



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 21, 2021

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 21, 2021. President Gregory Sarlo called the meeting to order at 7:02 p.m.

II. ROLL CALL.

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

Also present: Jo Bonell, Roberta Johnson, Heather Imhoff.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

VI. CONSENT AGENDA.

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

VII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$299,126.80. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$299,126.80 as listed on the vendor checks report of December 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- B. Report Out Management Committee Meeting, January 21, 2021 – Denise Hudec. [Action Item]

Chair Denise Hudec reported that the Management Committee met to discuss to changes to the following:

Job Descriptions

Acquisitions and Cataloging Manager

Building and Security Manager

Head of Patron Accounts Services

Material Services Manager

Personnel Policy

Drug-Free Workplace Policy, including the Legalization of Cannabis in Illinois, in the Personnel Policy

Investment Policy

Chair Denise Hudec also reported that materials (job descriptions, personnel policy and investment policy) sent to the Management Committee were also mailed to all board members for their review.

MOTION by Committee to approve changes to Job Descriptions, Personnel Policy and Investment Policy, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS.

- A. Filing Statement of Economic Interest begins March 2021.

Secretary Carol Kidd reminded the board that they will receive an email from Secretary of State to file their Statement of Economic Interest beginning March 1, 2021.

- B. February 18, 2021 Board of Trustee Meeting – 5:00 p.m.

Secretary Carol Kidd stated that the February Board Meeting will meet at 5:00 p.m.

- C. Semi-Annual Board Dinner, February 18, 2021.

The board consensus was to use Zoom for the board dinner after the board meeting.

- D. Des Plaines Chamber of Commerce “FOOD FIGHT”.

Library Director Jo Bonell asked the board to participate in the Chamber Food Fight by bringing donations to the library.

- E. Per Capita Grant Requirements – Review *Serving Our Public 4.0 Standards For Illinois Public Libraries*.

Library Director Jo Bonell reminded the board that they would be reviewing *Serving Our Public 4.0 Standards For Illinois Public Libraries* at the February 18 board meeting.

IX. CORRESPONDENCE.

X. OTHER.

XI. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Kristen Graack, to adjourn the regular meeting. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:36 p.m.

Minutes prepared Carol Kidd.