

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 19, 2018.

06.18.01 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, June 19, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustees Tangney and Thanopoulos.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Diane Schultz, Director of Human Resources; Gary Leclair, Facilities Manager; Donna Ekl, Senior Account; Janet Moravec, Business Office Administrator, Greg Klostermann, Resident; Paige Klostermann, Resident.

06.18.03 There was no **PUBLIC COMMENT**.

Trustee Tangney joined the meeting at 7:32 p.m.

06.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 15, 2018 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

06.18.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 4, 2018 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

06.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2018 (Item 3)** – Mr. Driskell reported \$93,796 in real estate revenue was received in May. The library has received 53% of its annual budgeted revenue to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

06.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 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 DATED MAY 31, 2018, IN THE AMOUNT OF \$1,127,340.40**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

06.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the May 19 Volunteer Fair providing over 180 attendees the opportunity to meet with more than 30 nonprofit and community organizations; the May 30 National Senior Health and Fitness Day in collaboration with other Senior Center agencies welcomed over 250 older adults who received free health screenings and listened to experts speak on health-related topics; a new program Countdown to Kindergarten designed to increase understanding of kindergarten readiness skills; the creation of an Exhibits Group with the goal of exchanging ideas and experiences around exhibits; as well as the creation of a 20s/30s Programming Group specifically dedicated to innovating and sharing ways to serve people in their 20s and 30s.

06.18.09 **OLD BUSINESS**

- **REVIEW AND APPROVAL OF EXECUTIVE SEARCH PROPOSAL (Action Item 5)** – The board reviewed and accepted the search proposal from John Keister and Associates for an executive director.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS JOHN KEISTER AND ASSOCIATES AS THE EXECUTIVE SEARCH PROVIDER FOR LIBRARY EXECUTIVE DIRECTOR FOR A SUM NOT TO EXCEED \$19,500.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 6)** – The opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2017.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2017 AS PRESENTED.** Trustee Zyck seconded. All were in favor and the motion carried.

- **ADOPTION OF 2019 BUDGET TARGETS (Action Item 7)** – The board reviewed the budget targets to be used in the preparation of the 2019 budget. Any updated information will be communicated to the board for its review and approval.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2019 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Medal seconded. All were in favor and the motion carried.

- **AWARDING OF ROOF REPLACEMENT PROJECT (Action Item 8)** – The board awarded the 1978 building roof replacement project to Crowther Roofing whose bid was \$314,250, well below the budgeted amount of \$425,000.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE 1978 BUILDING ROOF REPLACEMENT PROJECT TO CROWTHER ROOFING IN THE AMOUNT OF \$314,250, PLUS A 10% CONTINGENCY ALLOWANCE FOR A TOTAL OF \$345,675, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

- **AWARDING OF SKYLIGHT REPLACEMENT PROJECT (Action Item 9)** – At its May meeting, the board approved CPI Daylight’s proposal for the outer layer skylight replacement. Upon attorney review of the contract, it was recommended that CPI provide a list of approved installers and that a limited request for proposals be sent to those contractors. CPI did not want to compete with the contractors and retracted their original bid of \$133,780. Whited Brothers was the low bidder of the contractors with a bid of \$116,686.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES RESCINDS ITS OFFER TO CPI FOR REPLACEMENT OF THE OUTSIDE SKYLIGHT PANELS AND AWARDS THE SKYLIGHT REPLACEMENT PROJECT TO WHITED BROTHERS, INC, FOR AN AMOUNT NOT TO EXCEED \$128,354, WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

06.18.10 NEW BUSINESS

- **PREVAILING WAGE RESOLUTION (Action Item 10)** – Mr. Driskell reported that each June a public library is required to pass a prevailing wage resolution and publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act. The library stipulates in its contracts and bids that contractors must pay the prevailing wage.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 18-01 “RESOLUTION FOR PREVAILING WAGE.”** Trustee Tangney seconded. All were in favor and the motion carried.

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 11)** – Mr. Driskell reported that each June the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066. Using the General Mathematical Formula method to determine the fee, the new nonresident library card fee would be \$441.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT**

LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD AT \$441 EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019. Trustee Medal seconded. All were in favor and the motion carried.

06.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** –

President Smart reported the Friends are addressing new concepts for books sales including frequency, location and target marketing. They also have take-aways from their work session with Stu Wilson from Library Strategies and are working on an action plan. The Friends are now off for the summer months.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms.

Distel reported the exploratory committee is continuing to gather information and is now looking for examples of larger library foundations.

06.18.12 **OTHER**

- **ONE BOOK, ONE VILLAGE PROMOTIONAL PIANOS** – The Piano Project will be a public outdoor art display and marketing campaign for the library's community read initiative, One Book, One Village. The project will consist of individual artists each painting one functioning piano. The reinvented pianos will be placed for the community to play and enjoy from September to October 2018.

- **SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the fall)** – Trustees will consider a Saturday morning in September or October 2018 for the joint meeting.

- **2018 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 9-11, 2018** – Registration is open for the Illinois Library Association Annual Conference being held in Peoria, October 9-11.

- The 2018 American Library Association Conference is June 21-26 in New Orleans. A number of staff will be attending and accepting the John Dana Cotton Award, which honors outstanding library public relations and marketing.

- Mr. Driskell reported the contractor working on the parking lot does not need to close the underground parking area; they are able to make the repair by removing a smaller portion of the asphalt than previously anticipated.

- Library Strategies has provided the final graphical version of the strategic plan. One version has the basic plan and a second longer version includes background information about the plan and the process.

06.18.13 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 (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 8:04 p.m.

The board returned to open session at 8:29 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 19, 2018.** Trustee Medal 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 8:30 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder