

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 15, 2019.**

01.19.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, January 15, 2019, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Lisa Haack, Human Resources Manager; Janet Moravec, Business Office Administrator; JoAnne Gunderson, Resident; Melissa Cayer, Resident; Andi Ruhl, Resident.

01.19.03 There was no **PUBLIC COMMENT**.

01.19.04 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 18, 2018 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

01.19.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2018 (Item 2)** – Mr. Driskell reported the library has received 98.7% of its annual budgeted revenue in 2018. The library received \$8,660 through the Village of Arlington Heights' land use ordinance. A \$7,500 rebate was received from Nicor's Energy Smart gas program because of the installation of an energy efficient boiler in 2018. The 2018 interest income total is \$161,308 for combined funds, 340% of the annual budgeted interest income. 100% of the fiscal year has lapsed. 93.8% of the annual operating budget has been expensed and 84.8% of the annual capital budget has been expensed. Combined fund expenditures are at 93.2% for 2018. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

01.19.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2018 (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, 2018, IN THE AMOUNT OF \$1,070,888.49**. Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 01.19.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 15, 2019 (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 (ITEM 4) DATED DECEMBER 31, 2018, IN THE AMOUNT OF \$368,923.69.** 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.

- 01.19.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted a bookmobile visit to the Newcomer Center; collection services statistics for 2018; 91 customers attended a mindfulness and meditation for beginners program; Party Like It's 1818 - an Illinois Bicentennial Celebration; and Finals Study Lounge with nearly 1,500 students from District 214.

- 01.19.09 There was no **OLD BUSINESS** to be discussed.

- 01.19.10 **NEW BUSINESS**

- **REPRESENTATIVE DAVID HARRIS PROCLAMATION (Action Item 5)** – The board recognized the contributions Representative David Harris made on behalf of the residents of the Village of Arlington Heights.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PROCLAMATION HONORING ILLINOIS STATE REPRESENTATIVE DAVID HARRIS.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **HUMAN RESOURCES 2019 STRATEGIC PRIORITIES (Item 6)** – Lisa Haack, Human Resources Manager, presented human resources strategic priorities for 2019.

- 01.19.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends next sale will be their Fab Feb Sale, February 2-3.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation will be reviewing the library's strategic plan and participating in a library orientation program with staff presentations from various departments as well as a tour to learn more about the library. They continue to await their 501(c)(3) status.

- 01.19.12 **OTHER**

- President Smart and Trustee Zyck will be scheduling a time to review and possibly release selected sealed closed session minutes.

- President Smart shared her president's gift of a collection of framed Arlington Heights photographs to be hung in the Richard Frisbie Board Room.

- Mr. Driskell shared an invitation to the Arlington Heights Hearts of Gold Award Dinner on Saturday, February 16.

01.19.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) FOR THE PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY; AND (21) REVIEWING CLOSED SESSION MINUTES.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 8:33 p.m.

The board returned to open session at 9:07 p.m.

Trustee Supplitt moved **TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM MAY 16, 2017; MAY 30, 2017; AND JULY 12, 2017.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 15, 2019.** 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 Tangney moved **ADJOURNMENT.** Trustee Brody Garkisch seconded. All were in favor and the meeting was adjourned at 9:09 p.m.

---

Joan Brody Garkisch, Vice President/Secretary

---

Janet Moravec, Recorder