

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 10.18.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, January 29, 2018, at 7:30 p.m. by President Smart.

Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart.

Absent: None.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Gary Leclair, Facilities Manager; Janet Moravec, Business Office Administrator; Melissa Cayer, Resident.

- 10.18.02 There was no **PUBLIC COMMENT**.
- 10.18.03 Trustee Brody Garkisch moved **APPROVAL OF THE COMMITTEE OF THE WHOLE MINUTES OF OCTOBER 30, 2017 MEETING (Action Item 1)** Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.18.04 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)** – The committee reviewed registration fees for trustee attendance at the Mayor’s Community Prayer Breakfast, the Illinois Library Association Trustee Forum, and the Illinois Library Association President’s Day Library Legislative Breakfast.
- 10.18.05 **POLLING PLACE (Action Item 3)** – Mr. Driskell presented a request from the Elections Office of Cook County Clerk David Orr’s office to consider using the library as a polling place. The committee of in favor of pursuing the possibility of the library being used as a polling place.
- 10.18.06 **1993 BOILER ADDITION (Action Item 4)** – Staff is looking to begin the bid process for the addition of a high efficiency boiler for the 1993 building. Design work for the project was done in 2017. The proposed boiler would be a high efficiency boiler and would be the building’s primary heating source. The original boiler would serve as backup in the event of a failure of the primary boiler. The next step would be to seek bids for the addition of the high efficiency boiler, looking to bring the results of the bid process to the board in March or April.

10.18.07 **1978 BUILDING ROOF REPLACEMENT (Action Item 5)** – Staff is seeking authorization to engage a consultant for engineering services for the 1978 building roof replacement. Staff have received three bids from engineering companies used by the library in the past. The low bidder, Building Consultants, Ltd. is a company the library used twenty years ago for the replacement of the 1978 building roof and most recently, for the replacement of the 1968 building roof. In both cases, the projects went well and the roofs have been of high quality. The first step in the project is the hiring of the engineer to prepare plans, assist with bidding, and monitor the work. The next step would be to work with the engineer to prepare the necessary documents to seek bids, looking to start the project in late April/early May.

10.18.08 **OTHER**

- RECAP OF COMMUNITY MURAL PROJECT – Mr. Driskell shared a time-lapse video of the MLK Day community mural project.

10.18.09 Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 7:50 p.m.

The board returned to open session at 8:24 p.m.

Trustee Medal moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 29, 2018.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:26 p.m.

Janet Moravec, Recorder