

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 21, 2017.

02.17.01 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, February 21, 2017, at 7:30 p.m. by President Debbie Smart.

02.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart.

Absent: Trustee Zyck.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Michael Kelly, Director of Finance; Richard Dworiansyn, Information Technology Manager; Margaret Jasinski, Collection Services Manager; Patricia Aichele, Communications and Marketing Specialist; Janet Moravec, Business Office Administrator; Melissa Cayer, Resident.

02.17.03 There was no **PUBLIC COMMENT**.

02.17.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 17, 2017 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

02.17.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 17, 2017 (Action Item 2)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.

02.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2017 (Item 3)** – Mr. Kuhl reported with one month into the fiscal year cash equivalents for January were \$13,211,355; last year cash equivalents were \$12,930,721. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

02.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2017 (Action Item 4)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JANUARY 31, 2017, IN THE AMOUNT OF \$792,247.55**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

02.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted a \$1,000 grant received from YALSA (Young Adult Library Services Association); the LEGO Train Exhibit which attracted more than 6,300 visitors; and pending legislation that may impact libraries. Mr. Driskell shared information on a partnership with the Denver Public Library to further develop a calendar product that will be available in the open source Drupal community for libraries to use. President Smart shared information from the Illinois Library Association Presidents' Day Library Legislative Breakfast.

02.17.09 There was no **UNFINISHED BUSINESS** to be discussed.

02.17.10 **NEW BUSINESS**

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 5)** – Mr. Kuhl explained the Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Registration fees for trustee attendance at the Mayor's Prayer Breakfast, the Illinois Library Association Trustee Forum, and the Illinois Library Association President's Day Library Legislative Breakfast were presented. President Smart commented that trustees are expected to participate in continuing education activities that focus on libraries, trusteeship, or other issues pertinent to libraries.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE 2017 MAYOR'S COMMUNITY PRAYER BREAKFAST FOR PRESIDENT SMART, VICE PRESIDENT/SECRETARY NELSON, AND TRUSTEE THANOPOULOS FOR THE TOTAL AMOUNT OF \$60.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE 2017 ILA TRUSTEE WORKSHOP FOR PRESIDENT SMART AND TRUSTEE THANOPOULOS FOR THE TOTAL AMOUNT OF \$260.** Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE ILA PRESIDENT'S DAY LIBRARY LEGISLATIVE BREAKFAST FOR PRESIDENT SMART AND VICE PRESIDENT/SECRETARY NELSON FOR THE TOTAL AMOUNT OF \$50.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

- **APPROVAL OF PARADE REVIEWING STAND (Action Item 6)** – Mr. Kuhl presented the Frontier Days, Inc. Festival Committee’s annual request for permission to set up the parade reviewing stand in front of the library and to use the library’s electrical outlet to power the sound system for the 4th of July parade.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FESTIVAL COMMITTEE’S REQUESTS FOR THE REVIEWING STAND SET-UP AND ELECTRICITY FOR THE 2017 4TH OF JULY PARADE.** Trustee Unumb seconded. All were in favor and the motion carried.

- **APPROVAL OF THE FY 2017 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR CY 2016 (Action Item 7)** – Mr. Kuhl presented the library’s annual report to be filed with the Secretary of State’s office.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE FY 2017 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Unumb seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO REPLACE STUDIO COMPUTERS (Action Item 8)** – The 2017 budget includes \$12,000 to replace five Apple computers located in the Studio. The computers, purchased in 2011 and 2012, show signs of aging, with regard to reliability and speed, and are in need of replacement.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF REPLACEMENT COMPUTERS FOR THE STUDIO FOR AN AMOUNT NOT TO EXCEED \$12,000.** Trustee Unumb seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO REPLACE CORE NETWORK SWITCHES (Action Item 9)** – The 2017 budget includes \$34,740 to replace current core network switches, which are eight-years-old and no longer supported by the manufacturer.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF REPLACEMENT CORE NETWORK SWITCHES AND ASSOCIATED EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$29,054.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO SEEK PROPOSALS FOR NEW HUMAN CAPITAL MANAGEMENT SYSTEM (Action Item 10)** – The 2017 budget includes \$46,130 to replace the Human Capital Management System. Staff is seeking authorization to issue an RFP to collect proposals.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ISSUE AN RFP TO REPLACE THE HUMAN CAPITAL MANAGEMENT SYSTEM.** Trustee Medal seconded. All were in favor and the motion carried.

02.17.11 COMMITTEE REPORTS

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee met on Monday, February 13.

- AUTHORIZATION TO SEEK BIDS FOR REPLACEMENT

TRANSFORMER (Action Item 11) – Staff is requesting authorization to seek bids to replace a 150 KVA lighting transformer that is approaching 50 years in service and was recommended for replacement in the 2013 engineering assessment.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO SEEK BIDS TO REPLACE THE LIGHTING TRANSFORMER IN MECHANICAL ROOM NUMBER 004.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

- AUTHORIZATION TO ENGAGE CONSULTANT AND SEEK BIDS FOR PUBLIC COMPUTER HVAC MODIFICATIONS (Action Item 12) – As part of the 2017 budget, the board approved \$149,500 to make modifications that will improve airflow and ventilation in the public computer area. Staff is requesting authorization to engage an engineering consultant for the modification and addition of HVAC components for the public computer area and authorization for staff to seek bids on making changes to the HVAC system.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE ENGAGEMENT OF 20/10 ENGINEERING AS AN ENGINEERING CONSULTANT FOR THE MODIFICATION AND ADDITION OF HVAC COMPONENTS TO REDUCE ODORS IN THE PUBLIC COMPUTER AREA AT A COST NOT TO EXCEED \$6,825 FOR THE DESIGN OF THE SYSTEM, PENDING LEGAL REVIEW OF 20/10 ENGINEERING'S PROPOSAL.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO SEEK BIDS ON MAKING CHANGES TO THE HVAC SYSTEM THAT WILL REDUCE ODORS IN THE PUBLIC COMPUTER AREA AS 20/10 ENGINEERING S RECOMMENDS.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

(B) FINANCE (Trustee Zyck) – In Trustee Zyck's absence, Trustee Thanopoulos reported the committee met immediately prior to the regular February board meeting.

- 2017 BUDGET AMENDMENT (Action Item 13) – Trustee Thanopoulos explained the proposed budget amendment to the 2017 Budget will add the Grants and Development Administrator to the Administration budget. The dollars are being

reallocated from other budget lines from across the library, so the amendment is a net \$0 change.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 BUDGET AMENDMENT, DATED FEBRUARY 21, 2017.** No second was required as the motion came from committee. All were in favor and the motion carried.

(C) HUMAN RESOURCES (Trustee Zyck) – In Trustee Zyck’s absence, President Smart reported the committee did not meet.

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

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee met just prior to the regular February board meeting.

- **PROCESS AND TIMELINE FOR 3-YEAR PLAN (Action Item 14)** – An outline of the process and timeline for producing a plan of significant initiatives to undertake in the next three years was presented.

- **IDEAS FROM STRATEGIC VISIONING SESSIONS (Action Item 15)** – A comprehensive list of ideas from two strategic visioning sessions, as well as an initial sorting of items to include for consideration in development of the plan, were presented and discussed. Mr. Kuhl shared examples of other libraries strategic plans.

02.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends of the Library currently have 582 members and over \$111,000 in available funds. The Friends are working on position descriptions for Friends board members.

02.17.13 There were no **OTHER** items to be discussed.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Nelson seconded. All were in favor and the meeting was adjourned at 8:59 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder