



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
November 18, 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, November 18, 2021. 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, Christine Halblander, Nicholas Harkovich, Denise Hudec, 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.

Absent: Bruce Lester.

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, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

V. OATH OF OFFICE – Lisa DuBrock, Trustee.

Lisa DuBrock took the Oath of Office for Trustee.

VI. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VII. CONSENT AGENDA

Trustee Denise Hudec stated that the November board packet did not include the Director's Report or Statistics Report. Secretary Carol Kidd responded that those reports would be emailed to the board on Friday, November 19, 2021 and would be placed on the December 16, 2021 agenda for board approval.

MOTION by Lisa DuBrock, seconded by Vincent Rangel, to approve Consent Agenda items, as follows:

- A. Approval of the Minutes of the Regular Board Meeting – October 21, 2021.
- B. Approval of the Minutes of the Management Committee Meeting – October 21, 2021.
- C. Acceptance of the Financial Reports for October 2021.

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

Trustee Bruce Lester entered the meeting at 7:10 p.m.

VIII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$254,955.57 [Action Item]

MOTION by Kristen Graack, seconded by Michelle Shimon-Hutchison, to approve payment of vendor checks and ACH Payments in the amount of \$254,955.57, as listed on the vendor checks report of October 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: DuBrock, 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 the following job descriptions:

- Head of Adult Services
- Reference Services Librarian II
- Reference Librarian
- Reference Services Assistant
- Seasonal Summer Reading Associate

MOTION by Committee to approve the following job descriptions:

- Head of Adult Services
- Reference Services Librarian II
- Reference Librarian
- Reference Services Assistant
- Seasonal Summer Reading Associate

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

Chair Denise Hudec reported that the Management Committee reviewed the newly created Leave Donation Policy.

MOTION by Committee to approve the Leave Donation Policy. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

C. Approve Salary and Classification Schedule for 2022. [Action Item]

Library Director Jo Bonell reported that the salary schedule was adjusted due to the increase in minimum wage. Also, Group 7, which includes the Reference Librarian position, was underpriced substantially, and was adjusted to coincide with the market pay rates.

MOTION by Michelle Shimon-Hutchison, seconded by Christine Halblander, to approve the Salary and Classification Schedule for 2022, as presented. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

D. Discuss Strategic Goals.

President Gregory Sarlo asked the Planning Committee to meet before the next board meeting to come up with some Strategic Goals for the next three to five years.

Secretary Carol Kidd stated that the members of the planning committee are Vincent Rangel, Chair, Bruce Lester and Nicholas Harkovich. Trustee Bruce Lester asked to be removed from this committee. President Gregory Sarlo asked for volunteers to serve on the Planning committee. Michelle Shimon-Hutchison, Christine Halblander and Lisa DuBrock volunteered to serve on the committee.

Library Director Jo Bonell will forward to the committee work done on the Strategic Plan over the last three years. This should give the committee an idea of the work involved. Library Director Jo Bonell stated that the committee would set the direction and oversee the plan.

E. Review and Approve Proposal from Automated Logic. [Action Item]

Library Director Jo Bonell reported that Automated Logic operates the controls and software that run the HVAC system.

Trustee Kristen Graack asked if the price had increased and Library Director stated that the price increased 3% from last year.

MOTION by Nicholas Harkovich, seconded by Bruce Lester to approve the proposal from Automated Logic. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Library Director Jo Bonell asked the board to review *Serving Our Public* for the requirements for the Library Per Capita Grant application. The Per Capita grant application will be on the agenda for approval at the December 16, 2021 board meeting.

X. CORRESPONDENCE.

None.

XI. OTHER.

None.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:33 p.m.

Minutes prepared by Carol Kidd.