



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Regular Meeting November 21, 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, November 21, 2019. 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: Denise Hudec, Umair Qadeer, Christopher Renkosiak, Earl Wilson, Gregory Sarlo, Carol Kidd.

Absent: Kristen Graack, Nicholas Harkovich, Bruce Lester, Vincent Rangel.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer Edley, Stephanie Spetter, Joanie Sebastian, Fernando Martin, Gary Valente, Heather Imhoff, Wayne Serbin.

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Christopher Renkosiak, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Nicholas Harkovich and Trustee Kristen Graack entered the meeting at 7:05 p.m.

### V. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, Des Plaines resident, stated that the library is a great place for learning and information.

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

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve the Consent Agenda, as presented.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$286,549.65. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$286,549.65 as listed on the vendor checks report of October 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 Management Committee Meeting

Chair of the Management Committee, Denise Hudec, reported that the Management committee met and approved changes to the following sections of the library's Personnel Policy:

- D – 6 Leaves with pay
- D – 7 Leaves without pay
- D – 8 General Benefits and Allowances
- D – 9 General Rules and Regulations

And approved changes to the following job descriptions:

- Teen Services Librarian
- Production Clerk
- Reference Librarian
- Reference Services Librarian II
- Reference Services Assistant
- School Liaison Librarian
- Seasonal Preschool Outreach Intern
- Seasonal Summer Reading Associate
- Creative Services Manager
- Youth Services Assistant Manager

And approved changes to the Salary and Classification Schedule and approved proposed merit increases.

MOTION by Committee, to approve changes to the following job descriptions:

Teen Services Librarian

Production Clerk

Reference Librarian

Reference Services Librarian II

Reference Services Assistant

School Liaison Librarian

Seasonal Preschool Outreach Intern

Seasonal Summer Reading Associate

Creative Services Manager

Youth Services Assistant Manager

And to approve changes to Personnel Policy Section D as follows:

D – 6 Leaves with pay

D – 7 Leaves without pay

D – 8 General Benefits and Allowances

D – 9 General Rules and Regulations

And to approve proposed changes to the Salary and Classification Schedule and proposed merit increases, as presented.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve LED Lighting Proposal. [Action Item]

President Gregory Sarlo stated that the LED lighting proposal changed considerably and therefore; the library requested bids for this project. President Gregory Sarlo also stated that Verde, the lowest bidder for the LED lighting proposal, has an apprenticeship program and will pay prevailing wage

Trustee Kristen Graack stated that Verde did not include the Commonwealth Edison rebate in their proposal and Library Director Jo Bonell responded that Verde did include the rebate in their proposal, but also guaranteed that if Commonwealth Edison changed the rebate program, Verde would cover it.

Trustee Earl Wilson stated that the library's existing fixtures are fluorescent and 90% efficient. Trustee Earl Wilson suggested a phased- in approach for the lighting project.

President Gregory Sarlo responded that if the project was done in stages that the automated lighting system would not work.

MOTION by Umair Qadeer, seconded by Kristen Graack, to approve Verde for the LED Conversion in the amount of \$145,078.62. VOTE: AYES: Graack, Harkovich, Hudec, Qadeer, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Approve Payment to Lynda for Library Customers - \$13,125.00 [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment to Lynda for Library Customers in the amount of \$13,125.00, as presented. VOTE: VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approve 2020 Per Capita Grant Application. [Action Item]

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to approve the 2020 Per Capita Grant application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Review Strategic Plan.

Library Director Jo Bonell talked about how the Strategic Plan document has been updated for 2019 with goals and activities.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER.

XII. EXECUTIVE SESSION.

A. To Discuss Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, a Threatened, or a Reasonably Potential Danger to the Safety of Employees, Students, Staff, the Public or Public Property.

MOTION by Umair Qadeer, seconded by Denise Hudec, to enter into Executive Session at 7:36 p.m. to discuss Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, a Threatened, or a Reasonably Potential Danger to the Safety of Employees, Students, Staff, the Public or Public Property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Bruce Lester entered Executive Session at 8:00 p.m.

The regular session reconvened at 8:24 p.m. and was called to order by President Gregory Sarlo.

XIII. EXECUTIVE SESSION ACTION.

- A. To Discuss Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, a Threatened, or a Reasonably Potential Danger to the Safety of Employees, Students, Staff, the Public or Public Property.

MOTION by Umair Qadeer, seconded by Bruce Lester, to authorizes Library Director Jo Bonell to take the necessary steps to correct the problem even if such steps would result in costs more than \$20,000.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIV. ADJOURNMENT.

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

Meeting adjourned at 8:25 p.m.

Minutes prepared Carol Kidd.