

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 18, 2019.

06.19.01 A regular meeting of the 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, June 18, 2019, at 7:30 p.m. by President Greg Zyck.

06.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck.

Absent: Trustee Tangney.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation; JoAnne Gunderson, Resident; Jack Denten, Resident; Cara Denten, Resident; Melissa Cayer, Resident.

Trustee Supplitt moved **TO ADJUST THE AGENDA AND MOVE FORWARD LIAISON REPORTS FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY FOLLOWING PUBLIC COMMENT.** Trustee Smart seconded. All were in favor and the motion carried.

06.19.03 There was no **PUBLIC COMMENT**.

06.19.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Library received \$325 from their California Pizza Kitchen fund raising and \$2,687 from AmazonSmile to date; their next sale is scheduled for August; and the Friends awarded Trustee Smart with a life membership in appreciation for her support.

06.19.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 21, 2019 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

06.19.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 3, 2019 (Action Item 2)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

06.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$7.54 million in tax revenue as of May 31; 52.9% 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 \$5,794 in May. Mr. Driskell thanked the Friends for their continued support. 42% of the fiscal year has lapsed; 42% of the annual operating budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 06.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MAY 31, 2019, IN THE AMOUNT OF \$1,078,482.46.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

- 06.19.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *Finals Study Lounge* with 347 high school students using conference rooms between May 25-30; 106 community members attended *Processing Family Papers* with Tony Burroughs, founder of the Center for Black Genealogy; library staff interacted with over 5,000 people at various school and community outreach events in May; *National Senior Health and Fitness Day*, an annual all-agency event at the Senior Center, welcomed 250 older adults who participated in a wide range of health screenings and other activities; the 27th Annual *District 25 Art Show and Opening* showcased student creativity with over 200 works of art and the opening night welcomed more than 700 community members; over 150 teens signed up to be part of the library’s *Summer Volunteer Squads*; digital services staff visited computer science classes at Buffalo Grove High School to share virtual reality demonstrations with 125 students; and selected staff received introductory-level training on supporting individuals on the Autism Spectrum Disorder (ASD) in library settings.

- 06.19.10 **OLD BUSINESS**

- AUTHORIZATION TO ACCEPT PARKING LOT RESURFACING BID (Action Item 5) – A public bid was held and staff is seeking authorization to move forward with the parking lot resurfacing project by accepting the lowest qualified bid to resurface the exterior parking lot located on the south side of the library.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE EXTERIOR PARKING LOT RESURFACING PROJECT TO GREAT LAKES PAVING, FOR AN AMOUNT NOT TO EXCEED \$56,610, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

- ADOPTION OF 2020 BUDGET TARGETS (Action Item 6) – President Zyck invited Ms. Ekl to join the table. The board reviewed the budget targets to be used in the

preparation of the 2020 budget. Any updated information will be communicated to the board for its review and approval.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2020 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Smart seconded. All were in favor and the motion carried.

- **ADOPTION OF 2019 BUDGET AMENDMENT (Action Item 7)** – Staff requested a budget amendment to the 2019 budget to transfer funds for personal services. The proposed amendment is a net \$0 change. These changes reflect personnel changes made in late 2018.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE JUNE 18, 2019 BUDGET AMENDMENT.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

06.19.11 NEW BUSINESS

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 8)** – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$442 EFFECTIVE JULY 1, 2019 THROUGH JUNE 30, 2020.** Trustee Smart seconded. All were in favor and the motion carried.

- **2020 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 9)** – The board reviewed a schedule of proposed library holiday dates and closings for 2020.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2020 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Medal seconded. All were in favor and the motion carried.

- **2020 BOARD MEETING SCHEDULE (Action Item 10)** – The board reviewed a schedule of proposed dates for the 2020 board and Committee of the Whole meetings.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2020 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS AS DISCUSSED.** Trustee Smart seconded. All were in favor and the motion carried.

06.19.12 **LIAISON REPORTS**

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation received their 501(c)(3) status. They are working on a marketing plan and a memorandum of understanding with the Friends of the Library.

06.19.13 **OTHER**

- **SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the Fall)** – Trustees will consider a Saturday morning in September or October 2019 for the joint meeting.

- **2019 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 22-24, 2019** – Registration is open for the Illinois Library Association Annual Conference being held in Tinley Park, IL, October 22-24.

- President Zyck will represent the library as a judge for the Frontier Days 4th of July parade.

06.19.14 Trustee Smart 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 Supplitt seconded. All were in favor and the motion carried. The board went into closed session at 8:52 p.m.

The board returned to open session at 9:21 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 18, 2019.** Trustee Ruhl 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 Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:22 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder