

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 16, 2018.

01.18.01 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, January 16, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell Acting Executive Director; Shannon Distel, Acting Director of Customer Services; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Jennifer Czajka, Programs and Exhibits Manager; Carol Ng-He, Exhibits Coordinator; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Ryann Uden, Resident; Melissa Cayer, Resident.

01.18.03 There was no **PUBLIC COMMENT**.

01.18.04 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 19, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

01.18.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2017 (Item 2)** – Mr. Driskell reported \$87,964 in real estate revenue was received in December; bringing the total real estate tax revenues received to date to 99.4% of the anticipated real estate taxes for the year. The library received \$4,665 in Contribution Ordinance revenue in December. Year to date, fees, interest income and other income are all above budget. Fines are trending slightly less than budgeted due to the parking lot project and the extended grace period that was enacted. Current cash balance is \$13,478,466 and total operating expenditures are \$1,092,508 under the year to date budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

01.18.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2017 (Action Item 3)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER, DATED DECEMBER 31, 2017, IN THE AMOUNT OF \$1,094,381.90**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 01.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 16, 2018 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER IN THE AMOUNT OF \$367,911.63.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 01.18.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted an upgraded sound booth that has been installed in the Production Studio; youth services staff provided storytime and play activities for District 214 Teen Parenting program which provides prenatal and parenting classes for parenting and expectant teens; and for the month of December 2017, security reported the least amount of suspensions and police calls for the past ten years.

- 01.18.09 **UNFINISHED BUSINESS**

- **PARKING LOT SAFETY PROJECT SUMMARY (Item 5)** – A parking lot safety construction project was begun in August 2017. The project has been substantially completed and Mr. Driskell provided a project summary and wrap up report.

- 01.18.10 **NEW BUSINESS**

- **XOXO EXHIBIT (Action Item 6)** – Staff provided updated exhibit costs for *XOXO: An Exhibit about Love & Forgiveness* and more detail about the exhibit itself and its anticipated impact within the community.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO PROCEED WITH THE XOXO: AN EXHIBIT ABOUT LOVE & FORGIVENESS EXHIBIT FOR AN AMOUNT NOT TO EXCEED \$43,407 FOR RENTAL, TRANSPORTATION, INSTALLATION, AND DISASSEMBLY.**

Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: Trustee Thanopoulos. The motion carried.

- **FOUNDATION EXPLORATORY COMMITTEE (Action Item 7)** – Staff is seeking authorization for the creation of an exploratory committee for an Arlington Heights Memorial Library foundation. A foundation would allow advocacy and support of the library through community partnerships and fundraising including grants and estate planning.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CREATION OF AN EXPLORATORY COMMITTEE FOR AN**

ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION COMPRISED OF SHANNON DISTEL, ACTING DIRECTOR OF CUSTOMER SERVICES AND THREE SELECTED COMMUNITY MEMBERS.

Trustee Medal seconded. All were in favor and the motion carried.

- 01.18.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Dennehey reported the Friends of the Library Feb Fab Used Book and Media Sale will take place February 3-4. The Friends are in the process of forming nominations for the 2018 election that will take place at the April Friends Board meeting. President Smart congratulated the Friends on their 50th anniversary and thanked them for their commitment and continued support of the library.

01.18.12 **OTHER**

- Mr. Driskell gave a strategic planning update.
- Deb Whisler will be receiving the Pam Stocking Heart of Gold award at the upcoming Arlington Heights Hearts of Gold event.

- 01.18.13 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; AND (2) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:25 p.m.

The board returned to open session at 9:16 p.m.

Trustee Zyck moved **TO DESTROY THE CLOSED SESSION AUDIO TAPES FROM FEBRUARY 16, 2016; APRIL 19, 2016; MAY 17, 2016; JUNE 21, 2016 AND JULY 7, 2016.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 16, 2018.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPOINTS MICHAEL DRISKELL AS THE INTERIM EXECUTIVE DIRECTOR THROUGH JULY 30, 2018, AS THE LIBRARY CONTINUES ITS STRATEGIC PLANNING PROCESS AND AS THE BOARD INVESTIGATES SEARCH FIRMS FOR A PERMANENT REPLACEMENT.** Trustee Medal seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:18 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder