



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Regular Meeting Thursday January 18, 2024

I. Call to Order.

II. Board Vice President Kristen Graack called the meeting to order at 7:01 p.m.

III. Roll Call

Roll call indicated the following trustees were PRESENT: Kristen Graack, Lisa DuBrock, Denise Hudec, Nick Harkovich, Nazneen Kapadia, Rachel Rice. ABSENT: Gregory Sarlo, Christine Halblander, Michelle Shimon-Hutchison. ALSO PRESENT: DPPL Staff Jo Bonell, Laurie Papadourakis, Heather Imhoff, Michelle Meyer-Edley, Friends of the Library president John Leach.

IV. Pledge of Allegiance.

V. Vote to invoke the Remote Participation Policy.

MOTION by Hudec, seconded by Harkovich to allow trustees participating remotely to Vote on action items. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Rice. NAYS: None; MOTION CARRIED

VI. Consideration of the Agenda.

MOTION by DuBrock, seconded by Harkovich to accept the agenda. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

VII. Public Comments and Questions
N/A

VIII. Consent Agenda.

- A. Approval of the Minutes of the Regular Board Meeting - December 2023
- B. Acceptance of Financial Reports for December 2023
- C. Acceptance of Reports.
 1. Statistics Report for December 2023
 2. Director's Report for December 2023

Trustee Hudec requested that 7B be removed.

Motion by Dubrock, seconded by Graack to accept items A and C of the Consent Agenda. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

Hudec asked about the status of the library's portion of 2nd Installment of Tax Revenue. Director Bonell stated that DPPL did receive the majority by end of year 2023.

Motion by Hudec, seconded by Graack to accept item B of the Consent Agenda. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

IX. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$356,473.11.

MOTION by Hudec, seconded by Kapadia to approve payment of vendor checks and ACH Payments in the amount of \$356,473.11. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED.

- B. Report out from the Management Committee on changes to DPPL's Personnel and General Policies.

MOTION out of committee to accept changes to DPPL's Personnel and General Policies as presented. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

- C. Review of the Annual Per Capita Grant application.

MOTION by DuBrock, seconded by Harkovich to approve the submission of the Per Capita Grant application as presented. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED.

- D. Discussion about E-Rate.

Director Bonell stated that E-Rate is a Federal Reimbursement for providing internet access in the library. Receiving reimbursement is a difficult and complicated process that requires an IT Services provider with E-Rate certification and an E-Rate consultant to correctly write and submit the application. We received an \$88K credit, half of the total expense.

X. Announcements.

Director Bonell congratulated all involved for the work resulting in outstanding final statistics for 2023. Numbers across the board exceeded pre-pandemic stats. She

especially thanked the staff and the community for using the library.

XI. Correspondence.

NONE

XII. Adjournment.

MOTION by Hudec, seconded by Kapadia to accept the adjourn.

VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None;

MOTION CARRIED.

The meeting adjourned at 7:23 p.m.