



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
May 20, 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, May 20, 2021. President Gregory Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Christine Halblander, Denise Hudec, Vincent Rangel, Michelle Shimon-Hutchison, Gregory Sarlo, Carol Kidd.

Absent: Kristen Graack, Nicholas Harkovich, Bruce Lester.

Also present: Jo Bonell, Roberta Johnson, Heather Imhoff, Drew Langlie, Don Sofolo, Stephanie Spetter, Joanie Sebastian, Michelle Meyer-Edley, John Leach.

III. PLEDGE OF ALLEGIANCE

Trustees Bruce Lester and Nicholas Harkovich entered the meeting at 7:03 p.m.

IV. CONSIDERATION OF THE AGENDA

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the agenda as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

President Gregory Sarlo thanked the Mayor and Des Plaines City Council for

approving the inclusion of the Pride Flag to be displayed in the City.

VI. CONSENT AGENDA

Trustee Denise Hudec asked to remove item D Acceptance of Reports from the Consent Agenda.

MOTION by Bruce Lester, seconded by Christine Halblander, to approve the following Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – April 15, 2021
- B. Approval of the Minutes of the Management Committee Meeting – April 15, 2021
- C. Acceptance of Financial Reports for April 2021.

ROLL CALL VOTE: AYES: Halblander, Harkovich, Hudec, Lester, Rangel, Sarlo, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

Trustee Kristen Graack entered the meeting at 7:05 p.m.

Trustee Denise Hudec asked that the Director's Report include a list of newly hired and/or departing staff. Director Jo Bonell stated that now that the Library was hiring staff again she will include that list with the next Director's Report.

MOTION by Denise Hudec, seconded by Vincent Rangel, to approve the following Consent Agenda item:

- D. Acceptance of Reports from the Consent Agenda.

ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$425,698.18 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$425,698.18, as listed on the vendor checks report of April 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

B. Report out Management Committee Meeting – Denise Hudec.
[Action Item]

Trustee Denise Hudec reported on the Management Committee’s review of six revised Library job descriptions.

MOTION by Committee, to approve six revised Library job descriptions:

School Liaison Librarian
Seasonal Preschool Outreach Intern
Teen Services Assistant
Youth Services Assistant Manager
Youth Services Assistant
Youth Services Librarian

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

The Management Committee also reviewed the revised Library Salary and Classification Schedule with the new Teen Services Assistant job description added to Group 6.

MOTION by Committee, to approve the revised Library Salary and Classification Schedule.

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

President Gregory Sarlo thanked the Management Committee and the Library Director for their work.

C. Review and Approve Proposals for Network Security Replacement Firewall. [Action Item]

Director Jo Bonell stated that she had asked OSG to review Library internet security in light of recent nationwide cyber-attacks. OSG recommended that the Library replace its six-year-old firewall system, which is at the end of its lifecycle. OSG IT Manager Drew Langlie and OSG President Don Sofolo described the system, which protects both the patron and the staff network, and the proposal to replace the firewall. The new system will identify potential threats and provide extensive reporting on the network usage. OSG collected four quotes from vendors, comparing the same equipment and maintenance support subscription. The chosen vendor will supply the equipment and OSG will install it as part of their full-service contract.

Trustee Kristen Graack asked if the OSG quote was for the same equipment as the other quotes. Mr. Sofolo stated that it was. This will be a one-time purchase of the hardware and the quote includes a three-year support subscription. The lifecycle on the new hardware will also be five to six years. Trustee Kristen Graack asked how the software would be updated. Mr. Sofolo explained that the support subscription included regular updates to the software.

Trustee Denise Hudec asked if the Library currently had a support subscription for the firewall. Mr. Sofolo stated that the Library had a warranty for the current firewall, and the new firewall had greater capabilities and therefore would have a corresponding support system.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the proposal from CDW-G, the lowest responsible bidder, to replace the Network Security Firewall at a cost of \$14,694.00. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None.

D. Appoint Nominating Committee [Action Item]

Carol Kidd, Secretary, misspoke when she reported that Kristen Graack would be chair of the Nominating committee. Trustee Bruce Lester was appointed by President Gregory Sarlo as Chair of the Nominating Committee.

Carol Kidd reported that the Board is approaching its annual officers' election for 2021/2022. The Nominating Committee will be Chair Bruce Lester and Trustee's Kristen Graack and Christine Halblander. The Committee will meet before the June 2021 meeting to consider candidates.

E. Approve Payment to RAILS for OverDrive, 07/01/2021 – 06/30/2022, \$12,536.10.

Director Jo Bonell explained that this annual purchase is for our membership in a consortial collection of ebooks, eaudiobooks, and other downloadable content for patron use. The vendor is OverDrive, and our library system RAILS manages the service.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment to RAILS for OverDrive, 07/01/2021 – 06/30/2022 in the amount of \$12,536.10. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None.

VIII. ANNOUNCEMENTS

A. Committee Assignments.

Board Secretary Carol Kidd announced the following committee assignments made by President Sarlo:

Building & Grounds: Chair Nicholas Harkovich, Vincent Rangel, Michelle Shimon-Hutchison

Finance: Chair Kristen Graack, Michelle Shimon-Hutchison, Bruce Lester

Management: Chair Denise Hudec, Kristen Graack, Christine Halblander

Planning: Chair Vincent Rangel, Bruce Lester, Nicholas Harkovich

Executive Committee: Chair Gregory Sarlo, Vincent Rangel, Kristen Graack, Denise Hudec, Nicholas Harkovich

The Trustees discussed the Illinois update on mask wearing which follows CDC guidance and was announced on May 17, 2021. The current Library COVID-19 Rules of Conduct policy is intended to sunset upon the state-wide announcement of Phase 5, which is expected on June 11, 2021.

Director Jo Bonell stated that the Library will follow the current guidance by posting updated signage asking unvaccinated visitors to wear masks and follow social distancing guidelines. The Library administration and Board recognize that there is no practical way for staff to enforce mask wearing. The current setup of furniture and computer stations supports six-foot separation of patrons.

Trustee Bruce Lester asked that Library Security be prepared to address instances of harassment of patrons wearing masks. Director Jo Bonell agreed and stated that no harassment of patrons for any reason will be tolerated. The staff will continue to wear masks in all public areas of the library.

Trustee Denise Hudec asked if the staff had discussed mask-wearing policy in the children's areas, as children currently cannot be vaccinated. Director Jo Bonell said the Management Team had discussed it but realized that since children went everywhere in the library, mask-wearing in one area could not be enforced. Staff will offer masks to children as necessary. Trustee Michelle Shimon-Hutchison asked if mask-wearing for children 12 and under would be enforced after the June 11th announcement, and Director Jo Bonell said she believed that this practice would not continue after that date.

The Trustees discussed potential changes to the Open Meetings Act post-pandemic and what those changes might mean to in-person Board meetings. President Gregory Sarlo emphasized that safety was his primary concern in conducting Board meetings. The Library has several options for meeting spaces.

Head of Marketing and Communication Heather Imhoff announced the new Library Wi-Fi Plaza, with brightly colored tables and chairs out in front for patrons to enjoy the warm weather while using the Library's Wi-Fi. The extended Wi-Fi is a result of a grant to the Library.

The Library is hosting a District 62 exhibit of student art expressing their experiences during the pandemic, called *Six Feet ApART*. The art will also be photographed as a part of the Des Plaines Memory archives.

President of the Friends of the Library John Leach thanked Assistant Director Roberta Johnson for her years of support and commitment to the Friends.

IX. CORRESPONDENCE

None.

X. OTHER

None.

XI ADJOURNMENT

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

Meeting adjourned at 7:53 p.m.

Minutes prepared by Carol Kidd.