

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 20, 2017.**

06.17.01 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, June 20, 2017, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Tangney.

Also present: Jason Kuhl, Executive Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Kelly Spokas, Director of Finance; Jennifer Czajka, Programs and Exhibits Manager; Teri Scallon, Bookmobile and Interlibrary Loan Supervisor; Janet Moravec, Business Office Administrator; Debbie Halpin, Business Office Assistant; Matt Beran, Lauterbach & Amen; Mike Dennehey, Resident; Melissa Cayer, Resident.

06.17.03 **PUBLIC COMMENT** – Mr. Dennehey, President of the Friends of the Library (FOL), distributed FOL membership applications and encouraged all to join.

06.17.04 Trustee Joan Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 16, 2017 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

06.17.05 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE BOARD MEETING OF MAY 30, 2017 (Action Item 2)**. Trustee Joan Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

06.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2017 (Item 3)** – Mr. Kuhl reported 42% of the year has lapsed and cash equivalents for May were \$16,187,587; last year cash equivalents were \$15,843,992. Real estate tax revenues received to date are at 54% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

Trustee Tangney joined the meeting at 7:35 p.m.

06.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2017 (Action Item 4)** – 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 MAY 31, 2017 IN THE AMOUNT OF \$1,090, 427.47.** 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.

06.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the Design Commission recommended approval of the new sign on the south wall of the building as part of the parking lot improvement project; the library's mobile app will be discontinued August 1; storytime changes and additions; inspiring understanding work continues in the community and in library programming; and the Build a Better World summer reading theme. Mr. Kuhl has been appointed as the ILA treasurer for the upcoming year, which includes membership on the ILA executive committee and search committee for the new ILA executive director. Ms. Czajka reported on the Volunteer Fair held Saturday, June 17, providing teens and adults the opportunity to meet more than 30 nonprofit and community organizations. Mr. Kuhl introduced Ms. Spokas, the library's new Director of Finance.

06.17.09 **UNFINISHED BUSINESS**

**PARKING LOT UPDATE AND COMMUNICATIONS PLAN (Item 5)** – Mr. Driskell presented an update on the phasing plan for the parking lot improvement project that will begin this summer and the preliminary communications plan.

06.17.10 **NEW BUSINESS**

- **REVIEW OF ANNUAL FINANCIAL REPORT (Action Item 6)** – Mr. Beran from Lauterbach & Amen reviewed the auditor's statement on auditing standards letter, the auditor's letter of management and the annual financial report for the year ended December 31, 2016. The library was given an unqualified opinion, which is the highest level of assurance issued by an auditor.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2016 AS PRESENTED.** Trustee Medal seconded. All were in favor and the motion carried.

- **REVIEW OF 2016 BUDGET VERSUS ACTUAL (Item 7)** – Mr. Kelly reviewed the final 2016 actual results noting significant variances from the 2016 Budget; the 2016 Summary of Financial Activity; the 2016 Year-end comparison of budget versus actual for all library expenditure accounts; the 2016 Summary of expenditures for capital projects; and the 2016 Final Revenue Reports and Detail Budget Reports with 100% of the year lapsed.

- **STAFF BOOKMOBILE PRESENTATION (Item 8)** – Ms. Scallon, Bookmobile and Interlibrary Loan Supervisor, gave an overview of the bookmobile service and operations discussing staffing, vehicle and maintenance, points of service, and customer base.

- **PREVAILING WAGE RESOLUTION (Action Item 9)** – Mr. Kuhl reported each June a public library is required to pass a prevailing wage resolution and publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-04 "RESOLUTION FOR PREVAILING WAGE."** Trustee Zyck seconded. All were in favor and the motion carried.

**- REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 10)** – Mr. Kuhl reported each June the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066. Using the General Mathematical Formula method to determine the fee, the new nonresident library card fee would be \$439.

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 \$439 EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2018.** Trustee Tangney seconded. All were in favor and the motion carried.

**- UPCOMING STAFF PRESENTATIONS (Item 11)** – Mr. Kuhl presented a schedule of upcoming staff presentations for future board meetings.

**- AUTHORIZATION TO WAIVE FINES DURING PARKING LOT PROJECT (Action Item 12)** – Staff was seeking authorization to waive late charges during the parking lot improvement project in recognition of the inconvenience to the public and that many individuals and families may not be able to return items in a timely manner while the construction is occurring. After discussion, the board instead approved the extension of the late charge grace period for all library items from three to ten days. The extension will be in effect for the duration of the construction.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO EXTEND THE GRACE PERIOD TO TEN DAYS DURING THE PARKING LOT CONSTRUCTION AND DELEGATES AUTHORITY FOR DETERMINING THE SPECIFIC BEGINNING AND ENDING DATES OF THE PERIOD OF THE EXTENSION TO THE EXECUTIVE DIRECTOR.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

#### 06.17.11 COMMITTEE REPORTS

**(A) BUILDING** – President Smart reported the committee did not meet.

**(B) EXECUTIVE (President Smart)**

**- STAFF TURNOVER RATES (Action Item 13)** – Mr. Kuhl reported on a historical look at employee turnover from 2008 to date.

**- COMMITTEE OF THE WHOLE DISCUSSION – POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 14)** – Mr. Kuhl presented proposed changes to Policy 1.101 Rules of the Board of Library Trustees that would transition the board committee structure from several small standing committees to a model in which the committee of the whole would regularly meet. The recommendation to move to the committee of the whole model would increase opportunities for all trustees to be engaged and informed on a broader range of issues; ensure the decision making process is as

transparent as possible for all trustees and residents; and make the most efficient use of meeting time. Further discussion will be conducted at the July board meeting.

**(C) FINANCE (Trustee Zyck)** – Trustee Zyck reported the committee met immediately prior to the regular June board meeting.

- **2018 BUDGET TIMETABLE (Item 15)** – Trustee Zyck reviewed the timetable for budget preparation for 2018 and noted the first Finance Committee meeting is scheduled for September 14 and the special board meeting to review the budget is scheduled for October 2.

- **2018 BUDGET TARGETS (Action Item 16)** – Mr. Kelly reviewed the budget targets to be used in the preparation of the 2018 budget. Targets are divided into categories based on who has the responsibility for setting the target. Any changed or missing information will be communicated to the committee for its review and approval.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2018 BUDGET TARGETS, DATED JUNE 20, 2017, WITH MISSING OR UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **CORRECTED 2017 BUDGET AMENDMENT (Action Item (17)** – Mr. Kelly reported that, on the 2017 Budget Summary, incorrect numbers were entered in the “Current Budget”, and due to this error, the “Amended Budget” amount was also incorrect. It was recommended the best course of action was to create a corrected budget amendment to be voted upon by the Board of Library Trustees, even though the amount of the amendment does not change.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE CORRECTED MAY 16, 2017 BUDGET AMENDMENT.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **IMET UPDATE (Item 18)** – Mr. Kelly reviewed the history of the Illinois Metropolitan Investment Fund. In October 2014 IMET informed participants in its IMET Convenience Fund that 2.8% of their investment was in default due to illegal activity by one of IMET’s investment firms. An “Overall Receiver” has been appointed by the presiding judge to attempt to recover assets from the parties involved. The most recent update from IMET concerning this recovery effort is dated May 10, 2017. There is still pending litigation against the USDA and the IRS is determining if it will subordinate its claims to those of the participants in the investment. An adjustment was not made in 2016 as part of the 2016 audit.

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

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

**(F) STRATEGIC PLANNING (Trustee Brody Garkisch)** – Trustee Brody Garkisch reported the committee did not meet. Mr. Kuhl reported a request for proposal for strategic planning services is still out and a recommendation will come later this summer.

06.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Kuhl reported the Friends of the Library (FOL) is committed to reducing the length of time for sale setups; have promised drastic inventory reduction; and with library staff, will mutually arrive at dates for future book sales. The library is working with FOL to provide additional volunteers for the book sales.

06.17.13 **OTHER**

**- 2017 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 10-12, 2017** – Registration is open for the Illinois Library Association Annual Conference being held in Tinley Park, October 10-12.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 10:05 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder