

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 21, 2020.

01.20.01 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 21, 2020, at 7:30 p.m. by Trustee Carol Medal.

01.20.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Supplitt and Tangney.

Absent: Trustees Smart, Thanopoulos and Zyck.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jennifer Czajka, Programs and Exhibits Manager, Mary Jo Lepo, Senior and Accessible Services Manager; Katie Myers, Library Delivery and Accessibility Supervisor; Carol Ng-He, Exhibits Coordinator; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Lisa Slankard, Resident.

01.20.03 There was no **PUBLIC COMMENT**.

01.20.04 **LIAISON REPORTS**

FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY – Mr. Driskell reported the Friends generously approved \$2,850 for interior landscaping maintenance. They are now on social media with Facebook and Instagram. The next book sale will be in April.

ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION – Mr. Driskell provided a report on the Foundation's in-kind donation from Bosch for hand-tools. The Foundation has informally accepted a proposal with Dremel for a large amount of equipment for the makerspace. The Foundation has planned an author event on March 4 with Melissa Isaacson, author of *State: A Team, a Triumph, a Transformation*.

01.20.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 17, 2019 (Action Item 1)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

01.20.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 6, 2020 (Action Item 2)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

01.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$22,046 in

tax revenue in December and \$13,927,342, 98% of the annual tax revenue budget of \$14.2 million has been received. Mr. Driskell thanked the City of Support for their \$5,000 donation that will be used to purchase an accessibility collection. \$4,044 was received from Libraries of Illinois Risk Agency (LIRA) due to claims being lower than were budgeted. The annual Per Capita Grant was received in the amount of \$93,876. With 100% of the fiscal year lapsed, 92% of the annual operating budget and 50% of the annual capital project budget have been expensed. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 01.20.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED DECEMBER 31, 2019, IN THE AMOUNT OF \$999,715.48.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, and Tangney. Nay: none. The motion carried.

- 01.20.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 21, 2020 (Action Item 5)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED JANUARY 21, 2020, IN THE AMOUNT OF \$360,852.90.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, and Tangney. Nay: none. The motion carried.

- 01.20.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *An Evening of Korean Culture and Cuisine* at Ttowa Korean Bistro; 409 teens from District 214 gathered in conference rooms during teen finals study; 113 customers attended Vince Guaraldi’s *The Music of A Charlie Brown Christmas*; teens and adult gamers played video games at *Arcade Thunderdome*; *Jane Austen Afternoon Tea* was held in celebration of her birthday; and 50 residents created at *Cozy Winter Cottage: A Painting Workshop*. 171 customers enjoyed music play for families with *Sing Along with Jim Gill*, 58 customers attended a second performance, a supported program for children with varying abilities or children who benefit from a more controlled environment. Mr. Driskell congratulated Kids’ World assistant manager Maria Papanastassiou as a winner of this year’s I Love My Librarian Award, a prestigious national award presented by the American Library Association.

- 01.20.11 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 6)** – Andy Dogan from Williams Architects provided an update on the progress of the makerspace building project at 112

North Belmont Avenue. He specifically discussed the estimated costs and timeline for the replacement of the existing roof and HVAC systems serving the main floor of the building.

- **APPROVE PROPOSED REVISIONS TO POLICY 6.003 INTERNET ACCESS (Action Item 7)** - The board reviewed and discussed proposed revisions to Policy 6.003 Internet Access.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 6.003 INTERNET ACCESS.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVE PROPOSED REVISIONS TO POLICY 7.001 CODE OF CONDUCT (Action Item 8)** - The board reviewed and discussed proposed revisions to Policy 7.001 Code of Conduct, to include consideration for the legalization of recreational cannabis.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 7.001 CODE OF CONDUCT.** Trustee Ruhl seconded. All were in favor and the motion carried.

01.20.12 **NEW BUSINESS**

- **STAFF PRESENTATION ON SENIOR AND ACCESSIBLE SERVICES (Item 9)**
- Staff provided an update on the development of the Senior and Accessible Services Department over the past year and information on the programs and services they provide throughout the community.

- **STAFF PRESENTATION ON EXHIBITS (Item 10)** - Staff provided a summary of the Culinary Curiosity exhibit as well as a brief overview of the exhibits planned for 2020 including costs, scope and schedule.

- **CHANGE IN FINANCIAL REPORTING – GASB 61 DISCUSSION (Item 11)** – Mr. Driskell reported that due to the auditor’s interpretation of the Governmental Accounting Standards Board statement 61, the library will no longer be a component unit of the Village of Arlington Heights. The library will have a separately issued annual financial report, board communication, and filing with the office of the state comptroller.

01.20.13 **OTHER**

- **GUEST READERS FOR STORYTIMES DURING NATIONAL LIBRARY WEEK, APRIL 19-25** – Mr. Driskell invited trustees to participate as guest readers at a storytime during National Library Week, April 19-25.

01.20.14 Trustee Ruhl 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 ISSUE. Trustee Supplitt seconded. All were in favor and the motion carried. The board went into closed session at 9:18 p.m.

The board returned to open session at 9:38 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 21, 2020.** Trustee Tangney 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 Ruhl moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:39 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder