

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 19, 2019.**

- 02.19.01 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, February 19, 2019, at 7:30 p.m. by President Debbie Smart.
- 02.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart.
- Absent: Trustee Brody Garkisch.
- Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Christopher Placek, Daily Herald; JoAnne Gunderson, Resident; Melissa Cayer, Resident; Andi Ruhl, Resident.
- 02.19.03 There was no **PUBLIC COMMENT**.
- 02.19.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 15, 2019 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as corrected.
- 02.19.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES MEETING OF JANUARY 19, 2019 (Action Item 2)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 02.19.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 4, 2019 (Action Item 3)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.
- 02.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2019 (Item 4)** – Mr. Driskell reported the library did not receive tax revenue in January. The Tax Year 2018 First Installment to Cook County is due March 1. The library can expect approximately half of its budgeted tax revenue by March/April. 8.3% of the fiscal year has lapsed; 10% of the annual operating budget to date has been expensed. \$378,859 in prepaid services have been expensed in period one of 2019 that were paid in 2018. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 02.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2019 (Action Item 5)** – 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 JANUARY 31, 2019, IN THE AMOUNT OF \$803,739.84.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

- 02.19.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted Path to Career Readiness, a self-directed job skills training program; Excel training for staff at Northwest Special Recreation Association; participation in the Arlington Heights Fitness Expo; library tour for John Hersey High School Entrepreneurship Class; Finals Study Lounge for students from St. Viator; two-time Grammy nominated blues artist John Primer plays Sunday Musicale; Memory Café for persons with mild cognitive impairment and their care partners or family members; new library delivery site at Waverly Inn; 1,881 young readers participated in the Winter Reading Program; 800 4<sup>th</sup>-8<sup>th</sup> graders signed up for a new reading initiative, 100 Books Before High School; and the new eNewsletter dedicated to featuring upcoming exhibits, artist-in-residence and displays.

- 02.19.10 **OLD BUSINESS**

- **CHANGE TO POLICY 7.002 UNSUPERVISED CHILDREN (Action Item 6)** – The intention of the suggested changes are the expectation for safety and behavior of children who visit the library.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISED POLICY 7.002 UNSUPERVISED CHILDREN.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

- **VULNERABLE ADULTS POLICY (Action Item 7)** – The intention of the new proposed policy is to provide guidelines concerning the wellbeing and behavior of vulnerable adults who visit the library.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.0015 VULNERABLE ADULTS.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

- 02.19.11 **NEW BUSINESS**

**- APPROVAL OF THE 2019 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2018 (Action Item 8)** – Mr. Driskell presented the library’s 2019 Illinois Public Library Annual Report for 2018 to be filed with the Secretary of State’s office.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE 2019 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

**- REVIEW BELMONT CONTRACT (Item 9)** – The board reviewed the contract and discussed the timeline for acquisition of 112 N. Belmont Building. Staff will present more information on the proposed space including a preliminary budget, updates on parking and initial plans for hours of operation and services offered at the library’s next Committee of the Whole meeting on Monday, March 4. The next public meeting will be held at the library on Saturday, March 16 for the public to learn more about the project and offer feedback.

#### 02.19.12 **LIAISON REPORTS**

**- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends of the Library made just over \$20,000 at their Fab Feb Used Book Sale.

**- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation is working on creating website content; writing investment policies; and will see a presentation from English as a Second Language staff.

#### 02.19.13 **OTHER**

- President Smart reported on the United for Libraries session at the American Library Association Midwinter Conference.

- Mr. Driskell reported Staff Day will be held Friday, March 1.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:14 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder