

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 21, 2019.

05.19.01 A regular meeting of the 2017-2019 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, May 21, 2019, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustees Medal and Thanopoulos.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Susan Beckman, Senior Account; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation; Michael Del Valle, Lauterbach & Amen, LLP; Sean Hickey, Lauterbach & Amen, LLP; Andi Ruhl, Resident; Charles Ruhl, Resident; Molly Ruhl, Resident; Greyson Ruhl, Resident; Keesan Ruhl, Resident; Krista Zyck, Resident; Thilo Garkisch, Resident; Josie Garkisch, Resident; JoAnne Gunderson, Resident.

05.19.03 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 16, 2019 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

05.19.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 6, 2019 (Action Item 2)**. Trustee Brody Garkisch seconded. With President Smart abstaining, all were in favor and the minutes were approved as submitted.

President Smart thanked Trustee Brody Garkisch for her service as Vice President/Secretary and trustee on the Board of Library Trustees and wished her all the best.

05.19.05 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – President Smart administered the oath of office to Andi Ruhl and Greg Zyck.

05.19.06 Trustee Brody Garkisch moved **ADJOURNMENT OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES**. Trustee Zyck seconded. All were in favor and the 2017-2019 board was adjourned at 7:37 p.m.

The 2019-2021 Board of Library Trustees **CONVENED** at 7:40 p.m.

- 05.19.07 Upon **ROLL CALL**, the following answered Present: Trustees Ruhl, Supplitt, Tangney, Zyck and Smart.

Absent: Trustees Medal and Thanopoulos.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Susan Beckman, Senior Accountant; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation; Michael Del Valle, Lauterbach & Amen, LLP; Sean Hickey, Lauterbach & Amen, LLP; Krista Zyck, Resident; JoAnne Gunderson, Resident.

- 05.19.08 **PUBLIC COMMENT** – President Smart read a correspondence from Margery Frisbie thanking the board for the dedication of the board room in honor of Richard Frisbie.

- 05.19.09 **ELECTION OF OFFICERS** – Trustee Supplitt moved **TRUSTEE GREG ZYCK BE ELECTED AS PRESIDENT OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES.** Trustee Tangney seconded. No other nominations were forthcoming. With Trustee Zyck abstaining, all were in favor of Greg Zyck being elected President of the 2019-2021 Board of Library Trustees and the motion carried.

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

Trustee Smart moved **TRUSTEE CAROLE MEDAL BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES.** Trustee Tangney seconded. No other nominations were forthcoming. All were in favor of Carole Medal being elected Vice President/Secretary of the 2019-2021 Board of Library Trustees and the motion carried.

Trustee Smart moved **TRUSTEE JOHN SUPPLITT BE ELECTED AS TREASURER OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES.** Trustee Tangney seconded. No other nominations were forthcoming. All were in favor of John Supplitt being elected Treasurer of the 2019-2021 Board of Library Trustees and the motion carried.

- 05.19.10 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$7.48 million in tax revenue as of April 30; 52.5% of the annual tax revenue budget of \$14.2 million has been received year-to-date. The Friends of the Library provided a reimbursement of \$19,809 in April. Mr. Driskell thanked the Friends for their continued support. 33% of the fiscal year has lapsed; 34% of the annual operating budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 05.19.11 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED APRIL 30, 2019, IN THE AMOUNT OF \$1,131,316.16.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 05.19.12 Trustee Supplitt moved **TO CHANGE THE AGENDA AND MOVE FORWARD ITEM 10 REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT.** Trustee Smart seconded. All were in favor and the motion carried.

