



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
February 17, 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, February 17, 2022. President Gregory Sarlo called the meeting to order at 5:10 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, Gregory Sarlo, Carol Kidd.

Absent: Vincent Rangel, Michelle Shimon-Hutchison.

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, John Leach, Wes Levy, Steve Litko.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

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

V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VI. CONSENT AGENDA

Trustee Denise Hudec asked to remove the following items from the Consent Agenda:

- E. Acceptance of Financial Reports for January 2022.
- F. Acceptance of Reports
 - 2. Statistics Report – February 17, 2022.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – January 20, 2022.
- B. Approval of the Minutes of the Building and Grounds Committee Meeting – January 12, 2022.
- C. Approval of the Minutes of the Management Committee Meeting – January 20, 2022.
- D. Approval of the Minutes of the Planning Committee Meeting – January 20, 2022.
- F. Acceptance of Reports.
 - 1. Director's Report – February 17, 2022.

ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Denise Hudec asked for an explanation of the Revenue Report, Library Donations, in the amount of \$181,500.00.

Library Director Jo Bonell responded that this was the settlement from a lawsuit, as well as a donation from Kiwanis Club.

Trustee Bruce Lester asked if the legal bill had been received regarding the settlement and Library Director Jo Bonell responded no.

Trustee Denise Hudec asked why the programming statistics were not broken out into categories, such as virtual programming, podcasts, etc., to get a clearer idea of the program attendance. Heather Imhoff, Head of Marketing and Communications, responded that a breakout of the programming was further on in the packet.

MOTION by Denise Hudec, seconded by Kristen Graack to approve the following Consent Agenda items:

- E. Acceptance of Financial Reports for January 2022.
- F. Acceptance of Reports
 - 2. Statistics Report – February 17, 2022.

ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo. NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$200,716.06. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$200,716.06, as listed on the vendor checks report of January 2022 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, Sarlo. NAYS: None. MOTION CARRIED.

- B. Lauterbach and Amen Presentation on Board Financials – Wes Levy and Steve Litko.

Steve Litko, Principal at Lauterbach and Amen, reviewed the Financial statements for the board.

Trustee Lisa DuBrock asked if the library was on a calendar year or fiscal year cycle. Steve Litko responded the library operated on a calendar year accounting cycle.

Trustee Lisa DuBrock also asked if information for YTD was on the monthly reports and Steve Litko responded yes.

C. Report Out Planning Committee Meeting, January 20, 2022 – Vincent Rangel. [Action Item]

President Gregory Sarlo reported that Vice President and Chair of the Planning Committee, Vincent Rangel, was stuck in traffic, due to inclement weather.

Library Director Jo Bonell stated that the committee will work on the Strategic Plan in-house and there will be a brainstorming/SWAT meeting sometime in March 2022. Library Director Jo Bonell also stated that information will be sent to the Planning Committee members before the March meeting. All library board members will be invited to attend and participate in the strategic planning process.

D. Report Out Management Committee Meeting – February 16, 2022 – Denise Hudec. [Action Item]

Library Director Jo Bonell proposed a revision to the Human Resources Manager job description, because the current description is overly broad and the position itself functions as both Human Resources Manager and Business Manager. The proposed new job description includes only human resources duties and has no supervisory responsibility.

President Gregory Sarlo stated that he has concerns about the proposed updated description. He stated that after researching qualifications for a Human Resources Manager it was unclear to him that, structurally and hierarchically, the qualifications proposed met current recommended standards. President Gregory Sarlo asked that this be further discussed at another meeting. He also stated that the position, when filled, should remain at a department head level due to the nature of the position and its responsibilities, and also because that is the standard in most corporate and non-corporate settings.

Trustee Bruce Lester stated that he has concerns about the qualifications as written in the proposed revised job description for the Human Resources Manager position, but he agreed with the recommendations proposed by President Gregory Sarlo.

Trustee Kristen Graack stated that the committee agreed that the Human Resources Manager position as it is currently structured is too broad, and that it has been extremely difficult to find applicants with all the currently stated duties and qualifications. The committee supported the updated proposed job description.

President Gregory Sarlo stated that while the board needs additional time to assess the proposed Human Resources Manager job description, some duties of this position are critical to the continued functioning of library business; therefore, Library Director Jo Bonell should hire the most qualified person for the position at this time.

Denise Hudec, Chair of the Management Committee, withdrew the motion to approve the revised Human Resources Manager position. The job description will be reviewed by committee and board at a later date.

E. Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Denise Hudec, seconded by Christine Halblander, to approve Illinois Public Library Annual Report, as presented. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo. NAYS: None. MOTION CARRIED.

F. Approve Payment to RAILS for Communico - \$15,000.00. [Action Item]

MOTION by Lisa DuBrock, seconded by Kristen Graack, to approve payment to RAILS for Communico in the amount of \$15,000.00. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS.

A. Kiwanis Donation – Stephanie Spetter.

Stephanie Spetter, Head of Youth Services, reported the library attends Salvation Army Breakfast with Babies programs and contributes board books, promotes library services and offers residents the opportunity to apply for a library card. She reported that the Kiwanis Club voted to fund purchasing library board books for this program in the amount of \$1,500.00. Also, Kiwanis has added the library in their yearly budget, and will donate \$1,500.00 annually to the library for programming.

B. Special Proclamation – Dr. Gregory Sarlo.

Library Director Jo Bonell read a special proclamation for Board Secretary and Human Resources Manager, Carol Kidd, who is retiring on March 11, 2022.

Carol thanked the board and staff for this special honor.

IX. CORRESPONDENCE.

None.

X. OTHER.

None.

MOTION by Nicholas Harkovich, seconded by Christine Halblander, to adjourn the regular meeting.

Meeting adjourned at 6:44 p.m.

Minutes prepared by Carol Kidd.