

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 16, 2017.

05.17.01 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, May 16, 2017, at 7:30 p.m. by President Debbie Smart.

05.17.02 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; Janet Moravec, Business Office Administrator; Christo Thanopoulos, Resident; William Thanopoulos, Resident; Katerina Thanopoulos, Resident; Kathy Supplitt, Resident; Clare Supplitt, Resident; Elisa Adams, Attendee; Mike Sidor, Resident; Ekaterini Bumbaris, Attendee; Carol Rech, Resident; Mike Dennehey, Resident; Pat Dennehey, Resident; Linda Forey, Resident; Tammy Schmitt, Resident; John Walsh, Resident; Anisha Patel, Resident; Melissa Cayer, Resident.

05.17.03 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 18, 2017 (Action Item 1)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.

05.17.04 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – Trustee Nelson administered the oath of office to Debbie Smart. President Smart administered the oath of office to Marianthi Thanopoulos, John Supplitt, and Christine Tangney.

Trustee Unumb shared parting thoughts and best wishes with the board.

05.17.05 Trustee Nelson moved **ADJOURNMENT OF THE 2015-2017 BOARD OF LIBRARY TRUSTEES**. Trustee Unumb seconded. All were in favor and the 2015-2017 board was adjourned at 7:46 p.m.

The 2017-2019 Board of Library Trustees **CONVENED** at 7:50 p.m.

05.17.06 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, 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; Janet Moravec, Business Office Administrator; Carol Rech, Resident; Mike Dennehey, Resident; Pat Dennehey, Resident; Melissa Cayer, Resident.

05.17.07 **PUBLIC COMMENT** – Mr. Dennehey, President of the Friends of the Library (FOL), introduced members of the Friends that will be working with Mr. Kuhl and library staff on a FOL workgroup to look at the operating parameters between the Friends and the library. Ms. Cayer inquired if library board members have campaign funds. President Smart responded that library candidates ran uncontested in the recent election; therefore fundraising was unnecessary.

05.17.08 **ELECTION OF OFFICERS** – Trustee Brody Garkisch moved **TRUSTEE DEBBIE SMART BE ELECTED AS PRESIDENT OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES.** Trustee Thanopoulos seconded. No other nominations were forthcoming. All were in favor of Debbie Smart being elected President of the 2017-2019 Board of Library Trustees and the motion carried.

President Smart then assumed office and presided over the remainder of the meeting.

Trustee Medal moved **TRUSTEE JOAN BRODY GARKISCH BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES.** Trustee Zyck seconded. No other nominations were forthcoming. All were in favor of Joan Brody Garkisch being elected Vice President/Secretary of the 2017-2019 Board of Library Trustees and the motion carried.

Trustee Thanopoulos moved **TRUSTEE GREG ZYCK BE ELECTED AS TREASURER OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES.** Trustee Brody Garkisch seconded. No other nominations were forthcoming. All were in favor of Greg Zyck being elected Treasurer of the 2017-2019 Board of Library Trustees and the motion carried.

05.17.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2017 (Item 2)** – Mr. Kuhl reported 33% of the year has lapsed and cash equivalents for April were \$17,173,163; last year cash equivalents were \$16,784,629. Real estate tax revenues received to date are at 53% of the budgeted tax revenues for the year. The Secretary of State identified the library's Per Capita Grant in the amount of \$58,311.42; timing of the payment has yet to be determined. The library received notice it will be receiving an energy rebate for just over \$60,000 for the recent purchase and installation of three new high efficiency boilers. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

05.17.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2017 (Action Item 3)** – 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 APRIL 30, 2017 IN THE AMOUNT OF \$1,106,196.92.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

05.17.11 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted more than 700 guests attended the May 3 community reception to open the 25th annual District 25 Student Art Show; the hiring of a new Exhibits Coordinator Carol Ng-He; and a thank you to the board for their support of staff and the family of Ryan Popp. Staff are considering ideas for a memorial in Ryan's honor.

05.17.12 **UNFINISHED BUSINESS**

- LIBRARY STRATEGIES PROPOSAL FOR BOARD DEVELOPMENT CONSULTING (Action Item 4) – Mr. Kuhl explained the board postponed its discussion of the proposal at its April meeting in order to allow the new trustees to participate. The proposal is for a board development session from Library Strategies, a consulting group of the not-for-profit Friends of the Saint Paul Public Library. After further discussion, the board was in favor of tabling discussion of the item because the timing was not ideal. The item will be revisited soon for continued discussion.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES TABLES FURTHER DISCUSSION OF THE PROPOSAL FOR BOARD DEVELOPMENT CONSULTING FOR A PERIOD OF TIME AND WILL REVISIT SHORTLY.** Trustee Zyck seconded. All were in favor and the motion carried.

05.17.13 **NEW BUSINESS**

- 2017 BUDGET AMENDMENT (Action Item 5) – Staff is requesting approval of a budget amendment to the 2017 Budget. The amendment will reallocate funds in order to: 1) add a full-time community engagement liaison to the Specialty Info Services budget; and 2) increase the budgeted hours from 15 to 25 for a currently vacant position that will be filled as a bilingual specialty info services advisor. The dollars are being allocated from other budget lines from across the library, so there is no change in the overall amount of the 2017 budget.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE BUDGET AMENDMENT DATED MAY 16, 2017.** 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.

05.17.14 **COMMITTEE REPORTS**

(A) BUILDING – Trustee Medal reported the committee met on Monday, May 15.

- AUTHORIZATION TO SEEK BIDS FOR PUBLIC COMPUTER HVAC MODIFICATIONS (Action Item 6) – Staff is requesting authorization to seek bids to make modifications that will improve airflow and ventilation in the public computer area. As part of the 2017 budget, the board approved \$149,500 for that work. Staff have been working with 20/10 Engineering to design a new ventilation system and expect this system to cost substantially less than the budgeted amount.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZE STAFF TO SEEK BIDS TO MODIFY THE HVAC SYSTEM TO REDUCE ODORS IN THE PUBLIC COMPUTER AREA AS RECOMMENDED BY 20/10 ENGINEERING.** No second was required as the motion came from committee. All were in favor and the motion carried.

- AUTHORIZATION TO ACCEPT PARKING IMPROVEMENTS PROJECT BID (Action Item 7) – A public bid opening was held and the vetting of the parking improvements project bids have been completed. The goal of the project is to improve safety by separating foot traffic from vehicular traffic, creating a safer passage from the parking lot to the library entrance, and improving wayfinding throughout the area. The Building Committee is recommending the acceptance of the lighting alternate included in the bid package to replace all of the overhead lighting in the underground garage. Staff is seeking authorization to move forward with the project by accepting the base bid for an amount not to exceed \$1,098,799 and the lighting alternate for an amount not to exceed \$83,094. The board discussed the original \$900,000 budget figure for the project and the possible paring down of the scope of work, which would require the project to be rebid and subsequently postponed at least another year.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES ACCEPT THE RECOMMENDATION FROM SHALES MCNUTT CONSTRUCTION FOR THE BASE BID PACKAGE, FOR AN AMOUNT NOT TO EXCEED \$1,098,799.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: Trustees Thanopoulos and Zyck. The motion carried.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES ACCEPT THE ALTERNATE NO 1 A PACKAGE TO REPLACE THE LIGHTING IN THE UNDERGROUND GARAGE FOR AN AMOUNT NOT TO EXCEED \$83,094.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: Trustees Thanopoulos and Zyck. The motion carried.

(B) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee did not meet. Trustee Zyck thanked Mr. Kelly for all of his work for the library over the past number of years, as Mr. Kelly is planning to retire this summer.

- NEXT MEETING: MONDAY, JUNE 12, 6:15 P.M.

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

(D) **POLICY** – President Smart reported the committee did not meet.

(E) **STRATEGIC PLANNING (Trustee Brody Garkisch)** – Trustee Brody Garkisch reported the committee met on Wednesday, April 19.

- **RECOMMENDED MAJOR INITIATIVES: 2017-2018 (Action Item 8)** – At its April meeting, the Strategic Planning Committee reviewed a list of major initiatives being recommended by the Library Management Team for the remainder of 2017 and 2018 based upon a list of ideas generated by the committee and staff work groups. The purpose of the plan is to limit the scope of major initiatives that will be explored and to ensure the board is supportive of the proposed direction.

The Strategic Planning Committee recommends **THE BOARD OF LIBRARY TRUSTEES SUPPORTS LIBRARY STAFF'S EXPLORATION AND ADVANCEMENT OF RECOMMENDED MAJOR INITIATIVES: 2017-2018 AS OUTLINED.** No second was required as the motion came from committee.

Trustee Brody Garkisch moved to amend the motion from the committee to **THE BOARD OF LIBRARY TRUSTEES SUPPORTS LIBRARY STAFF'S EXPLORATION AND ANALYSIS OF RECOMMENDED MAJOR INITIATIVES: 2017-2018 AS OUTLINED.** Trustee Supplitt seconded the amended motion. All were in favor of the amended motion and the motion carried.

05.17.15 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart thanked members of the Friends of the Library (FOL) for their commitment and support of the library. She explained staff is in the process of setting up a FOL workgroup that will be looking at a reset of the relationship between the Friends and the library. Included in future discussions will be the creation of a Memorandum of Understanding document that will confirm the operational relationship and the reciprocal commitments of the Friends and the library.

05.17.16 **OTHER**

- **SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the Fall)** - Trustees will consider a Saturday morning in September or October 2017 for the joint meeting.

05.17.17 Trustee Brody Garkisch 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 Zyck seconded. All were in favor and the motion carried. The board went into closed session at 9:33 p.m.

The board returned to open session at 10:48 p.m.

Trustee Medal moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MAY 16, 2017**. Trustee Supplitt 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 Brody Garkisch moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 10:50 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder