

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

- 03.19.01 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, March 19, 2019, at 7:30 p.m. by President Debbie Smart.
- 03.19.02 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 Bobis, Collection Services Manager; Jolie Duncan, Info Services Manager; Janet Moravec, Business Office Administrator; JoAnne Gunderson, Resident; Melissa Cayer, Resident; Keith Moens, Resident; Emma Kaden, Resident; M Basch, Resident.

- 03.19.03 There was no **PUBLIC COMMENT**.
- 03.19.04 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 19, 2019 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 03.19.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 4, 2019 (Action Item 2)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.
- 03.19.06 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 3)** – President Smart recused herself from participating in the discussion and voting on the matter. Vice President/Secretary Brody Garkisch led the discussion of the item. The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursement to President Smart for expenses incurred during ALA Midwinter Conference and Staff Day were presented.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO PRESIDENT SMART FOR EXPENSES IN THE AMOUNT OF \$510.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

03.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2019 (Item 4)** – Mr. Driskell reported the library received \$1.9 million in tax revenue in February, 13.8% of the annual tax revenue budget of \$14.2 million has been received year-to-date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

03.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 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 FEBRUARY 28, 2019, IN THE AMOUNT OF \$1,065,158.10.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

03.19.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted participation in the Urban Library Council’s Edge Assessment; the “Cut the Chord” tech bar; nearly 300 attendees participated at Jewel-Osco’s annual Chinese New Year Festival; valentine calligraphy instruction; 176 eager attendees learned tidying through KonMari 101; self-service scooters and walkers now available; Library Day at Cedar Village; tax season and assistance with 115 AARP tax appointments; teen volunteers sew hats for young clients of Journeys/The Road Home; collaboration with two Thomas Middle School 3DRD classes; and nearly 600 attendees engaged with the popular Harry Potter Book Night.

03.19.10 **OLD BUSINESS**

- **FINE FORGIVENESS WEEK (Action Item 6)** – The board was in favor of the proposed Fine Forgiveness Week, June 1-8, as an incentive to increase literacy and participation in summer programming.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES FINE FORGIVENESS WEEK FOR JUNE 1-8, 2019.** Trustee Tangney seconded. All were in favor and the motion carried.

- **ACQUISITION OF PROPERTY AT 112 N. BELMONT AVENUE (Action Item 7)** – The board approved the resolution and contract for the acquisition of the property at 112 N. Belmont Avenue.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 19-01 RESOLUTION APPROVING A REAL ESTATE CONTRACT FOR THE PURCHASE OF 112 N. BELMONT AVENUE, ARLINGTON HEIGHTS, ILLINOIS.** 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.

03.19.11 **NEW BUSINESS**

- **ANNUAL REPORT (Item 8)** – Mr. Driskell presented the library’s 2018 annual report summary and 2018 financial review.

03.19.12 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends of the Library discussed 2020 book sale dates and approved a wish list item for 2019 holiday decorations.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported members of the Foundation attended the recent community meetings and they continue to await their 501(c)(3) status.

03.19.13 **OTHER**

- President Smart reported voting in the 2019 American Library Association election is now open.

- President Smart reported she and Ms. Ekl will be presenting a session at the American Library Association annual conference in Washington DC.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:21 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder