

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

05.19.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:45 p.m. on Monday, May 6, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustees Supplitt, Tangney and Smart.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Gary Leclair, Facilities Manager; Rich Dworiansyn, Information Technology Manager; Jack Bower, Digital Services Manager; Charlie Crane, Digital Services Advisor; Janet Moravec, Business Office Administrator; David Harris, former Illinois State Representative; Andi Ruhl, Resident; Deborah Nelson, Resident.

05.19.03 **PUBLIC COMMENT** – Ms. Nelson thanked digital services staff for their assistance with the creation of a Centennial Memorial Day Parade and Ceremony video and presented Digital Services Manager Jack Bower and Digital Services Advisor Charlie Crane with commemorative coins.

05.19.04 **PRESENTATION OF PROCLAMATION HONORING ILLINOIS STATE REPRESENTATIVE DAVID HARRIS (Item 1)** – Trustee Brody Garkisch presented former Representative David Harris with a proclamation honoring the contributions he has made on behalf of the residents of the Village of Arlington Heights.

05.19.05 **PARKING LOT RESURFACING (Item 2)** – The committee discussed the resurfacing of the exterior parking lot located on the south side of the library.

05.19.06 **WEBSITE DEMONSTRATION (Item 3)** – Information Technology Manger Rich Dworiansyn provided a preview of the library’s redesigned website including catalog and room reservation/event registration system.

05.19.07 **2020 BUDGET TIMETABLE (Item 4)** – Ms. Ekl reviewed the timetable for budget preparations for 2020.

05.19.08 **BULLETIN BOARD AND POSTING POLICY (Item 5)** – Mr. Driskell introduced a new, proposed policy for usage and posting to the library’s community bulletin board.

05.19.09 **EXHIBITS POLICY (Item 6)** – Mr. Driskell introduced a new, proposed policy for the presentation of exhibits. The intention of the policy is to provide selection criteria and guidelines regarding exhibits within the library.

05.19.10 **DISPLAY CASE EXHIBITS POLICY (Item 7)** – The committee discussed proposed updates to the Display Case Exhibits Policy to reflect how the display cases are managed, create a clear delineation from the Exhibits Policy, and to make the policy more concise.

05.19.11 **OTHER**

- Trustee Brody Garkisch presented the library will a display of the Arlington Heights Centennial Memorial Day Parade and Ceremony commemorative coins from the Veterans Memorial Committee of Arlington Heights.

- Mr. Driskell provided an update on the acquisition of property at 112 N. Belmont Avenue.

- Mr. Driskell informed the committee he would be participating in the Illinois Library Association Directors University, June 3-7 in Springfield.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:28 p.m.

Janet Moravec, Recorder