



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting May 21, 2020

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 21, 2020. President Gregory Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

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

Absent: Umair Qadeer.

Also present: Jo Bonell.

III. 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.

Trustee Umair Qadeer entered the meeting at 7:07 p.m.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern in writing about the library's expenditures during the time that the library is closed.

V. CONSENT AGENDA.

Trustee Denise Hudec asked to remove C.2. Statistics Report from the Consent Agenda.

MOTION by Umair Qadeer, seconded by Nicholas Harkovich, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – April 16, 2020.
- B. Acceptance of Financial Reports for April 2020.
- C. Acceptance of Reports.
 - 1. Director's Report

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Denise Hudec stated that she liked the virtual statistics report that was part of the May board packet and asked if virtual statistics could be reported separately for the time the library was closed to the public. Library Director Jo Bonell responded that virtual statistics will continue to be a separate report and can be adjusted for the time the library was closed.

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

- C. Acceptance of Reports
 - 2. Statistics Report.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$233,081.10. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$233,081.10 as listed on the vendor checks report of April 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Report Out Finance Committee Meeting – Kristen Graack.

Chair Kristen Graack reported that the Finance Committee met and that Library Director Jo Bonell reported how she and staff were reducing expenses in some areas, such as additional cleaning services and painting projects. Chair Kristen Graack also reported that Library Director Jo Bonell talked about the costs to the library for unemployment, if staff

were to be laid off. The savings would be minimal because the library is responsible for the cost of unemployment.

Chair Kristen Graack also reported that Library Director Jo Bonell was not filling open positions and has instituted a hiring freeze. Because of the hiring freeze and not filling any open positions the library is saving more than \$300,000 for a year. Chair Kristen Graack reported that with the hiring freeze and reductions in expenses that the library would be able to operate with current funding through the end of the year.

1. Approve Extension of Suspension of Fines. [Action Item]

Chair Kristen Graack also reported that Library Director Jo Bonell requested an extension of the suspension of fines until September 1, 2020.

MOTION by Committee, to approve the request for an extension of the suspension of fines until September 1, 2020. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Payment to RAILS for OverDrive, 07/01/2020 – 6/30/2021 - \$12,548.38. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment to RAILS for OverDrive in the amount of \$12,548.38 for services from 07/01/2020 through 06/30/2021. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Intergovernmental Agreement with Maine West High School. [Action Item]

Library Director Jo Bonell explained to the board that Maine West High School has asked the Des Plaines Public Library to consider offering library cards to students who attend the high school, but do not live in areas with public library services. Maine West High School would be responsible for any costs associated with these cards, such as damage to books, lost materials, etc.

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the Intergovernmental Agreement with Maine West High School, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII. OTHER.

Assistant Director Roberta Johnson reported that the Rotary Club of River Cities would fund summer reading in the amount of \$500.00 and the Friends of the Library would fund the library's summer reading program with a donation of \$3,500.00.

Assistant Director Roberta Johnson also reported that the library has a commitment from E-Rate for funding \$40,000 to pay for some services provided by Outsource Solutions Group and \$19,860 to Comcast for library internet.

VIII. CORRESPONDENCE.

President Gregory Sarlo reported that City of Des Plaines Police Chief Kushner offered their services, if needed, during carry-out service and book returns.

IX. Executive Session.

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

MOTION by Vincent Rangel, seconded by Mindy Capper, to enter into Executive Session at 8:09 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:20 p.m. and was called to order by President Gregory Sarlo.

X. Executive Session Action.

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

No action was taken in Executive Session.

X. ADJOURNMENT.

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

Meeting adjourned at 8:20 p.m.

Minutes prepared Carol Kidd.