

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 15, 2018.

05.18.01 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, May 15, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

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; Jack Bower, Digital Services Manager; Gaby Rojek, Human Resources Assistant.

05.18.03 There was no **PUBLIC COMMENT**.

05.18.04 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 17, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

05.18.05 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 7, 2018 (Action Item 2)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

05.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2018 (Item 3)** – Mr. Driskell reported \$71,720 in real estate revenue was received in April. The library has received 53% of its annual budgeted revenue to date. In April, the library received the 2017 State of Illinois Per Capita Grant revenue, in the amount of \$58,311. Interest income is trending higher than budgeted by \$22,370 year to date for both the operating and capital project funds. On an overall basis, total operating expenditures are trending \$256,613 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.

05.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2018 (Action Item 4)** – 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 APRIL 30, 2018, IN THE AMOUNT OF \$1,295,766.55**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered

Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

05.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the installation of parking lot safety railings outside the south entrance; Lit Month with children's author Kate DiCamillo's visit with over 350 participates at Forest View Education Center; a Google expedition to Jefferson's Monticello for residents at Highland Assisted Living at The Moorings of Arlington Heights; the fifth year of collaboration with Thomas Middle School with their 3D-RD class; and staff development opportunities to Elevate, a statewide library initiative to nurture future library leaders and the Innovative Users Group Conference in Orlando, FL.

05.18.09 **OLD BUSINESS**

- **SKYLIGHT REPLACEMENT (Action Item 5)** – The board discussed replacement options for the skylight between the 1968 and 1993 buildings, including the option of removing the skylight and replacing it with a standard roof. After discussion, the board was in favor of replacing the exterior panels of the skylight with it being the least expensive and least disruptive option.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES RECOMMENDS STAFF ENTER INTO A CONTRACT WITH CPI FOR REPLACEMENT OF THE OUTSIDE SKYLIGHT PANELS NOT TO EXCEED \$150,000, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **AWARDING OF BOILER ADDITION PROJECT (Action Item 6)** – The 2018 budget includes funds to add a high efficiency boiler in the 1993 building. Staff have gone through the bid process and the low bid on the project came in just slightly higher than the \$104,000 budgeted amount. The low bidder, Dahme Mechanical, is located in Arlington Heights and their references are excellent. Staff is also pursuing possible incentives from Nicor.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES RECOMMENDS THE 1993 BOILER ADDITION PROJECT BE AWARDED TO DAHME MECHANICAL, INC. IN THE AMOUNT OF \$106,674, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. All were in favor and the motion carried.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY STRATEGIC PLAN (Action Item 7)** – The strategic plan was prepared by Library Strategies with input from staff and community surveys, staff sessions and a community retreat to understand the needs of the Arlington Heights community. The plan includes four major goals, followed by strategies that further define the goal. The strategies will be further defined by the creation of an implementation plan that will be more detailed, including specific, actionable steps.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE STRATEGIC PLAN AND MISSION AS PRESENTED.** Trustee Tangney seconded. All were in favor and the motion carried.

05.18.10 There was no **NEW BUSINESS** to be discussed.

05.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart reported on the election of a new slate of officers, including Friends of the Library Board President Brian Repsher. Stu Wilson from Library Strategies held an instructive and informative session with the Friends at their May meeting. April sales brought in good profits, a reduction in inventory and the Book Sale Committee has many ideas moving forward. Staff is working with the Friends to reduce their auction item inventory and completing some spring-cleaning in the Friends Room.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Distel reported the exploratory committee is meeting with three local library foundations; formalizing a set of by-laws; adding to a list of possible initial board membership; moving ahead on documentation of 501(c)(3) status; and working on a mission statement.

05.18.12 **OTHER**

- Mr. Driskell introduced new Digital Services Manager Jack Bower.
- Mr. Driskell acknowledged Finance Director Kelly Spokas' last board meeting and thanked her for her hard work.
- Mr. Driskell shared recently received library awards.
 - John Dana Cotton Award – National award honors outstanding library public relations and marketing provided in conjunction with the H.W. Wilson Foundation, the American Library Association and EBSCO for *#beinthecircle, the campaign for promoting One Book, One Village 2017.*
 - PR Xchange Awards – Under the direction of the Public Relations and Marketing Community of Practice, Library Leadership and Management Association (LLAMA) of the American Library Association recognizes the very best public relations materials produced by libraries. *Arlington Heights Memorial Library Newsletter* for Newsletter, Calendars, List of Events - print; *Winter Reading Challenge-print* for Reading program themes – print; *One Book One Village 2017* for Special Programs & Exhibits – print; and *Book Discussion Brochure* for Bibliographies, Materials promoting Collections, Services – print.

05.18.13 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 AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY. Trustee Medal seconded. All were in favor and the motion carried. The board went into closed session at 8:17 p.m.

The board returned to open session at 9:10 p.m.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:11 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder