



**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Regular Meeting  
April 21, 2022**

Dr. 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.

He also stated that in light of mask mandate changes this week he explored moving the April meeting to an “in-person” format, but was unable to do so due to the 48 hour notice of changes requirement. DPPL trustees will resume meeting in person at Des Plaines Public Library in May in meeting room B.

**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 21, 2022. President Gregory Sarlo called the meeting to order at 7:06 pm

**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

Absent: Vincent Rangel, Michelle Shimon-Hutchison.

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

**III. Pledge of Allegiance.**

**IV. Consideration of the Agenda.**

**MOTION by Kristen Graack to accept the agenda.**

SECONDED BY: Lisa DuBrock

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: None

**MOTION CARRIED**

V. **Public Comments and Questions.**

No Comments

VI. **Consent Agenda. [Action Item] (7:10 PM)**

A. Approval of the Minutes of the Regular Board Meeting –  
March 17, 2022.

B. Acceptance of Financial Reports for March, 2022.

C. Acceptance of Reports.

1. Statistics Report for March, 2022.

2. Director's Report for March, 2022

Trustee Hudec asked that agenda item C1 be pulled.

MOTION by Trustee Lester to approve the Consent Agenda minus C1.

SECONDED BY Trustee Halblander

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: None

**MOTION CARRIED**

Trustee Hudec inquired about the public computer usage statistic and whether the public computers in the 2<sup>nd</sup> floor Youth Services department had reopened. Director Bonell replied yes.

Trustee Hudec asked for an explanation of the dramatic increase in database usage statistic. Head of Adult Services Joanie Sebastian said this is due to new, more accurate, way the Press Reader database statistics are counted and reported.

Trustee Hudec requested that In Person programming statistics be pulled out and reported separately going forward. Director Bonell agreed.

MOTION Trustee Hudec to approve C1 of the Consent Agenda.

SECONDED BY Trustee Graack

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: None

**MOTION CARRIED**

**VII. New Business. (7:20 p.m.)**

**A. Approve Payment of Vendor Checks Report and ACH Payments - \$335,209.21**

**MOTION by Trustee Graack to Approve Payment of Vendor Checks and ACH payments in the amount of \$335,209.21 as listed on the vendor check report of March 2022, and direct the library director Bonell to transfer the amount required to the library operating account.**

SECONDED BY: Trustee Hudec

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: None

**MOTION CARRIED**

**B. Report from the Management Committee**

Trustee Hudec, Chair of the Management Committee, reported out from the April 21, 2022 Management Committee meeting.

Trustee Hudec made a motion out of committee to approve changes to the Human Resources Manager Position and updates to the salary classification schedule as proposed.

**MOTION by Lisa DuBrock to approve changes to the Human Resources Manager Position.**

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Hudec, Sarlo

NAYS: Trustees Harkovich, Lester

**MOTION CARRIED**

**MOTION out of committee to approve updates to the salary classification schedule.**

SECONDED BY:

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: None

**MOTION CARRIED**

**C. Report from the Planning Committee**

Director Bonell reported on behalf of Trustee Rangel, committee chair, that members of the the Planning Committee met with the library management team to conduct a SOAR analysis as a first step in developing a 2023-2025 strategic plan.

**D. Review of vendor quotes for PC lifecycle**

Director Bonell stated this is an annually budgeted item for the replacement of public and staff PCs according to the board approved lifecycle. The recommendation is to accept the low bid from Outsource Solution Group (OSG).

Trustee DuBrock asked about the payment terms for the PCs, given the possible supply chain delays. OSG president Don Sofolo stated that the library would not be invoiced until the product arrived, and the models recommended are all in stock.

**MOTION by: Trustee Graack to accept the proposal from OSG for purchase of lifecycled PCs in the amount of \$38,506.90.**

SECONDED BY: Trustee Halblander

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: None

**MOTION CARRIED**

**E. Review of vendor quotes for Internet**

Director Bonell stated that our internet contract is up. DPPL is recommending we accept the Comcast bid. They are DPPL's current provider, are the best lowest bidder, are the only bidder reimbursable through eRate, and have submitted a bid \$1,000 below the current contracted amount.

**MOTION by Trustee DuBrock to accept the bid from Comcast at a rate \$1,050 per month for 1G, for a term of 36 months.**

SECONDED by: Trustee Hudec

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: none

**MOTION CARRIED**

**F. Extending library closing for in-service day, June 29, 2022**

Director Bonell requested the library be closed all day on June 29<sup>th</sup> for an in-person all-staff in-services workshop.

**MOTION by Trustee Hudec approve the closing the library all day on June 29<sup>th</sup>, 2022 for an in-service day.**

SECONDED by: Trustee Halblander.

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: none

**MOTION CARRIED**

**VIII. Other.**

Trustee Lester requested the bill for recent legal services, including the billing items, hours and rates, be presented at the May meeting.

**IX. Announcements.**

Director Bonell stated it is National Library Week and in addition to thanking staff, we also want to celebrate and thank the other dedicated individuals who help make DPPL your award-winning STAR library: DPPL's Board of Trustees and Friends of the Library. Banners in our atrium and on the homepage of our website reflect this.

**X. Correspondence.**

None

**XI. Adjournment.**

**MOTION by Trustee Lester to adjourn.**

SECONDED by: Trustee Graack

ROLL CALL VOTE:

AYES: Trustees DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo

NAYS: none

**MOTION CARRIED**

Meeting adjourned at 7:54 p.m.

Minutes prepared by Heather Imhoff