

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 06.18.01 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, June 4, 2018, at 7:30 p.m. by President Smart.

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

Absent: Trustee Thanopoulos.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Gary Leclair, Facilities Manager; Donna Ekl, Senior Accountant; Janet Moravec, Business Office Administrator; John Keister, John Keister & Associates LLC; Erin Sordo, Lauterbach & Amen, LLP; Christopher Placek, Daily Herald.

- 06.18.02 There was no **PUBLIC COMMENT**.
- 06.18.03 **INTERVIEW OF CONSULTANT FOR EXECUTIVE DIRECTOR SEARCH SERVICES (Item 1)** – The committee reviewed the search services proposal and interviewed the executive search consultant. Mr. Keister gave an overview of his firm and his proposed plan for executive director search services.
- 06.18.04 **REVIEW OF ANNUAL FINANCIAL REPORT (Item 2)** – Ms. Sordo from Lauterbach & Amen reviewed the auditor’s statement on auditing standards letter, the auditor’s letter of management and the annual financial report for the year ended December 31, 2017. The library was given an unqualified opinion, which is the highest level of assurance issued by an auditor.
- 06.18.05 **REVIEW OF 2017 BUDGET VERSUS ACTUAL (Item 3)** – The committee reviewed the final 2017 actual results noting significant variances from the 2017 budget; the 2017 year-end comparison of budget versus actual for all library expenditure accounts; and the 2017 summary of expenditures for capital projects.
- 06.18.06 **REVIEW OF 2019 BUDGET TARGETS (Item 4)** – The committee reviewed budget targets used in the preparation of the 2019 budget. Information will be revised as updates become available. Staff propose a 0% tax levy increase. Village staff estimate a 9.5% increase in medical insurance. Liability insurance assumes a 6% increase.

06.18.07 **REVIEW OF 1978 BUILDING ROOF REPLACEMENT BIDS (Item 5)** – The committee reviewed the results of the public bid. Of the eight bids received, Crowther Roofing was the low bidder at \$314,250 with references having a high degree of satisfaction in their work. A 10% contingency will be added to the bid to cover issues or change orders that may come up during the project.

06.18.08 **OTHER**

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION TALKING POINTS** – Staff distributed foundation FAQs, talking points, and a memo from the Exploratory Committee of the foundation.

- **FINE FORGIVENESS WEEK** – The committee was in favor of exploring a fine forgiveness opportunity. Staff will be formulating a proposal to bring to the committee at a future meeting.

06.18.09 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 AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Medal seconded. All were in favor and the motion carried. The board went into closed session at 9:29 p.m.

The board returned to open session at 9:53 p.m.

Trustee Medal moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 4, 2018.** Trustee Zyck 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 Supplitt moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:54 p.m.

Janet Moravec, Recorder