5 staff members and 3 trustees to attend the Illinois Library Association Annual Conference being held at Navy Pier in Chicago from the 201 Fund (Operations).

MOTION by Jennifer Tsalapatanis, seconded by Dion Kendrick, to allow expenditures from the line item Miscellaneous Contractual Services to the Training line item in the amount of \$4,500 to cover costs for In-Service training and conference registration and up to \$1,000 for conference registration for 5 staff members and 3 trustees to attend Illinois Library Association Annual Conference. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MANAGEMENT COMMITTEE REPORT

MOTION by Committee, to approve library policies A-9 through A-14 and C-1 through C-12, as reviewed and revised. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

APPROVAL TO PROCEED WITH PREPARATION OF AN INTERGOVERNMENTAL AGREEMENT FOR THE PURPOSE OF A LINE OF CREDIT OR BRIDGE LOAN.

[Action Item]

Sandra Norlin explained that due to a proposed delay in the collection of Cook County property taxes for the second installment of the taxes for 2009, the library may need to borrow funds to cover a gap caused by the late collection of property taxes. Sandra stated that at the direction of the Board she had contacted Attorney Jerry Dempsey who suggested an intergovernmental agreement with the City of Des Plaines to authorize the library's borrowing, either through a "bridge loan" or tax anticipation warrant or a line of credit. Sandra also stated that the library has a cash balance of over \$1,500,000, which in a normal year would cover 2.5 months of operating expenditures. The board discussed how this gap in funds would affect the library and if reducing current spending would lessen the need for a bridge loan.

MOTION by Jennifer Tsalapatanis, seconded by Elaine Tejcek, to direct Library Director Sandra Norlin to contact Attorney Jerry Dempsey to proceed with the preparation of an intergovernmental agreement for the purpose of a line of credit or bridge loan. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

Sandra Norlin asked for board approval to post the August 10, 2010 meeting as a Special Meeting rather than a Committee of the Whole meeting so that action can be taken on the approval of an Intergovernmental Agreement and Alderman John Robinson can be sworn in as a new trustee.

Assistant Library Director Holly Sorensen gave a brief presentation on the Open Meetings Act.

NOMINATING COMMITTEE

MOTION by Elaine Tejcek, seconded by Myrtle Klebe, to remove Noreen Lake's name from the ballot for Vice President. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Myrtle Klebe, seconded by Elaine Tejcek, to nominate Susan Moylan Krey for Vice President. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Myrtle Klebe, seconded by Jeff Rozovics, to close nominations for the slate of officers for the Library Board of Trustees for 2010/2011. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl took the oath of office for President, Susan Moylan Krey took the oath of office for Vice President, Jeffery Rozovics took the oath of office for Treasurer and Carol Kidd took the oath of office for Secretary.

Mr. Dick Sayad stated that residents of Des Plaines should have a chance to speak after each item of business on the agenda.

MOTION by Steven Mokry, seconded by Jeff Rozovics, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 8:40 p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES Minutes of the Regular Meeting August 17, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 17, 2010. President George Magerl called the meeting to order at 5:59 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatani. .

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Alderman Dan Wilson, Jennifer Delgado, Noreen Lake, Sue D'Hondt, Wally Meyer, Phyllis Johnson, Susan Farid, Debra Hendricks, Nora Paisley, Cheryl Gladfelter, Joanie Sebastian, Francine Gralak, Gary Valente, Stephanie Spetter, Gwen LaCosse.

Absent: None.

PLEDGE OF ALLEGIANCE.

MOTION by Myrtle Klebe, seconded by Elaine Tejcek, to adjourn the meeting at 7:15 and reconvene on September 1, 2010 at 7:00 p.m. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by Jeff Rozovics, to accept the agenda, as written. **VOTE : AYES: All. NAYS: None. MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

Noreen Lake thanked Library Director Sandra Norlin for her 16 years of service to the library and congratulated Holly Sorensen for being appointed the new library director.

Sandra Norlin congratulated Noreen Lake on being notified that she will receive the Illinois Library Association Trustee of the Year Award at the ILA Annual Conference.

Wally Meyer, President, Friends of the Library, thanked Sandra Norlin for her good work.

CITY COUNCIL COMMUNITY SERVICES

COMMITTEE – Alderman Dan W. Wilson.

Alderman Wilson thanked Sandra Norlin for her many years of service to the library.

CONSENT AGENDA

George Magerl asked to remove B. Acceptance of Financial Reports for July 2010 from the Consent Agenda.

MOTION by Elaine Tejcek, seconded by Jeff Rozovics, to approve the Consent Agenda, as modified. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

President George Magerl introduced Nathan Gaskill from Lauterbach & Amen, LLP. George explained that Lauterbach & Amen provides accounting services to the library. Nathan Gaskill stated that Jeff Rozovics, Board Treasurer, had requested a cash flow summary for 2009 and 2010. Nathan reported that he prepared the cash flow summary for 2009 with information he requested and received from the City of Des Plaines Finance Department.

Jeff Rozovics explained that projections for revenue and expenditures for the cash flow summary report for the remainder of 2010 were extrapolated from the 2009 financial reports prepared by the City of Des Plaines Finance Department. Jeff also explained that property tax receipts are expected in December 2010 and these projections are based on receipt of property tax in December of 2009.

MOTION by Elaine Tejcek, seconded by Steve Mokry, to accept the Financial Reports for July 2010, as modified, to include cash flow summaries for 2009 and 2010. **VOTE: AYES: All. 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 July/August 2010: Stephanie Spetter, Head of Youth Services, 08/16/10.

Resignations for July/August 2010: Sandra K. Norlin, Library Director, 08/31/10.

STAFF DEVELOPMENT

Courtney O'Keefe, Preschool Liaison Librarian, has attended the second of three three-day sessions of Synergy, the Illinois State Library-sponsored leadership development initiative.

PATRON SERVICES

Circulation has decreased, year to date, but this is compared to 2009, which was a very large increase over circulation in 2008. It's too early to tell if this is a leveling off of a one year spike or the beginning of a trend. It bears watching closely and checking with other libraries for comparisons.

Only 57.2% of the residents of Des Plaines have library cards. The recent drop in numbers is

the result of a one-time purge of cards that expired over three years ago, but carried fines of under \$5. Attempts to increase this number have failed thus far; new approaches are called for.

Attendance (door count) is down for the month of July, but year to date has increased by 13%. Thus far in 2010, 463 meetings have been held in our meeting rooms by community groups. We will recommend a charge for meeting room use for the 2011 Budget. Estimating a decrease of 33% because of the charges and using a two-tiered charge (\$25 for room only; \$50 for use of the projection equipment and/or pantry), the library could derive around \$10,000 in revenue from these charges.

22,945 people visited our website in July, using it over 54,000 times. In-house computer use is down from last July, but up slightly for the year. Use of our online databases is down significantly (nearly 20%).

On July 22, I attended the organizing meeting of the United Way Leadership Donor Committee and on August 12, I attended the meeting of the Des Plaines Chamber of Commerce Board of Directors.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$200,668.91.

[Action Item]

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$200,668.91, as listed on the vendor checks report of July 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

OPEN MEETINGS ACT. [Action Item]

Sandra Norlin reported that the library board was not in violation of the Open Meetings Act when they went into Executive Session in November and December of 2008, because final action was taken and reported at the Special Board Meeting on June 29, 2010.

APPROVAL OF EXPENDITURES OVER BUDGETED AMOUNT IN OPERATING BUDGET. [Action Item]

Sandra Norlin explained that at the July 20, 2010 meeting she did not authorize a transfer of funds, but rather changed the expenditure posting from Per Capita fund to operating fund.

INTERGOVERNMENTAL AGREEMENT

Sandra Norlin distributed copies of a proposed Intergovernmental Agreement and asked Board members to review the document so that they could discuss at the next board meeting. Sandra also asked the board to consider a line of credit amount.

SET DATES FOR MANAGEMENT AND FINANCE COMMITTEE.

The Management Committee will meet on September 1, 2010 at 6:00 p.m.

The Board of Trustees meeting will reconvene on September 1, 2010 at 7:00 p.m.

2011 BUDGET

Elaine Tejcek asked that the Finance Committee review the revised draft of the 2011 Budget before it is presented to the Board for their review at the September 21, 2010 meeting.

The Finance Committee was also asked to review operating costs for Mobile Library service in 2011.

Motion by Elaine Tejcek, seconded by Jennifer Tsalapatanis, to defer to the Finance Committee review of the revised draft of the 2011 budget documents and then to present to the board at their next meeting. **VOTE** : AYES: All Nays: none. **MOTION CARRIED.**

ANNOUNCEMENTS

Holly Sorensen introduced Stephanie Spetter as the new Head of Youth Services.

President Magerl asked for a recess at 7:03 p.m.

The board reconvened at 7:15 p.m.

President George Magerl and Library Director Sandra Norlin thanked former trustees, Eldon Burk and Selma D'Souza, for serving on the library board. Sandra Norlin presented an engraved crystal paperweight to Eldon and Selma and expressed her appreciation for their good work.

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

Meeting adjourned at 7:20 p.m.

Minutes prepared by Carol Kidd

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 21 , 2010

The regular meeting of the Des Plaines public Library Board of Trustees was held in the second floor conference room on Tuesday, September 21, 2010. Vice President Susan Moylan Krey called the meeting to order at 7:00p.m.

ROLL CALL.

Roll call indicated the following board members were present: Myrtle Klebe, Susan Moylan Krey, Steven Mokry, John Robinson, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatani. .

Also Present: Holly Richard Sorensen, Carol Kidd, Heather Imhoff, Alderman Dan Wilson, Jennifer Delgado, Roberta Johnson, Cheryl Gladfelter, Stephanie Spetter, Susan Farid, Jo Bonell, Francine Gralak, Patricia Nelson, Linda Knorr, Ken Knorr, Josh Kurtz, Nora Paisley, Steve Vaughan.

Absent: Dion Kendrick, George Magerl.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by Jeff Rozovics, to approve the agenda, as presented.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

Steve Vaughan, Des Plaines resident, stated that the Des Plaines Public Library is a beautiful library and a crown jewel in the community. Mr. Vaughan said that people visiting the library consider it a family event. He also stated that compared to other libraries, the Des Plaines Public Library services more people.

Elaine Tejcek asked new board members to introduce themselves and give the viewing audience some information on their background and how they plan to contribute to the Board. New board members Susan Moylan Krey, John Robinson, Jennifer Tsalapatani and Steve Mokry introduced themselves to the board.

CITY COUNCIL COMMUNITY COMMITTEE -- Alderman Dan Wilson

Alderman Wilson thanked the board for their hard work on the budget.

CONSENT AGENDA

MOTION by John Robinson, seconded by Jeff Rozovics, to approve the Consent Agenda, as presented. **VOTE: AYES: None. MOTION CARRIED.**

LIBRARY DIRECTOR'S REPORT

PERSONNEL

New Employees for July/August 2010: Stephanie Spetter, Head of Youth Services, 08/16/10.

Resignations for July 2010: Sandra K. Norlin, Library Director, 08/31/10

PATRON SERVICES

Circulation is down 2% year to date. This can be attributed to the demise of NSLS and the reduction in van delivery services. The donated money for the current reduced van delivery service will run out October 1. The State Library has reported they have grant money that will be available to public libraries to continue van delivery service from October through the end of 2010. A Task Force of North suburban Library directors will meet with the State Library to discuss when and if this continued van delivery service will happen.

This year 2,203 children enrolled in our Green Days of Summer (Birth-6th grade) and Greenapalooza (7th-12th grade) Summer Reading Clubs 1,048 of those enrolled completed the program. The Adult Summer Reading Club had 863 readers enrolled.

We had a Librarian for a Day Guest of honor this month at the Library. The library donated to District 62 Foundation's Fundraiser event last winter the opportunity for a student to come be Librarian for a Day. The lucky winner was 4th grader Karissa Paulsen who spent time in all the areas of the library to experience firsthand what it's like to work at the library.

The door count increased by 10% so far this year. 396,956 people have come through our doors since January, 52,150 in August alone. Our meeting rooms have been used by more than 22,000 people to attend meetings and programs. Library staff have presented programs and offered service to 6,493 people outside of the building and out in the community. In August we had over 45,000 virtual visits from patrons using computers from external locations.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$128,026.29.

[Action Item]

MOTION by Jeffery Rozovics, seconded by Elaine Tejcek, to approve the payment of vendor checks in the amount of \$128,026.29, as listed on the vendor checks report of August 2010 and authorized the Library Director to have transferred the amount required to the library's operating account, **ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.**

FINANCE COMMITTEE REPORT. [Action Item]

2011 BUDGET

Jeff Rozovics reported that the Finance Committee met on August 23 and August 31, 2010. At the August 31 meeting, the Committee voted and approved the alternative budget 2.2, which was prepared by staff and included an Acting Assistant Director position for 2011. Jeff Rozovics stated that the library budget will reduce expenditures by \$625,000 from 2010, increase the fund balance to \$2,525,666, eliminate 10 positions, not provide staff salary increases for 2011, require all staff to take one furlough day in 2011 and increase employee's contributions for medical payments.

Library Director Sorensen and Vice president Moylan Krey read a memo prepared by Trustee Kendrick regarding budgetary financial controls for 2011. Trustee Kendrick was unable to attend the meeting.

Steven Mokry asked if the library would reduce operating expenses for 2010 if property taxes are not received before library funds are depleted and Library Director Sorensen explained that the library has been cutting expenses and will continue to do so until the property tax revenue is received from Cook County.

The board discussed the budget.

MOTION by Elaine Tejcek, seconded by Jeff Rozovics, to call for the question. **ROLL CALL VOTE:** AYES: Klebe, Moylan Krey, Mokry, Rozovics, Tejcek. NAYS: Robinson, Tsalapatanis. **MOTION CARRIED.**

Jennifer Tsalapatanis asked for more discussion on the proposed 2011 budget.

Steven Mokry asked to change his vote.

MOTION by Steven Mokry, seconded by John Robinson, for Steven Mokry to leave the body to reconsider his vote. **ROLL CALL VOTE:** AYES: Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatanis. NAYS: Klebe. **MOTION CARRIED.**

Steven Mokry changed his vote to NAY for the vote to "Call for the question."

MOTION by Committee, to approve the FY2011 budget (Alternative 2.2), as presented. **ROLL CALL VOTE:** AYES: Klebe, Moylan Krey, Mokry, Rozovics, Tejcek. NAYS: Robinson, Tsalapatanis.

HEALTH INSURANCE PLAN FOR 2011

Jeff Rozovics reported that the Finance Committee met and was provided information on three health insurance plans for library employees for 2011. Library Director Sorensen explained that the LIMRiCC plan was closest to the current plan, so employees could stay with Blue Cross/Blue Shield. Richards Sorensen reported that costs to library employees would increase in 2011 budget.

MOTION by Committee, to approve LIMRiCC as the library employee health insurance plan for 2011. **ROLL CALL VOTE:** AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatanis. NAYS: **MOTION CARRIED.**

INTERGOVERNMENTAL AGREEMENT

Jeff Rozovics reported that the proposed Intergovernmental Agreement was discussed and approved by the Finance Committee at their August 31, 2010 meeting. The Committee voted to accept the Intergovernmental Agreement with the following changes: "Whereas the library desires to borrow up to but not to exceed the sum of \$1,500,000." The Library Board of Trustees will give three business days prior notice to the City of Des Plaines for request of the loan amount The Library Board of Trustees will request the loan by December 1, 2010.

MOTION by Committee, to approve the Intergovernmental Agreement, as presented. **ROLL CALL VOTE:** AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

MOTION by Jeff Rozovics, seconded by Elaine Tejcek, to direct Library Director Sorensen to deliver the Intergovernmental Agreement to the City Manager and City Attorney for their review and to request that the review of the agreement by the City Council be added to the October 4, 2010 City Council agenda. **VOTE:** AYES: All. NAYS: NONE. **MOTION CARRIED.**

MANAGEMENT COMMITTEE REPORT. [Action Item]

POSTING FINANCIAL REPORTS ON LIBRARY WEBSITE

Myrtle Klebe reported that the Management Committee met on September 1, 2010 to discuss posting library financial reports on the library website. The Committee recommends posting the audited financial reports and approved budgets on the library's website. The Committee also was asked to approve the Reference Librarian II position with the addition of "May be responsible for development and coordination of teen programs and services."

MOTION by Committee, to post the audited financial reports and approved library budgets on the library website. **ROLL CALL VOTE:** AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

JOB DESCRIPTION -- APPROVE CHANGE TO REFERENCE LIBRARIAN II POSITION

MOTION by Committee, to approve the Reference Librarian II position with the addition of "May be responsible for development and coordination of teen programs and services." **ROLL CALL VOTE:** AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

TRUSTEE TRAINING

The board reviewed Serving Our Public 2.0 Standards for Illinois Public Libraries. This is a Per Capita Grant requirement.

MOTION by Jeff Rozovics, second Elaine Tejcek, to allow public participation. All: Yes. NAYS: None. **MOTION CARRIED.**

Doctor Josh Kurtz, Des Plaines resident, asked if the library lends more books or borrows more books and Roberta Johnson, Head of Adult Services, answered that the Des Plaines Public Library is the largest lender in the North Suburban Library System.

Nora Paisley, Des Plaines resident, stated that the library is a jewel in the community.

Francine Gralak, Des Plaines resident and library employee, suggested that the library reserve funds Be built up over 5-10 years and to build the reserve in one year is unrealistic.

APPROVE PER CAPITA GRANT APPLICATION [Action Item]

MOTION by Jennifer Tsalapatanis, seconded by John Robinson, ro approve the Per Capita Grant Application, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

Library Director Sorensen stated that the City Council will discuss the library budget on September 30, 2010 at 7:00 p.m. and that she and President Magerl would present the library's budget at that meeting. Jeff Rozovics will be out of town on September 30.

Jennifer Tsalapatanis congratulated Holly Richards Sorensen on being appointed Library Director and on presiding at her first meeting as the director.

Jennifer Tsalapatanis asked Elaine Tejcek and Myrtle Klebe why they voted on the succession plan in 2008 and why they voted not to disclose this information to the public at the time of the vote. Elaine Tejcek stated that this information is in the meeting minutes and Myrtle Klebe stated that she voted to have a replacement in place for the director position.

John Robinson asked if library employees in attendance at the meeting were attending on their own time or if they were being paid to attend the meeting. Director Sorensen stated that employees were not being paid to attend the meeting.

Vice President Moylan Krey read two letters written to the trustees from Des Plaines residents asking that library services not be cut and that the budget not be reduced.

Pat Nelson, Des Plaines resident and library employee, asked what the process was to becoming a library trustee. Steven Mokry responded that candidates can send a letter to the Mayor and John Robinson responded that candidates should send their resume to the Mayor.

MOTION by Elaine Tejcek, seconded by Myrtle Klebe, to close public comments. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

MOTION by Steve Mokry, seconded by Jeff Rozovics, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 9:05p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 19, 2010

The regular meeting of the Des Plaines public Library Board of Trustees was held in the second floor conference room on Tuesday, October 19, 2010. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jennifer Tsalapatani.

Absent: Jeff Rozovics.

Also Present: Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Alderman Dan Wilson, Jennifer Delgado, Roberta Johnson, Ralph Minnis, Mary Minnis, Wally Meyer, Dick Sayad, Lory Flodberg, Kathy Krus, Sue D'Hondt, Steve Vaughn, Stephanie Spetter, Jo Bonell, Steve Antonoff, Christopher Brinckerhoff, Susan Farid, Susan Casson, Clarence Casson, Josh Kurutz.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE.

Eugene Fregetto took the Oath of Office.

CONSIDERATION OF THE AGENDA.

Susan Moylan Krey asked to change the order of the agenda items for New Business to E. 2011 Budget, F. Finance Committee Report, and G. Approval of Library Closings through January 2011.

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatani, to approve the agenda, as modified. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin, a Des Plaines resident, stated that there has been some controversy surrounding the library budget, but the City Council should not object to the library budget. Mr. Serbin also stated that Mayor Moylan has asked all city departments, including the library, to reduce their budgets because of financial necessity.

Steven Vaughan, a Des Plaines resident, stated that the library prepares a budget that maintains

services and meets the library's fiduciary responsibility. Mr. Vaughan thanked the board and staff for their hard work on the 2011 budget.

Josh Kurutz, a Des Plaines resident, stated that he was pleased to read on the library blog and on Trib Local that van delivery has been reinstated for the remainder of 2010. Mr. Kurutz stated that by applying for the grant for the reinstatement of van delivery, Des Plaines taxpayers were saved money. He also stated that he hoped that this meeting would be more civil than the September board meeting.

Dion Kendrick asked if the Des Plaines Public Library won a grant and President Magerl replied that the grant received for van delivery service was awarded collectively to area libraries and was written by staff from the regional library system. Trustee Kendrick also asked who funded the grant and Director Sorensen stated that the grant was funded by the federal government.

CITY COUNCIL COMMUNITY COMMITTEE -- Alderman Dan Wilson

Alderman Wilson reported that the City Council will meet for final budget meetings on October 20 and 25. Director Sorensen and President Magerl will attend those meetings.

CONSENT AGENDA

MOTION by Myrtle Klebe, seconded by John Robinson, to approve the Consent Agenda, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$95,105.23.

[Action Item]

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatani, to approve the payment of vendor checks in the amount of \$95,105.23, as listed on the vendor checks report of September 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE:** AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Tsalapatani. NAYS: None. **MOTION CARRIED.**

REVIEW AND APPROVE INSURANCE PROPOSALS FOR LIBRARY PROPERTY, GENERAL LIABILITY, AUTOMOBILE, WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY, UMBRELLA, DIRECTORS' & OFFICERS' LIABILITY.

Lorayne Flodberg, Account Executive, and Mark Noffert, Area Senior Vice President, were in attendance from Arthur J. Gallagher Risk Management Services, Inc. to give an overview of the insurance proposal and to answer questions from the board. Ms. Flodberg reported that the markets approached were Hartford, Indiana Insurance, Philadelphia Insurance Companies and Travelers. Ms. Flodberg stated that Travelers did not provide a quote, because they could not be competitive in this market. Hartford quoted a premium for one year at \$35,679, Philadelphia quoted \$63,052 and Indiana quoted \$62,087. Trustee Kendrick requested that deductibles be increased to up to \$10,000 for a possible cost savings to the library. Mr. Noffert responded that

premium costs would not be reduced substantially by increasing deductibles, but estimated savings at about 5%.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatanis, to ask Gallagher representatives to provide pricing for insurance with higher deductibles through Hartford for possible cost savings to the library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

This agenda item will be placed on the November agenda under Unfinished Business for a board vote with the new pricing and increased deductibles.

APPROVE RESOLUTION PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) [Action Item]

MOTION by Jennifer Tsalapatanis , seconded by Dion Kendrick, to approve the resolution providing for the execution of an intergovernmental agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC) **ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Tsalapatanis. NAYS: None. MOTION CARRIED.**

APPROVE INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) [Action Item]

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatanis, to approve the Intergovernmental Agreement providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination (LIMRiCC) **ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Tsalapatanis. NAYS: None. MOTION CARRIED.**

2011 BUDGET. [Action item]

President Magerl reported that the City Council reviewed the library budget at their October 25 council meeting and did not ask for any changes. President Magerl also reported that the Intergovernmental Loan Agreement between the City of Des Plaines and Des Plaines Public Library would be on the agenda for the November 1 City Council Meeting.

FINANCE COMMITTEE REPORT, OCTOBER 13, 2010 -Susan Moylan Krey. [Action Item]

Vice President Moylan Krey reported that the Finance Committee met on October 13 to discuss the late payment of property tax from Cook County which could result in a cash shortfall for the library beginning December 2010. Vice President Moylan Krey reported that the Committee voted to close the library the month of December, beginning December 5, if the Intergovernmental Agreement could not be funded by December 1, 2010.

The board discussed options for keeping the library open with minimum staffing.

MOTION by Committee to close the library the month of December, beginning December 5, if

the Intergovernmental Agreement cannot be funded by December 1, 2010. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry. NAYS: Fregetto, Robinson, Tsalapatanis. **MOTION CARRIED.**

The Board continued discussion on alternative options for staffing the library during the period when the library will experience a budget shortfall.

MOTION by Jennifer Tsalapatanis, seconded Dion Kendrick, to investigate minimum staffing to save \$300,000 for the months of November and December.

SUBSTITUTE MOTION by Eugene Fregetto, seconded by Jennifer Tsalapatanis, to operate the library with minimum staffing for eight hours a day, five days a week, including Saturday and Sunday beginning November 1, 2010 to save \$250,000 - \$300,000 month and to contact library vendors to ask if they would wait for payments until property tax money is received.

ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Moylan Krey, Robinson, Tsalapatanis. NAYS: Mokry. **MOTION CARRIED.**

MOTION by Dion Kendrick, seconded by Myrtle Klebe, to approve the 2011 library closings, with the addition of November 25 for a staff furlough day. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

ANNOUNCEMENTS

The Board was asked if they were interested in continuing the library fundraiser Do the Dewey and if they were willing to participate in the fundraising. The Board agreed to host the fundraiser with the Rotary Club of Des Plaines and participate in the planning and execution of the event.

President Magerl reported that he attended Trustee Day at the Illinois Library Association annual conference.

The board will hold their board retreat on Saturday, January 8, 2011 from 9:00 a.m. - 3:30 p.m.

MOTION by Jennifer Tsalapatanis, seconded by Dion Kendrick, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 8:58 p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of Board Discussion
November 16, 2010

The regular meeting of the Des Plaines public Library Board of Trustees was held in the second floor conference room on Tuesday, November 16, 2010. President George Magerl called the meeting to order at 7:08 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry.

No quorum was present. The meeting was rescheduled to Tuesday, November 30, 2010 at 7:00 p.m.

Absent: Eugene Fregetto, Susan Moylan Krey, John Robinson, Jeff Rozovics, Jennifer Tsalapatanis.

Also Present: Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Roberta Johnson, Stephanie Spetter, Susan Farid, Alderman Dan Wilson, Jennifer Delgado, Miriam Pollack, Raul Silvestry, Don Sofolo, Dan Klobnak, Bob Vormittag.

PUBLIC COMMENTS AND QUESTIONS

Bob Vormittag, a Des Plaines resident, stated that the library is too noisy and patrons should be restricted in using their cell phones and talking loudly. Trustee Kendrick asked that the quiet policy be reviewed. Library Director Sorensen will review this request.

CITY COUNCIL COMMUNITY COMMITTEE -- Alderman Dan Wilson

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

DIRECTOR'S REPORT - Holly Richards Sorensen.

Personnel Highlights

New Employees for October/November 2010:
Rebecca Harris, Page, 11/01/2010
Wanda Johnson, Page 11/15/2010

Resignations for October/November 2010:
Linda Knorr, Readers' Services Assistant, 10/28/2010

Patron Services Highlights

Circulation: As of October 21 we have circulated 1,026,959 items. That's down 3.2% from 2009 where we saw record increases of 13%. Our circulation is leveling off from those record highs but still very strong.

Patron Attendance: 50,152 people came through the doors this month, which is up 10% over October 2009.

Hits on Web site: We had 54,141 hits on our web site in October. Total web site hits for 2010 are 588,460.

Meeting Room Usage: In October 80 different groups met at the library using our meeting rooms. Over, 3,000 people were in attendance.

Other: 241 audiobooks were downloaded by 78 patrons in October, 36 of who are new users. The most popular titles are Steig Larsson's Girl with the Dragon Tattoo and Girl who Kicked the Hornet's Nest.

UNFINISHED BUSINESS.

REVIEW AND APPROVE INSURANCE PROPOSALS FROM HARTFORD INSURANCE FOR LIBRARY PROPERTY, GENERAL LIABILITY, AUTOMOBILE, WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY, UMBRELLA, DIRECTORS' & OFFICERS' LIABILITY WITH HIGHER DEDUCTIBLES

Trustee Kendrick asked what the savings was for raising the insurance deductible from \$1,000 to \$5,000 and President Sorensen stated that the insurance premium was reduced by \$2,126.

NEW BUSINESS.

PREPARE FOR BOARD RETREAT - Miriam Pollack.

Miriam Pollack, from Miriam Pollack & Associates, gave everyone in attendance a draft of the agenda for the January 8, 2011 planning retreat meeting at the library.

DISCUSS MEETING TIMES FOR BOARD AND COMMITTEE MEETINGS.

The board discussed meeting no earlier than 6:00 p.m. to accommodate those members who work or who cannot attend an earlier meeting.

DISCUSS BOARD USE OF WIKI.

President Magerl asked the board to think about how they use the Wiki and ways to improve the functionality.

Alderman Wilson stated that the City Council had approved the bridge loan for the library. Alderman Wilson also stated that the Cook County tax bills have been mailed and asked if the library would still require a loan. President Magerl responded that the library would be very conservative in requesting a loan. Trustee Kendrick asked Director Sorensen what the costs to the library were for requesting a bridge loan from the City of Des Plaines and Director Sorensen responded that legal fees were \$2,500.

Discussion adjourned at 7:59 p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES Minutes of the Rescheduled Regular Meeting November 30, 2010

The regular meeting of the Des Plaines public Library Board of Trustees was held in the second floor conference room on Tuesday, November 30, 2010. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry, John Robinson, Jeff Rozovics, Jennifer Tsalapatanis.

Absent: Susan Moylan Krey.

Also Present: Holly Richards Sorensen, Carol Kidd, Roberta Johnson, Susan Farid, Jo Bonell, Alderman Dan Wilson, Jennifer Delgado, Wayne Serbin, Dan Klobnak, Don Sofolo, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by John Robinson, to approve the agenda, as written.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin, a Des Plaines resident, made a complaint about how noisy the library is because there is loud talking, cell phone use and children crying.

CITY COUNCIL COMMUNITY COMMITTEE -- Alderman Dan Wilson

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

CONSENT AGENDA

MOTION by Dion Kendrick, seconded by Jeffery Rozovics, to approve the Consent Agenda, as presented. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

UNFINISHED BUSINESS.

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the Insurance Proposal from Hartford Insurance for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella, Directors' & Officers Liability with a deductible of \$5,000. **ROLL CALL VOTE:** AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

NEW BUSINESS.

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$83,287.91.

[Action Item]

MOTION by Jeff Rozovics, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$83,287.91, as listed on the vendor checks report of October 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics, Tsalapatanis. NAYS: Fregetto. **MOTION CARRIED.**

Eugene Fregetto stated that the vendor check report does not list the contract amount for individual contracts. Jeff Rozovics stated that a special report would have to be created. Dion Kendrick asked what the cost would be for this additional information. Director Sorensen will contact the library accountants and inquire about the costs for specialized reports.

PREPARE FOR BOARD RETREAT

A draft of the agenda for the January 8, 2011 planning retreat was distributed to board members. The retreat will be held in meeting room C from 9:00 a.m. - 3:00 p.m. Alderman Wilson will attend the meeting.

MANAGEMENT COMMITTEE REPORT - MYRTLE KLEBE

MOTION by Committee, to approve changes to Section D, Personnel Policy, as presented. **ROLL CALL VOTE:** AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics, Tsalapatanis. NAYS: None. **MOTION CARRIED.**

REVIEW AND APPROVE SALARY SCHEDULE FOR 2011.

The board was asked to review and approve the 2011 salary and classification schedule with a 1% increase to the ranges only. Sorensen stated that staff would receive no increase to salary in 2011. The increase is a recommendation from the Management Association of Illinois which surveys area businesses for changes to salary schedules.

MOTION by Jennifer Tsalapatanis, seconded by Jeff Rozovics, to approve the Salary Schedule for 2011. **ROLL CALL VOTE:** AYES: Magerl, Rozovics, Tsalapatanis. NAYS: Fregetto, Kendrick, Klebe, Mokry, Robinson. **MOTION FAILED.**

MOTION by Steve Mokry, seconded by Dion Kendrick, to direct Director Sorensen to prepare a report listing the history of the raises given to employees for the last three years and to report the number of employees who are at the top of the salary range in the last three years, and to obtain a copy of the study prepared by Management Association for board review at the

December 2010 meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

REVIEW AND APPROVE CONTRACT FOR IT SERVICES.

The board was asked to review and vote on the IT proposal submitted by Outsource Solutions Group for three years at a cost of \$325,000/yr. Don Sofolo, President, Outsource Solutions Group, was in attendance to answer board questions about the Request for Proposal that his company prepared and submitted to the library. No other bids were received, but Director Sorensen stated that the IT proposal was sent by email to other IT companies. The board members discussed the 30 day clause in the proposal that states "The Board reserves the right to cancel said IT services with a thirty (30) day written notice."

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve the Outsource Solutions Group proposal for three years at a cost of \$325,000/yr., as presented. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. NAYS: Fregetto, Tsalapatani. **MOTION CARRIED.**

SUBSTITUTE MOTION by Eugene Fregetto, seconded Jennifer Tsalapatani, to extend the current contract with Outsource Solutions Group for six (6) months with the same terms and conditions, to allow staff to resolicit proposals for IT services and to schedule a pre-proposal meeting to allow all competitors to be fully informed about the IT proposal. **ROLL CALL VOTE:** AYES: Fregetto, Tsalapatani. NAYS: Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. **MOTION FAILED.**

APPROVE PAYMENT TO EBSCO FOR SUBSCRIPTION SERVICES.

MOTION by Jennifer Tsalapatani, seconded by John Robinson, to approve the EBSCO subscription service invoice in the amount of \$32,109.40. **ROLL CALL VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

DISCUSS MEETING TIMES FOR BOARD AND COMMITTEE MEETINGS.

The board will not schedule meeting earlier than 6:00 p.m. to allow all board members to attend the meetings.

DISCUSS BOARD USE OF WIKI.

President Magerl asked the board to think about how they use the Wiki and any changes they would like to see implemented on the Wiki. Use of the board Wiki will be discussed at the December board meeting.

ANNOUNCEMENTS

President Magerl invited the board to the staff Christmas party on December 14 and asked the board to make a donation for the party.

Jennifer Tsalapatani asked that the Do the Dewey committee begin meeting soon.

MOTION by Myrtle Klebe, seconded by John Robinson, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 8:51p.m.

Minutes prepared Carol Kidd.

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Board Minutes

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 21, 2010

The regular meeting of the Des Plaines public Library Board of Trustees was held in the second floor conference room on Tuesday, December 21, 2010. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jeffrey Rozovics, Jennifer Tsalapatani.

Also Present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Margaret Scholl, Jennifer Delgado, Alderman Dan Wilson.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by Dion Kendrick, to approve the agenda, as written.
VOTE: AYES: All. NAYS: None. **MOTION CARRIED.**

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY COMMITTEE -- Alderman Dan Wilson

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

CONSENT AGENDA

President Magerl asked to remove A. Approval of the Minutes of Board Discussion - November 16, 2010 from the Consent Agenda.

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to approve the Consent Agenda, as modified. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

George Magerl stated that the minutes of the November 16, 2010 Board Discussion should be changed from "Meeting adjourned at 7:59 p.m. to Discussion adjourned at 7:59 p.m."

MOTION by John Robinson, seconded by Jennifer Tsalapatanis, to approve the Minutes of the November 16, 2010 Board Discussion, as modified. **VOTE:** AYES: All. NAYS: None.

MOTION CARRIED.

UNFINISHED BUSINESS.

George Magerl introduced the Employee Merit Increase and Bonus Data that the Board had directed Holly Sorensen to provide. Holly Sorensen gave an explanation of the raise and bonus structure that was shown on the chart. Dion Kendrick wanted to know exactly how many employees were on the payroll for each of the years shown, 2008, 2009, 2010. Eugene Fregetto also wanted more information about the chart.

Dion Kendrick feels the need for a study of Des Plaines Public Library salaries compared to other libraries, including all types of libraries, district, municipal, academic, corporate.

MOTION by Dion Kendrick, seconded by Steven Mokry, to direct library staff to conduct a comparative salary study within 6 months and to include libraries of similar size within the greater Chicagoland area, including municipal libraries, district libraries, academic libraries and private libraries. **VOTE:** AYES: All NAYS: None. **MOTION CARRIED.**

George Magerl spoke about the Wiki and its use for the purpose of sharing information, but he cautioned about having too much information and not soliciting comments or suggestions. Comments would be a violation of the open meetings act and George stressed that we must stay within those guidelines. Eugene Fregetto asked for more study of the FOI act and spoke about the need to educate and inform each other in spite of the FOI act. George again stressed restrictions on sharing information and John Robinson suggested that Eugene Fregetto call the city attorney for clarification on exactly what can be shared. Eugene said that he would make any necessary contacts with the Illinois Attorney General Lisa Madigan.

President Magerl asked that the board packet be divided into sections for easier use. Carol Kidd will be asked to make this change to the Wiki, if possible.

NEW BUSINESS.

MOTION by Jeffrey Rozovics, to approve the payment of vendor checks in the amount of \$85,908.59, as listed on the vendor checks report of November 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **MOTION FAILED FOR LACK OF A SECOND.**

The board discussed several vendor checks including Microsystems, Inc., Cooperative Computer Systems, Standard & Poors and Schindler.

Eugene Fregetto said that the financial reports do not appear to have been reviewed by anyone. Treasurer Rozovics explained the process for approving invoices and how the auditors will certify the accuracy of the numbers.

MOTION by George Magerl, seconded by John Robinson, to approve the payment of vendor checks in the amount of \$85,908.59, as listed on the vendor checks report of November 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. **ROLL CALL VOTE:** AYES: Kendrick, Klebe, Moylan Krey, Magerl,

Mokry, Robinson, Rozovics, Tsalapatanis. NAYS: Fregetto. **MOTION CARRIED.**

The board was asked to approve payment to ProQuest in the amount of \$15,195.00. Roberta Johnson gave an explanation of what this database provides to library users.

Jennifer Tsalapatanis left the meeting at 8:17 p.m.

Eugene Fregetto questioned low numbers on usage of databases. He thought it was very low considering the population in Des Plaines. He does not think several institutions should subscribe to the same thing.

The board discussed the cost per search for several of the databases including Student Resource Center and the Wall Street Journal. The cost is \$6.00 per search for these two databases.

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to approve payment to ProQuest in the amount of \$15,195.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Dion Kendrick requested usage statistics for all databases.

MOTION BY Myrtle Klebe, seconded by John Robinson, to approve payment to Gale for Biography Resource Center/Student Resource Center in the amount of \$10,111.96. (Note: Actual amount on invoice is \$10,222.96)

SUBSTITUTE MOTION by Dion Kendrick, seconded by Eugene Fregetto, to approve the database subscription for Biography Resource Center and to eliminate the database subscription for Student Resource Center and to obtain new pricing for only Biography Resource Center. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

MOTION by Steven Mokry, seconded by Eugene Fregetto, to approve payment to EBSCO in the amount of \$11,989.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

MOTION by Dion Kendrick, seconded by John Robinson, to approve the 2011 appropriation and 2010 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

January and July 2011 Meeting Start Times were discussed and all agreed that the original calendar will stand with the January and July 2011 meeting time at 4:00p.m. with dinner following.

MOTION by Dion Kendrick, seconded by John Robinson, approve payment to The RTI Group in the amount of \$16,990.00 for the purchase of an optical disc repair system and to use 2010 Per Capita Funds. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

Trustees Robinson and Fregetto agreed to serve on the Do the Dewey committee, if available. The first meeting will be January 25 at 3:00 p.m. in the library's second floor conference room.

EXECUTIVE SESSION

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to enter into an Executive Session at 9:04p.m. to discuss Semi-Annual Review of Executive Session Minutes. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

The regular session reconvened at 9:22p.m. and was called to order by President George

Magerl.

EXECUTIVE SESSION ACTION

MOTION by John Robinson, seconded by Susan Moylan Krey, to concur with the decision made in Executive Session to retain all Executive Session Minutes on file and to direct the Management Committee to meet and review all Executive Session Minutes prior to the July board meeting and to make a recommendation to the board about retention and release of minutes. **ROLL CALL VOTE:** AYES: Fregetto, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics. NAYS: Kendrick. **MOTION CARRIED.**

MOTION by Dion Kendrick, seconded by Steve Mokry, to adjourn the regular meeting. **VOTE:** AYES: All. NAYS: None. **MOTION CARRIED.**

Meeting adjourned at 9:25p.m.

Minutes prepared by Margaret Scholl.

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