

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 17, 2017.

01.17.01 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, January 17, 2017, at 7:30 p.m. by President Debbie Smart.

01.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Thanopoulos, Unumb, Zyck, and Smart. Trustee Nelson participated in the meeting by telephone due to a family emergency.

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Mike Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Jan Sissors, Customer Services Manager; Sarah Shaw, Digital Services Manager; Shannon Meyer, Circulation Supervisor; Candy Rossin, Collection Management Supervisor; Janet Moravec, Business Office Administrator; Karen Ann Cullotta, Chicago Tribune; Chris Placek, Daily Herald; John Supplitt, Resident.

01.17.03 There was no **PUBLIC COMMENT**.

01.17.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 20, 2016 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

01.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2016 (Item 2)** – Mr. Kuhl reported 100% of the year 2016 has lapsed. Real estate tax revenues received to date are at \$13.667 million, which is 99.8% of the budgeted tax revenues for the year. Expenditures in the general fund were \$1.488 million under the budgeted expenditures for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

01.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2016 (Action Item 3)** – Mr. Kuhl 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, 2016, IN THE AMOUNT OF \$958,358.40**. Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- 01.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 17, 2017 (Action Item 4)** – There were no questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER, DATED JANUARY 17, 2017, IN THE AMOUNT OF \$432,170.94.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- 01.17.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Kuhl highlighted the response to this year’s Teen Finals Study Lounge; an upcoming public Internet upgrade; the latest outreach visit to the Newcomer Center; kids picks on display in the Kids’ World marketplace; and his participation in the upcoming ALA Midwinter Conference.

- 01.17.09 There was no **UNFINISHED BUSINESS** to be discussed.

- 01.17.10 **NEW BUSINESS**

- **STAFF PRESENTATION-MEASURING CUSTOMER SATISFACTION (Item 5)** – Staff presented mechanisms that have been established to measure and improve overall customer satisfaction. They discussed how customer satisfaction is currently measured, highlighted the goals for the project, presented baseline data, and outlined next steps to continue an ongoing dialogue and culture of assessment for continued customer service excellence.

- 01.17.11 **COMMITTEE REPORTS**

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee did not meet.

- **NEXT MEETING: MONDAY, FEBRUARY 13, 9:30 A.M.**

(B) COMMITTEE OF THE WHOLE (President Smart) –

- **RECOMMENDATION ON NORTHSIDE BRANCH (Action Item 6)** – For several years, staff have been studying the feasibility of opening a branch library location in the northern part of the village. A key aspect of this comprehensive study has been to identify the real costs of opening, furnishing, and operating such a facility. Though staff believe a library facility north of Palatine Road would be well used and would enhance the overall library service to the village as a whole, it is staff’s assessment that the ongoing costs would limit the possibility of future service enhancements to a degree that staff do not recommend proceeding with opening a branch at this time.

The Committee of the Whole recommends **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE STAFF’S RECOMMENDATION NOT TO MOVE FORWARD**

WITH OPENING A BRANCH LIBRARY FACILITY AT THIS TIME AND TO DEVELOP ALTERNATE STRATEGIES TO ADDRESS THOSE NEEDS AND CONCERNS THAT PROMPTED OR WERE UNCOVERED BY THE BRANCH FEASIBILITY STUDY. No second was required as the motion came from committee. All were in favor and the motion carried.

(C) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

(D) HUMAN RESOURCES (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

(E) POLICY – (Trustee Nelson) – Trustee Nelson reported the committee did not meet.

(F) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee met immediately prior to the regular January board meeting.

- **AUTHORIZATION TO AMEND VISION, VALUES, AND PRIORITIES (Action Item 7)** – The committee reviewed the library’s vision, values, and priorities and the proposed amendments that focus on the importance of diversity and inclusion. The three statements are the foundational documents for how the library develops its services and cultivates an inclusive atmosphere.

The Strategic Planning Committee recommends **THE BOARD OF LIBRARY TRUSTEES APPROVES CHANGES TO THE LIBRARY’S VISION, VALUES, AND PRIORITIES AS PRESENTED.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **NEXT MEETING: FRIDAY, FEBRUARY 10, 9:30 A.M.**

01.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** - Trustee Unumb was unable to attend the Friends of the Library January board meeting. Mr. Andrykowski reported the Friends approved a wish list including support of the library’s annual One Book One Village initiative.

01.17.13 **OTHER**

- Mr. Kuhl shared a video from the Columbus Metropolitan Library about customer service.

01.17.14 Trustee Medal 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 (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Unumb seconded. All were in favor and the motion carried. The board went into closed session at 8:49 p.m.

The board returned to open session at 9:34 p.m.

Trustee Medal moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO TAPE FROM JANUARY 20, 2015.** Trustee Unumb seconded. All were in favor and the motion carried.

Trustee Brody Garkisch moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 17, 2017.** Trustee Thanopoulos 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 Unumb moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:36 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder