

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 18, 2017.

- 04.17.01 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, April 18, 2017, at 7:30 p.m. by President Debbie Smart.
- 04.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Nelson, Thanopoulos, Unumb, Zyck and Smart.

Absent: Trustee Medal.

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; Colleen Kelly, Graphic Designer; Janet Moravec, Business Office Administrator; John Supplitt, Resident; Christine Tangney, Resident; Mike Dennehey, Resident; Bill Nelson, Resident; Jean Nelson, Resident; Wyatt Nelson, Resident; Kim Narvaiz, Resident; Maureen Cooke, Resident; Melissa Cayer, Resident.

- 04.17.03 **PUBLIC COMMENT** – Resident Melissa Cayer requested board members fill out time sheets. President Smart responded the request would be taken under consideration.
- 04.17.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 21, 2017 (Action Item 1)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.
- 04.17.05 **RESOLUTION HONORING THE SERVICE OF DEBORAH A. NELSON (Action Item 2)** - President Smart read *Resolution 17-01 Honoring the Service of Deborah A. Nelson*, who retires from the Board of Library Trustees after nine years of service, including her leadership as board treasurer, chair of the Finance Committee, and chair of the Long Range/Strategic Planning Committee.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-01 HONORING THE SERVICE OF DEBORAH A NELSON.** Trustee Unumb seconded. All were in favor and the motion carried.

- 04.17.06 **RESOLUTION HONORING THE SERVICE OF DAVID F. UNUMB (Action Item 3)** - President Smart read *Resolution 17-02 Honoring the Service of David F. Unumb*, for over 20 years, beginning in 1983, and continuing over four different decades. He served as president of the board from 1989 to 1991; oversaw the hiring of three executive directors, and was a leader on the Building, Personnel and Long Range Planning Committees.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-02 HONORING THE SERVICE OF DAVID F. UNUMB.**

Trustee Thanopoulos seconded. All were in favor and the motion carried.

04.17.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2017 (Item 4)** – Mr. Kuhl reported 25% of the year has lapsed and cash equivalents for March were \$18,208,858; last year cash equivalents were \$18,076,747. Real estate tax revenue received during the month of March was just over \$4.8 million; bringing the year to date total over \$7.3 million. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

04.17.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2017 (Action Item 5)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY, DATED MARCH 31, 2017, IN THE AMOUNT OF \$1,451,895.18.**

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

04.17.09 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl gave an update on the library's parking/garage improvements project; announced the hiring of Finance Director Kelly Spokas who will begin June 5; and gave a summary of a recent Freedom of Information Act request and the impact on library operations. He also gave an update from the Illinois Library Association (ILA) on recent legislation effecting libraries and the announcement of the retirement of ILA Executive Director Bob Doyle

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

04.17.11 **NEW BUSINESS**

- **LIBRARY STRATEGIES PROPOSAL FOR BOARD DEVELOPMENT CONSULTING (Action Item 6)** – Staff presented a proposal from Library Strategies, a consulting group of the not-for-profit Friends of the Saint Paul Public Library, for a half-day board development session. After discussion, the board will continue its review of the proposal after the new Board of Library Trustees convenes in May with two newly elected trustees and in advance of preparing a new 3-year strategic plan.

04.17.12 **RESOLUTION 17-03 (Action Item 7)** - President Smart read *Resolution 17-03 Honoring the Service of Debora Whisler*, who will retire May 5 after serving 27 years as the Director of Communications and Marketing.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-03 HONORING THE SERVICE OF DEBORA WHISLER.** Trustee Zyck seconded. All were in favor and the motion carried.

04.17.13 **COMMITTEE REPORTS**

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee did not meet.

- **NEXT MEETING: MONDAY, MAY 15, 4:30 P.M.**

(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 did not meet.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee did not meet.

- **NEXT MEETING: WEDNESDAY, APRIL 19, 6:45 P.M.**

04.17.14 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported on the election of new board members; the Friends have \$106,662 in available funds; and the approval of a \$4,000 wish list request to support the annual Teen Summer Volunteer Squad Program. President Smart and Mr. Kuhl discussed with the Friends a Memorandum of Understanding, which would confirm the operational relationship and reciprocal commitments of the Friends and the library.

04.17.15 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 8:44 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder