



DES PLAINES PUBLIC LIBRARY

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**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 16, 2022**

I. Call to Order.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in person in DPPL Meeting Room B with electronic remote participation by one trustee on Thursday June 16, 2022. President Gregory Sarlo called the meeting to order at 7:01 pm.

II. Roll Call.

Roll call indicated the following board members were present:

Lisa DuBrock, Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Gregory Sarlo, Michelle Shimon-Hutchison

Absent: Christine Halblander

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, Lauren Wolf.

President Sarlo stated that we have a quorum in person and reminded viewers that a minimum of five trustees must attend the meeting in person in order to conduct business.

III. Pledge of Allegiance.

IV. Vote to allow trustees participating remotely to Vote on action items.

MOTION by Hudec, seconded by Graack to allow trustees to participate remotely. ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Sarlo; NAYS: None; MOTION CARRIED

Trustees discussed that the wording of the motion on the agenda was not correct, and agreed the correct wording had been used in the motion and voted on: *Vote to all trustees to participate remotely.*

V. **Consideration of the Agenda.**

MOTION by Hudec, seconded by Graack to allow trustees to participate remotely. ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

VI. **Public Comments and Questions.**

No Public Comments or Questions

VII. **Consent Agenda.**

- A. Approval of the Minutes of the Regular Board Meeting – May 19, 2022.
- B. Approval of the Minutes of the Management Committee Meeting - May 19, 2022.
- C. Acceptance of Financial Reports for May, 2022.
- D. Acceptance of Reports.
 - 1. Statistics Report for May, 2022.
 - 2. Director's Report for May, 2022

MOTION by Hudec, seconded by Harkovich to accept the consent agenda. ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

VIII. **New Business**

- A. **Approve Payment of Vendor Checks Report and ACH Payments - \$213,798.23**

MOTION by Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of -\$213,798.23 as listed on the vendor checks report of May 2022 and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account. ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

- B. **Approval of RAILS OverDrive Invoice – \$14,762.77.**

Director Bonell explained that OverDrive is our eMaterials platform and also the provider eMaterials we share with other RAILS members. We have a negotiated group rate through RAIL consortium.

MOTION by Graack, seconded by Denise Hudec, to approve payment

of the RAILS OverDrive Invoice in the amount of \$14,762.77
ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec,
Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

C. Approval of RAILS EBSCO Invoice – \$13,343

Director Bonell explained that EBSCO is our database vendor. We have a negotiated group rate through RAIL consortium.

MOTION by Hudec, seconded by DuBrock, to approve payment of the RAILS EBSCO Invoice in the amount of \$13,343
ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec,
Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

D. Approve 2023 Library Board Meeting Dates.

Director Bonell stated that the correct June 2023 closing date is June 16, 2023, and that all proposed dates were checked against holiday calendars for conflicts with religious holidays.

MOTION by Harkovich, seconded by Hudec to approve 2023 Library Board Meeting dates. VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

E. Approve Non-Resident Fee - \$263.

Director Bonell stated this is the annual fee charged non-residents if they would like a library card. The fee follows a formula set by the State of Illinois.

MOTION by Graack, seconded by Harkovich to approve a Non-Resident Fee in the amount of \$263. VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

F. Report Out from Management Committee

Chair Hudec states the committee recommends proposed changes to the bylaws regarding public comment at meetings, including the limit of comments to three minutes per person and a total of thirty minutes of public commentary.

MOTION by DuBrock to accept the policy for public comment as read out by the Management Committee. ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-

Hutchison; NAYS: None; MOTION CARRIED

G. Report Out from the Nominating Committee and Approved Slate of Officers – President, Vice President, Treasurer and Secretary.

Chair Lester stated that just four names submitted and due to that there was no need to hold a nominating committee meeting. The committee places in nomination: Gregory Sarlo for president, Kristen Graack for vice-president, Denise Hudec for treasurer, and Lisa DuBrock for secretary. The vote and swearing in will be held at the July 2022 meeting. Additional candidates may also be submitted for vote at that meeting.

IX. Other.

President Sarlo stated that we anticipate not receiving funding from the second installment of Cook County property taxes until December of 2022. Director Bonell stated that precautions are being considered and taken now to ensure the library can continue to operate until receipt of that funding.

Trustee Lester questioned existing policies regarding remote meeting participation

X. Announcements.

Trustee DuBrock formally thanked DPPL head of marketing and communications Heather Imhoff for including her residential postal route added to the library mail distribution list. Residents in her neighborhood are delighted to now receive library mailings.

The July 21, 2022 Board of Trustees Meeting will be held at 4:00 p.m. in Meeting Room B.

The Semi-Annual Board Dinner is scheduled July 21, 2021 following the board meeting. Sarlo asked whether dining in person is something the board feels comfortable with at this time. A decision to proceed with the dinner will be made closer to the date.

XI. Correspondence.

No correspondence.

XII. Executive Session as permitted by section 2(c)(21) of the Open Meetings Act to conduct the semi-annual review of the closed session meeting minutes.

MOTION by Hudec, seconded by Graack to go into Executive Session.
VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

Executive Session commenced at 7:45 p.m.

XIII. Report out from Executive Session

MOTION by Graack, seconded by Hudec, moving that trustees release Executive Session minutes from January 17, 2019, June 6, 2019, June 24, 2019, June 25, 2019, June 27, 2019, July 8, 2019, October 17, 2019, and November 21, 2019

ROLL CALL VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

XIV. Adjournment

MOTION by Harkovich, seconded by Hudec to adjourn. VOTE: AYES: DuBrock, Graack, Harkovich, Hudec, Lester, Sarlo; NAYS: None; MOTION CARRIED

Meeting ends at 8:05.

Notes prepared by Secretary DuBrock and Heather Imhoff

This meeting will be video recorded, and available on the Library's website.