



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
January 20, 2022

Gregory Sarlo stated that as President he determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

I. CALL TO ORDER

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, January 20, 2022. President Gregory Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Lisa DuBrock, Kristen Graack, Christine Halblander, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Gregory Sarlo, Carol Kidd.

Absent: Michelle Shimon-Hutchison.

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, John Leach, Drew Langlie, Don Sofolo.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

MOTION by Vincent Rangel, seconded by Lisa DuBrock, to approve the agenda as presented. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VI. CONSENT AGENDA

MOTION by Bruce Lester, seconded by Kristen Graack, to approve Consent Agenda items, as presented. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Michelle Shimon-Hutchison entered the meeting at 7:05 p.m.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$295,618.73 [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$295,618.73, as listed on the vendor checks report of December 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- B. Report Out Building and Grounds Committee Meeting, January 12, 2022 – Nicholas Harkovich. [Action Item]

Chair Nicholas Harkovich stated that the committee met to discuss proposals for engineering services for replacing the existing chilled water plant and are recommending Elara.

Library Director Jo Bonell stated that this was a part of the chiller project budgeted for in 2022. The recommended vendor, Elara, will assess what is necessary for this project to move forward, prepare bid documents, analyze the bids and once the chiller is installed Elara will do function testing on the equipment.

MOTION by Committee to approve Elara for engineering services for replacing the existing chilled water plant. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

C. Report Out Management Committee Meeting, January 20, 2022 – Denise Hudec. [Action Item]

Chair Denise Hudec reported that the Management Committee met to review and approve the Whistleblower policy. All board members received a copy of the policy.

MOTION by Committee, to approve the Whistleblower policy, as presented. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

D. Review and Approve Proposals for Backup and Disaster Recovery Server. [Action Item]

Library Director Jo Bonell introduced Don Sofolo, Outsource Solutions Group, to explain how the proposal for the Backup and Disaster Recovery Server was prepared.

Mr. Sofolo explained that Outsource Solutions Group is not in the hardware business, but they do prepare quotes for the library as a service, so the library can get the best deal. Mr. Sofolo explained that OSG provides the first quote and it is final, then prepares the proposal with the same part numbers and distributes the request for proposal to hardware resellers.

Trustee Kristen Graack asked if the back-up server will protect library information from malicious attacks from outside the library. Mr. Sofolo responded that the back-up system is in a separate domain to be as sure as can be that the data cannot be infiltrated or hacked.

Trustee Lisa DuBrock asked why OSG choose HP for the server. Mr. Sofolo responded that he recommends HP to all of his customers due to the reliability and best prices. Mr. Sofolo stated that the library has used HP for the past 15 years with good results.

Trustee Lisa DuBrock asked if OSG will provide the support of the server as part of their current contract with the library. Mr. Sofolo responded that OSG would install and maintain the server and it is part of the contract the library has had with OSG since 2006.

MOTION by Kristen Graack, seconded by Nicholas Harkovich to approve Outsource Solutions Group to replace the Backup and Disaster Recover Server. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

E. Report on E-Rate – Laurie Papadourakis.

Library Director Jo Bonell stated that E-Rate is a federal grant from the FCC that reimburses companies that provide internet service to the public.

Assistant Director Laurie Papadourakis reported that the library has hired a consultant who assists in applying for rebates through the program. Attached to the board packet was a Comcast invoice that shows the credits from the E-rate program.

Trustee Bruce Lester asked if this was the first time a consultant was hired to prepare grant documents and what is the cost of hiring a consultant?

Assistant Director Laurie Papadourakis responded that this was the first time a consultant was hired and the initial cost is \$1,400 and 8% of whatever amount is received in grant funds.

Trustee Bruce Lester asked for an accounting of funds spent versus grant money received when this information becomes available.

VIII. ANNOUNCEMENTS.

A. Filing Statement of Economic Interest begins March 2022.

Secretary Carol Kidd reported to the board that they would receive an email from the Cook County Clerk's office explaining how they should file their Statement of Economic Interest for 2021.

B. February 17, 2022 Board of Trustee Meeting – 5:00 p.m.

The board will meet at 5:00 p.m. virtually for their February 17, 2022 board meeting.

C. Semi-Annual Board Dinner, February 17, 2022.

No decision was made about a board dinner, because of health concerns regarding Covid 19 restrictions.

IX. CORRESPONDENCE.

None.

X. OTHER.

None.

MOTION by Bruce Lester, seconded by Vincent Rangel, to adjourn the regular meeting.

Meeting adjourned at 7:34 p.m.

Minutes prepared by Carol Kidd.