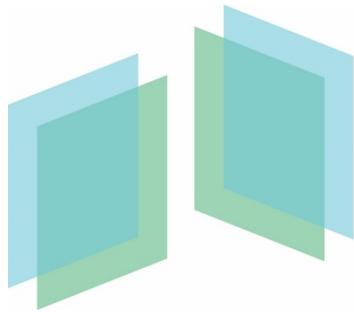


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BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 21, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, February 21, 2019. President Gregory Sarlo called the meeting to order at 5:30 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel, Bruce Lester.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

R. Razz Jenkins stated that he was a candidate for Oakton Community College Board of Trustees. He left a flyer and business cards for interested board members.

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

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Earl Wilson asked to remove from the Consent Agenda, B. Acceptance of Financial Reports for January 2019 and C. Acceptance of Reports. 2. Statistics Report.

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – January 17, 2019.
- C. Acceptance of Reports.
 - 1. Director's Report
 - 3. 2019 Cash Budget Projection

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

Trustee Earl Wilson stated that he compared the Verizon invoice from December 2018 and the January 2019 invoice. He multiplied the January 2019 invoice by 12 months. He stated that this contract should be brought to the board since it is over \$10,000. Assistant Library Director Roberta Johnson replied that the Verizon invoice was less in 2018, since the library was receiving an e-rate discount. That discount was discontinued in 2019. This item will be an agenda item for the March board meeting.

Trustee Earl Wilson stated that the revised statistics report included in the February board packet did not have as much information as what was previously reported and asked that the March statistics revert back to what was provided previously. The consensus of the board was to return to the previous statistics report.

MOTION by Earl Wilson, seconded by Umair Qadeer, to approve the following Consent Agenda items:

- B. Acceptance of Financial Reports for January 2019.
- C. Acceptance of Reports.
 - 2. 2019 Circulation by Month

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$250,640.46. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$250,640.46 as listed on the vendor checks report of January 2019 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the Illinois Public Library Annual Report (IPLAR), as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Report Out Management Committee Action, February 18, 2019 – Denise Hudec. [Action Item]

Trustee Denise Hudec reported that the Management Committee met on Monday, February 18, 2019. The Committee reviewed and approved changes to the following job descriptions:

- Patron Accounts Supervisor
- Head of Patron Accounts and Materials Services

The Management Committee also reviewed and approved changes to the library Personnel Policy, Section D.

MOTION by Committee, to approve job descriptions Patron Accounts Supervisor and Head of Patron Accounts and Materials Services and to approve the Personnel Policy, Section D, as presented. VOTE: ALL. NAYS: None. MOTION CARRIED.

- D. Report Out Ad Hoc Committee – Library Director Search, February 5 and 21, 2019.

President Gregory Sarlo reported that the Ad Hoc Committee met on February 5, 2019 and February 21, 2019 to discuss three proposals that were received for the library director search. The committee recommends John Keister of John Keister & Associates for the library director search.

MOTION by Committee, to approve the proposal submitted by John Keister and Associates for the library director search. VOTE: AYES: Graack, Harkovich, Renkosiak, Wilson, Sarlo. NAYS: None. ABSTAIN: Hudec, Qadeer. MOTION CARRIED.

E. Approve Food for Fines. [Action Item]

Head of Patron Accounts and Materials Services, Michelle Meyer-Edley asked the board to approve Food for Fines from March 16, 2019 – March 24, 2019.

MOTION by Umair Qadeer, seconded by Kristen Graack, to approve Food for Fines from March 16, 2019 – March 24, 2019. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Approve Changes to Library Board Meeting Dates. [Action Item].

MOTION by Denise Hudec, seconded by Umair Qadeer, to approve changes to the Library Board Meeting Dates. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

No announcements.

X. CORRESPONDENCE.

No correspondence.

XIII. ADJOURNMENT.

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

Meeting adjourned at 6:01 p.m.

Minutes prepared Carol Kidd.