

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

03.17.01 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, March 21, 2017, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Deb Whisler, Director of Communications and Marketing; Jennifer Czajka, Programs and Exhibits Manager; Sydney Jarol, Programs and Exhibits Coordinator; Janet Moravec, Business Office Administrator; Christy C. Tangney, Resident; John Supplitt, Resident; Melissa Cayer, Resident.

03.17.03 There was no **PUBLIC COMMENT**.

03.17.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE SPECIAL JOINT BOARD MEETING OF JANUARY 14, 2017 WITH THE ARLINGTON HEIGHTS VILLAGE BOARD (Action Item 1)**. Trustee Brody Garkisch seconded. With Trustee Nelson abstaining, all were in favor and the minutes were approved as submitted.

03.17.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 21, 2017 (Action Item 2)**. Trustee Brody Garkisch seconded. With Trustee Zyck abstaining, all were in favor and the minutes were approved as submitted.

03.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2017 (Item 3)** – Mr. Kuhl reported 17% of the year has lapsed and cash equivalents for February were \$14,020,624; last year cash equivalents were \$13,846,397. Real estate tax revenue received during the month of February were just under \$1.84 million. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

03.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2017 (Action Item 4)** – 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 FEBRUARY 28, 2017, IN THE AMOUNT OF \$1,007,985.43.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

03.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the library's increased outreach to District 59 schools; gave an update on the replacement of the roof on the 1978 building; and reported on President Trump's proposed budget for FY18 that completely eliminates the Institute of Museum and Library Services.

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

03.17.10 **NEW BUSINESS**

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 5)** – Per the Local Government Expense Control Act, Mr. Kuhl requested approval for registration fees for trustees' attendance at the American Library Association Conference at McCormick Place, June 22-27. Trustees are expected to participate in continuing education activities that focus on libraries, trusteeship, or other issues pertinent to libraries.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES PAYMENT OF REGISTRATION FEES FOR THE AMERICAN LIBRARY ASSOCIATION CONFERENCE 2017 FOR PRESIDENT SMART AND TRUSTEE BRODY GARKISCH FOR THE TOTAL AMOUNT OF \$300.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- **DISCUSSION OF EFFECTIVE UTILIZATION OF SPACE (Action Item 6)** – Mr. Kuhl explained in order to remain flexible and responsive to the needs of the community, staff are continually looking at how to best utilize space within the library. Since the board has decided not to move forward with a branch facility in the northern part of the Village, staff have been looking with respect to how to use the main library to offer some of the new services proposed as part of the branch's plan of service. After discussion, it was decided President Smart would attend a Friends of the Library Board meeting and share the board's desired outcomes with regard to the effective utilization of space within the library for its customers.

03.17.11 **COMMITTEE REPORTS**

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

- **AUTHORIZATION TO SEEK BIDS FOR PARKING LOT PROJECT (Action Item 7)** – Trustee Unumb reported representatives from Wight & Company and Shales

McNutt Construction attended the committee meeting and presented finalized designs and budget estimates for the parking lot improvements based upon the scope approved by the board in 2016. The goal of the project is to improve safety by separating pedestrian traffic from the vehicular traffic, creating a safer passage from the parking lot to the entrance, and improving wayfinding throughout the area. The board approved authorization for staff to seek bids for the project.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO SEEK BIDS FOR THE PARKING LOT PROJECT AS REFLECTED IN THE PLANS PRESENTED.** No second was required as the recommendation came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

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

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

**(D) POLICY – (Trustee Nelson)** - Trustee Nelson reported the committee met on Tuesday, February 28.

- **POLICY ON THE ACCEPTANCE OF DONATIONS (Action Item 8)** – Trustee Nelson explained currently, the library does not have a comprehensive policy governing the acceptance of donations of money or other items to the library. The board reviewed a draft of a proposed new policy, POLICY 2.010 DONATIONS, and reviewed corresponding proposed modifications to POLICY 3.001 MATERIALS SELECTION.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES APPROVES POLICY 2.010 DONATIONS AND AMEND POLICY 3.001 MATERIALS SELECTION AS PRESENTED.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

- **POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES (Action Item 9)** – Trustee Nelson explained as part of its discussion of a comprehensive policy on the acceptance of donations, the committee discussed the necessity of POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES. The board was in agreement with the committee’s recommendation to rescind Policy 7.013 in its entirety.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES RESCINDS POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

**(E) STRATEGIC PLANNING (Trustee Brody Garkisch)** – Trustee Brody Garkisch reported the committee did not meet; but as was introduced through discussion at the February Board meeting, both she and Mr. Kuhl are supportive of the idea of engaging a consultant to help facilitate a formal strategic planning process. Related to that, the board may also consider having a consultant conduct formal board development training. After discussion, the board agreed and the committee will begin its work to discuss the specifics of moving forward with the process.

03.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends have \$105,490 in available funds; elections will be taking place at the April Friends Board meeting; the Friends are working on job descriptions for each of their officers and developing standard operating procedures; and the Friends approved a wish list including holiday lights and poinsettias for 2017.

03.17.13 **OTHER**

- President Smart acknowledged Trixie Dantis--*Library Journal* Move & Shaker.
- President Smart acknowledged Trustee Nelson's *Daily Herald* Shout Out article.
- President Smart and Mr. Kuhl commented on the Cook County ordinances on Minimum Wage and Paid Sick Leave.
- President Smart acknowledged a generous donation from the estate of Robert J. Deering used to acquire a wall sculpture by Brian Dettmer, *Americana 62 #1*.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT**. Trustee Nelson seconded. All were in favor and the meeting was adjourned at 9:23 p.m.

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Deborah A. Nelson, Vice President/Secretary

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Janet Moravec, Recorder