

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 10.19.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, October 7, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

Upon **ROLL CALL**, the following answered Present: Trustees Medal, Smart, Tangney and Zyck. Trustee Supplitt participated in the meeting by telephone due to job related business.

Absent: Trustees Ruhl and Thanopoulos.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator.

- 10.19.02 There was no **PUBLIC COMMENT**.
- 10.19.03 **REVIEW OF THE PROPOSED BUDGET FOR 2020 (Item 1)** - President Zyck invited Ms. Ekl to join the table.
- Ms. Ekl highlighted the third draft of the 2020 budget includes a reduction in medical insurance of \$55,693. The Friends of the Library makerspace gift was adjusted from \$70,000 to \$62,500 and \$6,000 was added for makerspace consumables.
- 10.19.04 **PROPOSED 2019 TAX LEVY (Item 2)** – The committee confirmed its decision of a 0% tax levy increase over the 2018 extended levy by Cook County.
- 10.19.05 **BUDGET NARRATIVE DRAFT (Item 3)** – The committee reviewed a draft of the budget narrative to be included in the Village of Arlington Heights budget book.
- 10.19.06 **PROPOSED REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Item 4)** – The committee reviewed proposed revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use including the creation of a veteran and armed forces special use card. The committee discussed the proposed revisions; staff will make additional clarifications and bring the revised policy to the board for action at their next meeting.
- 10.19.07 **PROPOSED REVISIONS TO POLICY 5.004 FEES AND CHARGES (Item 5)** – The committee reviewed proposed revisions to Policy 5.004 Fees and Charges including the adjustment of copy machine and printer charges. The committee of was in favor of the proposed revisions.

- 10.19.08 **REVIEW OF POLICY 6.003 INTERNET ACCESS (Item 6)** – The committee reviewed Policy 6.003 Internet Access. After discussion, staff was directed to collect additional information and bring the policy back to a future Committee of the Whole meeting for further discussion.
- 10.19.09 **NAMED RECOGNITION POLICY (Item 7)** – The committee reviewed a draft of a new policy for naming recognition to acknowledge outstanding service or significant financial or in-kind contributions to the library directly or through the Arlington Heights Memorial Library Foundation or Friends of the Library organization. The committee of was in favor of the proposed policy with minor revisions.

10.19.10 **OTHER**

- President Zyck commented he will not be in attendance at the October board meeting to vote, but is in favor of the proposed 2020 budget and 2019 tax levy with a 0% increase.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:30 p.m.

Janet Moravec, Recorder