



DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES

Minutes of the Regular Meeting  
October 21, 2021

President Gregory Sarlo stated that as President he determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

I. CALL TO ORDER

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, October 21, 2021. President Gregory Sarlo called the meeting to order at 7:04 p.m.

II. ROLL CALL

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

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Stephanie Spetter, Michelle Meyer-Edley, John Leach, Donnita Tony, Lisa DuBrock.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

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

## V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

## VI. CONSENT AGENDA

MOTION by Kristen Graack, seconded by Denise Hudec, to approve Consent Agenda, as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

## VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$317,121.97 [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$317,121.97, as listed on the vendor checks report of September 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, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

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

Chair Denise Hudec reported that the Management Committee met and discussed library Policy A-10, Bylaws of Board of Trustees, Article VI Meetings, Section 5, the addition of Remote Attendance (5 ILCS 120/7). Chair Denise Hudec read the new policy and asked for board approval.

MOTION by Committee to approve library Policy A-10 Bylaws of Board of Trustees, Article VI Meetings, Section 5, the addition of Remote Attendance (5 ILCS 120/7). ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Chair Denise Hudec reported that the Management Committee also discussed revisions to the following job descriptions:

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

MOTION by Committee to approve revisions to the following job descriptions:

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

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

- C. Review and Approve Public Meeting Room Hybrid Teleconferencing System. [Action Item]

Library Director Jo Bonell reported that items budgeted for Capital Projects were not done in the previous two years because of concerns about the economic ramifications of the pandemic, and now those technology items are out-dated. Instead Library Director Jo Bonell proposed a public meeting room hybrid teleconferencing system that would allow in person and electronic participation at meetings and library programs. Three proposals were received. Abt was the lowest proposal at \$58,972.95, which includes a 4-year custom warranty.

Trustee Nicholas Harkovich asked for names of the other companies that submitted proposals. Library Director Jo Bonell responded Quest and Zoom Room.

MOTION by Vincent Rangel, seconded by Christine Halblander, to approve Abt for the Public Meeting Room Hybrid Teleconferencing System in the amount of \$58,972.95, which includes the 4-year custom warranty, ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- D. Approve One-Year Extension to Accounting Contract, Lauterbach and Amen. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel to approve a one-year extension to the Lauterbach and Amen accounting contract. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- E. Review and Approve Air Conditioning for Server Room. [Action Item]

Library Director Jo Bonell asked for board approval to approve Air Conditioning for the library's Server Room. Three proposals were requested and received. JML Heating and Cooling was the lowest proposal.

Kristen Graack asked if JML would include in their proposal the warranty that was offered by Perfect Temperature Control at no additional cost.

MOTION by Bruce Lester, seconded by Christine Halblander, to accept the proposal from JML Heating and Cooling in the amount of \$12,000.00, and to ask for a warranty for 5 years on all Mitsubishi parts/7 years on compressor/ 1 year on labor and work performed. If JML Heating and Cooling refuses to include the warranty as part of their proposal, the bid would go to Perfect Temperature Control in the amount of \$12,616.00. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

#### VIII. ANNOUNCEMENTS.

Joanie Sebastian, Head of Adult Services reported that a grant was applied for and received for Bouncing Back from the Pandemic in the amount of \$19,748.00. This grant was paid for by the Illinois State Library. The grant was written by Joanie Sebastian, Christina Tropea and Colleen Magruder.

#### IX. CORRESPONDENCE.

None.

#### X. OTHER.

None.

MOTION by Denise Hudec, seconded by Shelly Shimon-Hutchison, to enter into Executive Session at 7:49 p.m. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

XI EXECUTIVE SESSION

- A. Probable or Imminent Litigation.
- B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

XII. EXECUTIVE SESSION ACTION

- A. Probable or Imminent Litigation.
- B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

The Board reconvened at 8:45 p.m.

MOTION by Bruce Lester, seconded by Kristen Graack, to accept the resolution of Probable or Imminent Litigation as agreed upon in Executive Session. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: Harkovich. MOTION CARRIED.

MOTION by Shelly Shimon-Hutchison, seconded by Denise Hudec, to accept the salary increase as stated in Executive Session for B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: Harkovich. MOTION CARRIED.

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

Meeting adjourned at 8:47 p.m.

Minutes prepared by Carol Kidd.