



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 17, 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, December 17, 2020. Vice President Vincent Rangel called the meeting to order at 7:02 p.m.

II. ROLL CALL.

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

Absent: Gregory Sarlo.

Also present: Jo Bonell, Don Sofolo, Mike Ruter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

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- November 19, 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, NAYS: None. MOTION CARRIED.

Library Director Jo Bonell asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for November 2020.

Library Director Jo Bonell reported that the library's fire panel had malfunctioned and had to be replaced as soon as possible. First Security Systems was the original vendor for the equipment. Library Director Jo Bonell stated that this was an emergency expense in the amount of \$17,320.00 and was approved by President Gregory Sarlo, Vice President Vincent Rangel and Treasurer Kristen Graack.

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, NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$342,656.04. [Action Item]

MOTION by Kristen Graack, seconded by Bruce Lester, to approve payment of vendor checks and ACH Payments in the amount of \$342,656.04 as listed on the vendor checks report of November 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, NAYS: None. MOTION CARRIED.

B. Review and Approve Three Year On-Site IT Services. [Action Item]

Library Director Jo Bonell explained that Outsource Solutions Group has worked with the library since 2008. The current contract with OSG was extended by six months, at no increase in cost to the library, to be eligible for funding from the Universal Service Fund. Assistant Director Roberta Johnson explained that E-Rate provides discounts for telecommunications, Internet access and internal connections to eligible schools and libraries.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve Outsource Solutions Group for Three Years of On-Site IT Services at a cost of \$378,022.02 first year, \$389,362.68 second year and \$401,043.66 third year. The contract will begin on July 1, 2021.

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

C. Approve Lynda.com - \$13,125.00. [Action Item]

Library Director Jo Bonell explained that Lynda.com is the most popular online learning database in the library catalog. Trustee Denise Hudec asked if the library was receiving any kind of discount through RAILS or with other libraries for Lynda.com and Library Director Jo Bonell responded that she would check to see if other discounts might be available.

MOTION by Denise Hudec, seconded by Kristen Graack to approve Lynda.com in the amount of \$13,125.00. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel. NAYS: None. MOTION CARRIED.

D. Approve Salary Schedule for 2021. [Action Item]

Library Director Jo Bonell explained that the minimum wage in Illinois will increase to \$11.00 an hour in 2021. She explained that the only change to the existing salary schedule was to increase the minimum salary for the Page position to \$11.00 an hour effective 01/01/2021.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the revised Salary Schedule by increasing the minimum wage for the Page position to \$11.00 an hour for 2021.

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

VIII. ANNOUNCEMENTS.

IX. CORRESPONDENCE.

X. OTHER.

XI. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Bruce Lester, to adjourn the regular meeting.

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

Meeting adjourned at 7:33 p.m.

Minutes prepared Carol Kidd.