



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting November 19, 2020

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 19, 2020. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel.

Also present: Jo Bonell.

III. PLEDGE OF ALLEGIANCE.

Vincent Rangel entered the meeting at 7:03 p.m.

President Gregory Sarlo stated that due to the pandemic he has been in contact with Library Director Jo Bonell and management staff almost daily. Library Director Jo Bonell reported that the library would be returning to carry out services with contact-free pick up of materials.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

Library Director Jo Bonell read Mr. Earl Wilson's comments about library reduced services and statistics.

VI. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting- October 15, 2020.
- C. Acceptance of Reports.
 - 1. Director's Report.
 - 2. Review Strategic Plan
 - 3. Statistics Report.

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

Trustee Denise Hudec asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for October 2020.

Trustee Denise Hudec stated that the budgeted amount for interest in 2020 had not been achieved and Library Director Jo Bonell responded that interest rates have plummeted and interest income has been reduced in the 2021 budget.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the following Consent Agenda item:

- B. Acceptance of Financial Reports for October 2020.

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

VII. Unfinished Business. 7:15 p.m.

- A. Review and Approve Proposal for Three-Year Elevator Maintenance Agreement. [Action Item]

Library Director Jo Bonell explained that the library received proposals from three companies, with Colley being the low bid at \$31,500. This amount includes \$21,816 for the three-year contract and \$9,684 for a soft start.

Trustee Nicholas Harkovich asked if the library paid overtime for repair of elevators during evenings and weekends. Library Director Jo Bonell responded that the library has two passenger elevators for patrons, so there is always one elevator in use and no overtime has been paid in the past.

Trustee Bruce Lester asked if the elevator maintenance quotes were identical and Library Director Jo Bonell responded yes.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve Colly as the lowest bidder for Three-Year Elevator Maintenance Agreement. This amount includes \$21,816 for the three-year maintenance contract and \$9,684 for a soft start.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS; None. MOTION CARRIED.

XI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$287,347.77. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$287,347.77 as listed on the vendor checks report of October 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account.

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

- B. Review and Approve Proposal for Removal and Replacement of Two Dri-Steam Gas to Steam Humidifiers. [Action Item]

Trustee Kristen Graack asked if it was known why there were no other bidders and Library Director Jo Bonell responded that she had no explanation.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve Oakbrook Mechanical Services, Inc. for the Removal and Replacement of Two DriSteem Gas to Steam Humidifiers in the amount of \$64,682.00, as presented.

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

VII. ANNOUNCEMENTS.

A. Wi-Fi Extension Project.

Library Director Jo Bonell reported that she applied for and received a grant offered by the State of Illinois, which will allow Wi-Fi to be extended to the parking lot and side areas of the library. The board thanked Library Director Bonell for writing and receiving the grant.

Trustee Bruce Lester asked if the library could offer library patrons automatic renewals, except for items that were on hold. Library Director Jo Bonell responded that there are two automatic renewals as long as there are no holds. Trustee Bruce Lester asked for more than two automatic renewals for the convenience of staff and patrons.

VIII. CORRESPONDENCE.

Trustee Nicholas Harkovich noted that library attendance was up 369% and asked if this was due to the library's virtual activity and Library Director Jo Bonell responded that was correct. She also reported that early voting at the library had more than 10,000 voters and more than 5,000 voters who dropped off ballots.

IX. OTHER.

None.

XIII. ADJOURNMENT.

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

Meeting adjourned at 8:00 p.m.

Minutes prepared by Carol Kidd.