



DES PLAINES PUBLIC LIBRARY BOARD OF
TRUSTEES

Minutes of the Regular Meeting April 15, 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, April 15, 2021. Vice-President Vincent Rangel called the meeting to order at 7:00 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Mindy Capper, Kristen Graack, Christine Halblander, Bruce Lester, Vincent Rangel, Carol Kidd.

Absent: Denise Hudec, Nicholas Harkovich, Gregory Sarlo, Michelle Shimon-Hutchison.

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

III. PLEDGE OF ALLEGIANCE

Trustees Michelle Shimon-Hutchison and Denise Hudec entered the meeting at 7:03 p.m.

IV. CONSIDERATION OF THE AGENDA

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. 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, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$172,322.71 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$172,322.71 as listed on the vendor checks report of March 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, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

- B. Review and Approve C- Library Regulations, C-3 Overdue Materials. [Action Item]

Library Director Jo Bonell asked the Board to approve replacing Policy C - Library Regulations C-3 Overdue Fines with Library Regulations C-3 Overdue Materials, to reflect the Library going fine free in May. The Board previously discussed this policy revision at the March 18, 2021 Board meeting. Library Director Jo Bonell reviewed how the new fine free procedures would work, and stated that patrons would still be responsible for lost or damaged items. The new policy is compliant with our library consortium's requirements for going fine free.

MOTION by Bruce Lester, seconded by Christine Halblander, to approve the new Policy C- Library Regulations C-3 Overdue Materials. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None.

- C. Report Out Management Committee Action – Denise Hudec. [Action Item]

Trustee Denise Hudec reported on the Management Committee's review of five revised job descriptions:

Assistant Director
Readers' Services Manager

Readers' Services Assistant
Teen Services Librarian
Teen Services Assistant

The Management Committee recommends that the first four job descriptions be approved by the Board. They recommend that the Teen Services Assistant position be reviewed at the May 20, 2021 board meeting along with the Salary and Classification Schedule.

MOTION by Committee , to approve four Library job descriptions:

Assistant Director
Readers' Services Manager
Readers' Services Assistant
Teen Services Librarian

ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None.

Vice President Vincent Rangel thanked the Management Committee for their work. Trustee Denice Hudec encouraged the new Board members to consider which committee they would be interested in serving and let President Gregory Sarlo know.

VIII. ANNOUNCEMENTS

Trustee Mindy Capper said she would be resigning from the Board to pursue an advanced teaching degree, and that this would be her last meeting. The Trustees and the Director thanked her for her commitment to the library, especially during the pandemic. The Library will purchase children's books in Trustee Capper's honor.

Assistant Director Roberta Johnson announced that she would be retiring on July 2nd, after 23 years at the Library. Johnson thanked the staff and the Board for creating an amazing community resource.

Head of Marketing and Communications Heather Imhoff showed our Spring mailing, which was sent to all Des Plaines households, inviting residents to participate in the Library's many activities. The mailer includes an offer for all cardholders (new and former) to pick up a Library umbrella, while supplies last. Trustee Rangel thanked the staff for reaching out directly to the community.

IX. CORRESPONDENCE

None.

X. OTHER

Trustee Denice Hudec asked how Spring Early Voting had gone. Library Director Jo Bonell said there were over 2,500 votes cast in the Library.

XI ADJOURNMENT

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

Meeting adjourned at 7:23 p.m.

Minutes prepared by Carol Kidd.