- 05.19.13 **REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 10)** – President Zyck invited Mr. Hickey to join the table. Mr. Hickey provided a review of the annual financial report. The opinion of the auditor is that the library’s financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2018.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2018 AS PRESENTED.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 05.19.14 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *Book Fiesta*, the library’s annual program to celebrate children’s books where 120 customers enjoying the musical talents of 1,2,3 Andres; 177 people participated in the *Week of the Young Child* event at The Academy at Forest View; students from Greenbrier Elementary School became honorary circulation staff through World of Work; 20 students from Barrington High School Special Education class also toured and helped with behind the scene tasks in the circulation department as part of their career development curriculum; staff presented on the proposed Belmont building makerspace at two Arlington Heights business community events; over 300 people visited with staff at the College & Career Expo at Harper College where staff showcased technology in the Library of Things collection and information about the Studio; 25 prospective college students participated in virtual college tours through *College Knowledge: Maximize Your College Visit*; eleven additional hotspots have been added to the collection, bringing the total to 21; and *Homeschool Lunch Bunch Show and Tell* where students practiced speaking to a group and experienced communal lunching with peers.

- 05.19.15 **OLD BUSINESS**

- **UPDATE ON ACQUISITION OF PROPERTY AT 112 N. BELMONT AVENUE (Action Item 5)** – Mr. Driskell provided an update on the acquisition of the property at 112 N. Belmont Avenue. The board agreed with the staff recommendation to proceed with the acquisition of the property.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE RECOMMENDATION OF STAFF TO PROCEED WITH THE ACQUISITION OF THE BUILDING AT 112 N. BELMONT AVENUE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **ADOPTION OF BULLETIN BOARD AND POSTING POLICY (Action Item 6)** – The board approved the adoption of proposed policy for usage and posting to the library's bulletin boards. The intention of the policy is to provide guidelines regarding the posting of materials to the library's bulletin boards.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.0035 BULLETIN BOARD AND POSTING.** Trustee Tangney seconded. All were in favor and the motion carried.

- **ADOPTION OF EXHIBITS POLICY (Action Item 7)** – The board approved the adoption of proposed policy for the presentation of exhibits. The intention of the policy is to provide selection criteria and guidelines regarding exhibits within the library.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 6.014 EXHIBITS.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO POLICY 7.011 DISPLAY CASE EXHIBITS (Action Item 8)** – The board approved the proposed revisions to Policy 7.011 Display Case Exhibits to reflect how the display cases are managed, create a clear delineation from the Exhibits Policy, and to make the policy more concise.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 7.011 DISPLAY CASE EXHIBITS.** Trustee Smart seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO POLICY 7.003 SOLICITING OR POSTING AND DISTRIBUTING MATERIALS ON LIBRARY PROPERTY (Action Item 9)** – The board approved the proposed revisions to Policy 7.003 Soliciting or Posting and Distributing Materials on Library Property to remove the section referring to posting on library bulletin boards.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 7.003 SOLICITING OR POSTING AND DISTRIBUTING MATERIALS ON LIBRARY PROPERTY.** Trustee Tangney seconded. All were in favor and the motion carried.

05.19.16 **NEW BUSINESS**

- **REVIEW OF 2018 BUDGET VERSUS ACTUAL (Item 11)** – President Zyck invited Ms. Ekl to join the table. Ms. Ekl presented a review of the final 2018 actual results noting significant variances from the 2018 budget.

- **CHANGES TO PREVAILING WAGE ACT (Item 12)** – Due to amendments to the Prevailing Wage Act, public bodies are no longer required to determine the prevailing wage rate, approve an annual prevailing wage ordinance or resolution, or publish a notice of approval.

05.19.17 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Library’s Super Spring Sale brought in \$22,000. The Friends will have a lobby sale on June 1, and their next book sale is scheduled for August. Mr. Repsher thanked Trustee Smart for her dedication and support during her years as library board president and welcomed President Zyck to his new role.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Harp reported the Foundation continues to await their 501(c)(3) status. They have approved their investment policy and created their vision, mission and values statement. John Walsh has resigned from the Foundation Board.

05.19.18 **OTHER**

- President Zyck discussed summarizing and documenting inquiries made by the board.

- President Zyck commented on the passing of a long-time library volunteer Linda Cesario.

05.19.19 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 Tangney seconded. All were in favor and the motion carried. The board went into closed session at 9:04 p.m.

The board returned to open session at 9:28 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MAY 21, 2019.** Trustee Tangney 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 Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:30 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder