



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting February 18, 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, February 18, 2021. President Gregory Sarlo called the meeting to order at 5:01 p.m.

II. ROLL CALL.

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

Absent: Denise Hudec.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

Trustee Denise Hudec entered the meeting at 5:03 p.m.

VI. CONSENT AGENDA.

MOTION by Nicholas Harkovich, seconded by Bruce Lester, 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 - \$240,593.45. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$240,593.45 as listed on the vendor checks report of January 2021 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. Review and Approve Proposal for the Removal and Installation of an Automated Materials Handling System and Related Equipment. [Action Item]

Library Director Jo Bonell reviewed the proposal for the Removal and Installation of the Automated Materials Handling System and Related Equipment. She stated that also included in the proposal were the gates, RFID tags and self-checks. This equipment was included due to cost considerations and extra time needed for the Automated Materials Handling System to be shipped, received and installed.

Trustee Kristen Graack asked for the total first year cost for Lyngsoe and Envisionware and Library Director Jo Bonell responded the total first year costs for all components would be \$206,316. Trustee Kristen Graack also asked who would service the equipment and Michelle Meyer-Edley, Head of Patron Accounts and Materials Services responded that Envisionware and Lyngsoe would work together to service the equipment.

The purchase of the sorter and maintenance contract for years one and two would be purchased from Lyngsoe. The purchase of 10 RFID pads, 7 Self-checks and 3 Security Gates and maintenance contract for years one and two would be purchased from Envisionware.

The board discussed the purchase of this equipment.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the proposals from Lyngsoe and Envisionware for the Removal and Installation of the Automated Materials Handling System and Related Equipment in the amount of \$206,316 for total project cost for all components and \$18,212 for total 2nd year service agreements cost. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- C. Review and Approve Changes to Policy C – General Regulations, C-1, Registration Eligibility. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve changes to Policy C – General Regulations, C-1, Registration Eligibility. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- D. Review Serving Our Public 4.0 Standards For Illinois Public Libraries – Trustee Requirement for Per Capita Grant Application. [Action Item]

MOTION by Nicholas Harkovich, seconded by Kristen Graack, that Serving Our Public 4.0 Standards for Illinois Public Libraries has been reviewed by the board as a requirement for the Per Capital Grant application. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- E. Review and Approve Per Capita Grant Application. [Action Item]

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

- F. Review and Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the Illinois Public Library Annual Report, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS.

President Gregory Sarlo announced that Michelle Shimon and Christine Halblander were appointed to the Des Plaines Public Library Board of Trustees at the February 16, 2021 Des Plaines City Council meeting. Their terms of service will be through June 30, 2022.

Trustees Bruce Lester, Denise Hudec, Vincent Rangel and Nicholas Harkovich were reappointed to the Des Plaines Public Library Board of Trustees at the February 16, 2021 Des Plaines City Council meeting. Their terms of service will be through June 30, 2023. These appointments will become official at the March 1, 2021 Des Plaines City Council meeting, second reading.

IX. CORRESPONDENCE.

X. OTHER.

XI. ADJOURNMENT.

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

Meeting adjourned at 5:42 p.m.

Minutes prepared Carol Kidd.