

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 16, 2019.**

- 04.19.01 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, April 16, 2019, at 7:30 p.m. by President Debbie Smart.
- 04.19.02 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; Tom Spicer, Specialty Info Services Manager; Matthew Williams, Circulation Assistant; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Arlington Heights Memorial Library; JoAnne Gunderson, Resident; Melissa Cayer, Resident; Amy Duffey, Resident; Andi Ruhl, Resident; Joe Genovese, Resident.

- 04.19.03 **PUBLIC COMMENT** – Ms. Cayer had questions regarding the library’s financial statements, the computer training center and reserving the library’s Business Center. Mr. Driskell responded the library’s financial statements are available on the library’s website; the Training Center is used for computer and technology classes for the public; and the Business Center cannot be reserved but is open to the public. Mr. Genovese thanked the library for its work of expanding services at 112 N. Belmont. He encouraged staff to explore alternative energy solutions as the space is designed.
- 04.19.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 19, 2019 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 04.19.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2019 (Item 2)** – Mr. Driskell reported the library received \$7.36 million in tax revenue as of March 31; 52% of the annual tax revenue budget of \$14.2 million has been received year-to-date. Interest income is \$29,121 year-to-date; 78.4% of the total annual interest income budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 04.19.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2019 (Action Item 3)** – 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 MARCH 31, 2019, IN THE AMOUNT OF**

**\$1,146,535.11.** 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.

04.19.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted NVDA screen reader software has been added to all public computers; staff working with the Veterans Memorial Committee of Arlington Heights and Village Trustee Padovani to produce a video to commemorate the Centennial Memorial Day Parade in Arlington Heights; the sun setting of OverDrive, a digital distributor of eBooks, audiobooks and videos; 322 tax returns were prepared through AARP tax appointments; the increase in Book Me personalized reading suggestion requests; a collaboration between the library's Tween Advisory Group, teen writing group Inklings and a theater class at Buffalo Grove High School in presenting Twisted Tales Theatre to 125 customers; a partnership with the Arlington Heights Historical Museum to host a Paging Through History book discussion at the Banta House; The Gold Fish Swim School's request for a visit from the bookmobile during spring break; and the partnership with the Arlington Youth Commission with the rescheduling of the Teen Job Fair with 23 businesses participating and 231 teens and parents attending. *Chagall for Children* was open January 26 to April 7 with over 60,000 visitors to Kids' World experiencing the exhibit. Programming around the exhibit included sensory access hours; 'Sunday Afternoon with An Artist' screenings; 150 people Exploring Art with a hands-on art making event in the Marketplace; 72 adults engaged with The Art of Marc Chagall lecture; and over 2,000 visitors interacted with the *Chagall for Children* play engagement projects. Artist-in-Residency with Filmmaker Matt Lauterbach kicked off with a four-day Movie-Making Workshop for Teens held over spring break and Mr. Lauterbach began a five-part adult filmmaking workshop series.

04.19.08 There was no **OLD BUSINESS** to be discussed.

04.19.09 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF JOAN BRODY GARKISCH (Action Item 4)** – The board approved a resolution honoring the service of Trustee Joan Brody Garkisch.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 19-02 HONORING THE SERVICE OF JOAN BRODY GARKISCH.** Trustee Tangney seconded. With Trustee Brody Garkisch abstaining, all were in favor and the motion carried.

- **ENGLISH AS A SECOND LANGUAGE SERVICES (Item 5)** – Tom Spicer, Specialty Info Services Manager, presented an overview of the library's English as a Second Language services, including tutor and student insights, success stories and new initiatives.

04.19.10 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Library’s Super Spring Sale will take place April 25-28, they will again have a Buy It Now table that was very popular at their last sale; the Friends may be expanding to sales on eBay; and are exploring accepting credit cards for purchases. The Friends will have a Dine and Share fundraising event on May 3 and 4 at California Pizza Kitchen in downtown Arlington Heights. The Friends held elections and have four newly elected board members who will begin serving in May.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation’s seven person Events Committee met and is discussing a fundraiser for early September. The Foundation continues to await their 501(c)(3) status. At their April meeting, they will have headshots taken for their website and Youth Services staff will present an informational session.

#### 04.19.11 **OTHER**

- President Smart distributed commemorative coins as part of the Memorial Day Celebration to mark the Centennial Memorial Day Parade in Arlington Heights.

- President Smart reminded the board of upcoming events including the Arlington Heights Park District Arbor Day Celebration on Friday, April 26 at Greenbrier Park, the May 2, District 25 Art Reception and the Niagara Foundation’s Interfaith Ramadan IFTAR Dinner on Saturday, May 25.

- Mr. Driskell reported an engineering assessment of the 112 N. Belmont property will be taking place on Wednesday, April 17 and staff are continuing work on the redesign of the library’s website with a rollout expected in May.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:56 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder