

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 17, 2018.

04.18.01 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, April 17, 2018, at 7:30 p.m. by President Debbie Smart.

04.18.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Zyck, and Smart.

Absent: Trustees Tangney and Thanopoulos.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator; Karen Smith, Resident.

The board observed a moment of silence to remember former First Lady Barbara Bush, advocate for family literacy.

04.18.03 **PUBLIC COMMENT** – Ms. Smith expressed concern of the library’s practice of submitting accounts to a collection agency without first notifying customers. President Smart replied staff would review current procedures.

Trustee Thanopoulos joined the meeting at 7:33 p.m.

04.18.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 19, 2018 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

04.18.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 26, 2018 (Action Item 2)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

04.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2018 (Item 3)** – Mr. Driskell reported \$6,552,524 in real estate revenue has been received to date, which is 52.5% of the annual budgeted revenue. On an overall basis, total operating expenditures are trending \$315,620 over the year to date budget for the operating fund. The variance is largely due to the prepaid expenses booked in the beginning of the year, as well as, a three pay period month in March. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

04.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2018 (Action Item 4)** – There were no trustee questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MARCH 31, 2018, IN THE AMOUNT OF \$1,437,841.62.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

04.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the ongoing trend of increased users in the library delivery service because of promotion in the February newsletter cover story. As part of the community engagement during *XOXO: An Exhibit About Love & Forgiveness*, the March Food Drive partnered with the Wheeling Township Food Pantry; and the community generously donated approximately 1,200 food items. Fourteen staff attended the Public Library Association Conference in Philadelphia. Two librarians presented a program on programming around political information and another presented a “spark talk” about youth services.

04.18.09 **OLD BUSINESS**

- **POLLING PLACE UPDATE (Item 5)** – Mr. Driskell gave an update on a request from the Election Office of Cook County Clerk David Orr’s office to consider using the library as a polling place. Beginning with the November 2018 election, the library’s Cardinal Room will be used as a polling location for two precincts.

04.18.10 **NEW BUSINESS**

- **ONE BOOK, ONE VILLAGE AUTHOR CONTRACT (Action Item 6)** – Staff was seeking approval to enter into contract for the annual One Book, One Village author event.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT, PENDING ATTORNEY REVIEW, WITH SIMON AND SCHUSTER SPEAKERS BUREAU IN THE AMOUNT OF \$27,500, PLUS TRAVEL EXPENSES, TOTAL NOT TO EXCEED BUDGETED AMOUNT.** Trustee Supplitt seconded. All were in favor and the motion carried.

- **REVIEW OF DECEMBER 31, 2017 ASSIGNED FUND BALANCE (Action Item 7)** – The board discussed the reallocation of the assigned general fund balance as of December 31, 2017 to bring us in compliance with board policy. In order to be in compliance, staff is recommending the board adjust the IMRF assigned balance from \$1.4 million to \$750,000. This will bring the Unassigned balance to \$5,205,299, resulting in compliance to the policy as of 12/31/2017.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RELEASING \$750,000 OF THE ASSIGNED IMRF UAAL BALANCE TO THE UNASSIGNED GENERAL FUND BALANCE.** Trustee Medal

seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

04.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart reported on the election of a new slate of officers, including FOL Board President Brian Repsher; congratulated the Friends on their 50th anniversary and thanked them for their commitment and continued support of the library; and shared Stu Wilson from Library Strategies will be working with the Friends at their May meeting.

04.18.12 **OTHER**

- Ms. Distel gave an update on the work of the Arlington Heights Memorial Library Foundation Exploratory Committee.

- **PRELIMINARY DISCUSSION OF 2019 BUDGET PROCESS** – After discussion, the board agreed to conduct the 2019 budget process through the Committee of the Whole structure.

04.18.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 8:28 p.m.

The board returned to open session at 9:23 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF APRIL 17, 2018.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:24 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder