



DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES

Minutes of the Regular Meeting  
June 17, 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 17, 2021. President Gregory Sarlo called the meeting to order at 7:02 p.m.

II. ROLL CALL

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

Absent: Christine Halblander, Michelle Shimon-Hutchison.

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

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

MOTION by Vince Rangel, seconded by Kristen Graack, to approve the agenda as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Sarlo, NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VI. CONSENT AGENDA

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve Consent Agenda, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Sarlo, NAYS: None. MOTION CARRIED.

Trustee Michelle Shimon-Hutchison entered the meeting at 7:06 p.m.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$261,267.84 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$261,267.84, as listed on the vendor checks report of May 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Graack, 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 nine revised Library job descriptions.

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

Material Services Clerk  
Material Services Manager  
Acquisitions and Receiving Assistant  
Acquisitions and Cataloging Manager  
Copy Cataloging Assistant  
Page  
Page Supervisor  
Processing Clerk  
Metadata and Cataloging Specialist

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

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

- C. Review and Approve Microsoft Annual Licenses - \$10,363.87. [Action Item]

Library Jo Bonell explained that there are Microsoft licenses for every staff and patron computer in the library.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the Microsoft Annual Licenses in the amount of \$10,363.87, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- D. Approve Library Board Meeting Dates. [Action Item]

The board reviewed the meeting dates and proposed that the September meeting date be changed from September 16, 2021 to September 23, 2021.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the library board meeting dates, as presented.

Trustee Bruce Lester withdrew his motion.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the library board meeting dates, except for September 16, 2021, which will be moved to September 23, 2021. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- E. Approve Non-Resident Fee. [Action Item]

MOTION by Bruce Lester, seconded by Denise Hudec, to approve the non-resident fee for 2021/2022 in the amount of \$278.00. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- F. Report Out Nominating Committee Action, June 2, 2021 – Bruce Lester. Approve Slate of Officers – President, Vice President, Treasurer and Secretary. [Action Item]

Chair Bruce Lester reported that the Nominating Committee met and their recommendation to the board for the office of President is Gregory Sarlo, Vice President, Vincent Rangel, Treasurer, Kristen Graack and Secretary, Carol Kidd.

Chair Bruce Lester asked if there were any other nominations from the floor. No other nominations.

VIII. NOMINATING COMMITTEE.

A. Election of Officers – President, Vice President, Treasurer and Secretary.

Chair Bruce Lester asked if there were any other nominations and there were none.

MOTION by Committee, to approve the proposed slate of officers, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack for Treasurer and Carol Kidd, for Secretary. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

B. Oath of Office.

Gregory Sarlo took the Oath of Office for President, Vincent Rangel took the Oath of Office for Vice President, Kristen Graack took the Oath of Office for Treasurer and Carol Kidd took the Oath of Office for Secretary.

IX. ANNOUNCEMENTS.

A. July 15, 2021 Board of Trustees Meeting – 4:00 p.m.

President Gregory Sarlo announced that he would be unable to attend the July 15, 2021 board meeting and asked if they would consider postponing the meeting to July 22, 2021.

B. Semi-Annual Board Dinner, July 15, 2021.

No decision was made concerning the semi-annual board dinner, but the board will be informed if there will be a dinner.

X. CORRESPONDENCE.

None.

Trustee Denise Hudec left the meeting at 7:35 p.m.

XI. OTHER.

XII ADJOURNMENT

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

Meeting adjourned at 7:36 p.m.

Minutes prepared by Carol Kidd.