

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 20, 2018.

02.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, February 20, 2018, at 7:30 p.m. by Vice President/Secretary Joan Brody Garkisch.

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

Absent: Trustee Smart.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Diane Schultz, Director of Human Services; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library.

02.18.03 There was no **PUBLIC COMMENT**.

02.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES MEETING OF JANUARY 13, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

02.18.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 16, 2018 (Action Item 2)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

02.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2018 (Item 3)** – Mr. Driskell reported \$1,147,656 in real estate revenue was received in January. The January tax revenue influx is due to changing 2018 real estate tax legislation. Many residents paid their real estate taxes in December; Cook County remitted the actual receipts to the Village in January. General Fund Interest and investment income was \$6,064 and over the January budgeted amount. Current cash balance is \$13,464,510 and total operating expenditures are trending \$319,582 over the year to date budget for the operating fund. This is due to several large expenses that occur in January only: insurance costs, significant portion of research database costs for the year, and Sierra maintenance and subscription costs. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

02.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2018 (Action Item 4)** – There were no trustee questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JANUARY 31, 2018, IN THE AMOUNT OF \$831,736.95.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, and Zyck. Nay: none. The motion carried.

02.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the MLK Day community mural; 354 parents and families attended the Preschool and Childcare Information Night; and close to 600 parents, kids and community members attended the *XOXO: An Exhibit About Love & Forgiveness* Opening Night Party.

02.18.09 **UNFINISHED BUSINESS**

- **1978 BUILDING ROOF REPLACEMENT (Action Item 5)** – Staff is seeking authorization to engage a consultant for engineering services for the 1978 building roof replacement.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE ENGAGEMENT OF BUILDING CONSULTANTS, LTD. FOR ENGINEERING SERVICES FOR THE 1978 BUILDING ROOF REPLACEMENT IN THE AMOUNT OF \$16,050, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, and Zyck. Nay: none. The motion carried.

02.18.10 **NEW BUSINESS**

- **ANNUAL REPORT (Item 6)** – Mr. Driskell presented the library's 2017 annual report summary and 2017 financial review.

- **APPROVAL OF THE 2018 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2017 (Action Item 7)** – Mr. Driskell presented the library's 2018 Illinois Public Library Annual Report of 2017 to be filed with the Secretary of State's office.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE 2018 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

02.18.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Dennehey reported elections for the Friends of the Library Board will be taking place at their April meeting; profits from the Feb Fab Used Book and Media Sale totaled \$18,200; and the Friends currently have 537 members.

02.18.12 **OTHER**

- The February 2018 Committee of the Whole meeting has been canceled.
- The board discussed possible response to the recent Florida school shooting.
- The board discussed the process for hiring a search firm for the executive director position and reviewed the executive director job description.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:17 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder