



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 15, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, August 15, 2019. President Gregory Sarlo called the meeting to order at 7:03 p.m.

II. ROLL CALL.

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

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. UNFINISHED BUSINESS.

- A. Approve Payment to LinkedIn for Lynda.com - \$13,125.00. [Action Item]

Library Director Jo Bonell explained that LinkedIn had purchased the database Lynda.com and was requiring patrons to enter personal information before being able to login to Lynda.com. Library Director Jo Bonell also explained that LinkedIn had recently changed their policy regarding logging into Lynda.com and that patrons could opt out of logging into LinkedIn. LinkedIn has offered the library until January 1, 2020 to renew their proposal. This contract will be reviewed at the December 19, 2019 board meeting.

- B. Lighting Upgrade Project. [Action Item]

President Gregory Sarlo stated that the Lighting Upgrade Project discussion will be tabled until the September board meeting.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$245,696.61. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$245,696.61 as listed on the vendor checks report of July 2019 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 Action, August 14, 2019 – Kristen Graack. [Action Item]

Treasurer Kristen Graack reported that the Finance Committee met on August 14, 2019 to review the 2020 draft library budget.

Trustee Umair Qadeer stated that the amount budgeted for salaries had increased and asked if that had to do with the Illinois minimum wage increases. Library Director Jo Bonell responded that two full-time staff were added to the draft budget. The Adult teen program has grown substantially requiring additional staff and Youth Services was

requesting a Manager because of the work load in that busy department. The additional costs for the increase to the minimum wage has been included in this draft budget.

President Gregory Sarlo thanked the Finance committee and library staff for their work in preparing the budget and reviewing the budget documents.

MOTION by Committee to approve the 2020 budget, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

C. Per Capita Grant Requirements Review – Roberta Johnson.

Assistant Director Roberta Johnson reported that the Per Capita Grant requirements for Library Trustees for the 2019 grant application are to review Chapters 11 – 14 and Appendices of the Illinois Library Association Trustee Facts File and discuss at the September board meeting. Assistant Director Roberta Johnson also reported that the Per Capita Grant application will not be available until December 2019.

D. Approve Extension to OSG Contract. [Action Item]

Library Director Jo Bonell reported that the E-Rate rebate received by the library for providing internet services to patrons and regulated by the Federal Communications Commission (FCC) is on a calendar year of July 1 through June 30 and the library's contract with Outsource Solutions Group (OSG) ends on December 31, 2019. Library Director Jo Bonell stated that since our contract with OSG will end on December 31, 2019, the library will not be eligible to apply for the E-Rate rebate. Don Sofolo, President of OSG, agreed to extend the library contract for IT services through June 30, 2021, with no increase in price.

MOTION by Bruce Lester, seconded by Vincent Rangel to approve the extension of the Outsource Solutions Group (OSG) contract through June 30, 2021, with no increase in price. VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

E. Approve Time Change for All Staff Quarterly Meeting. [Action Item]

Library Director Jo Bonell asked the Board to approve a change to the time of the library All Staff quarterly meetings to 9:00 a.m. – 11:00 a.m.

MOTION by Vincent Rangel, seconded by Umair Qadeer, to approve a change in time for all staff quarterly meetings to 9:00 a.m. – 11:00 a.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. ANNOUNCEMENTS.

Library Director Jo Bonell introduced Joanie Sebastian as the new Head of Adult Services.

XI. CORRESPONDENCE.

Library Director Jo Bonell invited the board to a Beatles Rooftop Concert on Friday, August 23, 2019 beginning at 5:30 p.m.

XII. OTHER.

XIII. EXECUTIVE SESSION.

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

MOTION by Bruce Lester, seconded by Vincent Rangel to enter into Executive Session at 7:27 p.m. to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

The regular session reconvened at 7:50 p.m. and was called to order by President Gregory Sarlo.

XIV. EXECUTIVE SESSION ACTION.

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

No action was taken.

XV. ADJOURNMENT.

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

Meeting adjourned at 7:52 p.m.

Minutes prepared Carol Kidd.