

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JULY 16, 2019.**

07.19.01 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, July 16, 2019, at 7:30 p.m. by President Greg Zyck.

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

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Lauree Harp, Arlington Heights Memorial Library Foundation; Melissa Cayer, Resident.

07.19.03 **PUBLIC COMMENT** – Ms. Cayer commented on single-use water bottles and the great quality of the library’s water.

07.19.04 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 18, 2019 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

07.19.05 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)** – Trustee Smart recused herself from participating in the discussion and voting on the matter. The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursement to Trustee Smart for travel expenses incurred during the 2019 American Library Association Annual Conference and Exhibition in Washington D.C. were presented.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO TRUSTEE SMART FOR TRAVEL EXPENSES IN THE AMOUNT OF \$212.97.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

07.19.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2019 (Item 3)** – Mr. Driskell reported the library received donations totaling \$10,725 in June. 50% of the fiscal year has lapsed; 49% of the annual operating budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

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

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JUNE 30, 2019, IN THE AMOUNT OF \$1,085,131.93.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

- 07.19.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the *Earth From Space* exhibit celebrating the 50<sup>th</sup> anniversary of the first person on the moon; more than 300 attendees enjoyed the *Space Launch Party* that included a magnificent cardboard planetarium build with the help of the Star Gazer Creators’ Summer Volunteer Squad; *Summer Reading: It’s Out There* launched for all ages on June 3; Illinois State Representative Tom Morrison assisted with immigration and citizenship interview practice sessions in partnership with the Hebrew Immigrant Aid Society; the *Memory Café* offered in partnership with the Arlington Heights Senior Center, Arlington Heights Park District, Age Options, and Catholic Charities; summer bookmobile stops including *Storytimes in the Park*, Arlington Heights Park District camps and pools, South Middle School Lit Camp, Autism Center, Dryden Place, Arlington Park Backstretch and *Picnic in the Park*; *Fine Forgiveness Week* held in conjunction with the kickoff of summer reading; and ten staff and one trustee attended the American Library Association Conference in Washington DC where Finance Director Donna Ekl and Trustee Debbie Smart presented a finance related session.

- 07.19.09 **OLD BUSINESS**

**- RESOLUTION RATIFYING AND APPROVING THE EXECUTION OF REAL ESTATE CLOSING DOCUMENTS (Action Item 5)** – Mr. Driskell presented a resolution to ratify the acquisition of the property located at 112 North Belmont Avenue.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 19-03 RESOLUTION RATIFYING AND APPROVING THE EXECUTION OF REAL ESTATE CLOSING DOCUMENTS.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- 07.19.10 **NEW BUSINESS**

**- RECOGNIZING 2019 ILLINOIS LIBRARY ASSOCIATION AWARD RECIPIENT TRUSTEE OF THE YEAR DEBBIE SMART (Item 6)** – Trustee Debbie Smart has been named the 2019 Trustee of the Year by the Illinois Library Association. This annual citation is awarded to a public library trustee for achievement, leadership and service to libraries.

- **POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 7)** – Mr. Driskell presented proposed revisions to Policy 1.101 Rules of the Board of Library Trustees to include the Arlington Heights Memorial Library Foundation as an organization with a dedicated liaison and to adjust the order of business at regular board meetings to move the liaison reports to earlier on the agenda. The board will vote on the proposed revisions at its August meeting.

07.19.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends are off for the summer months.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Harp congratulated Trustee Smart on receiving the ILA Trustee of the Year recognition. The Foundation applied for and received a DUNS number and they received their 501(c)(3) letter from the IRS. The Foundation is designing its web page and promotional material for marketing in the community and two community members have expressed interest in joining the Foundation board.

07.19.12 **OTHER**

- After discussion, it was decided to cancel the Committee of the Whole meeting previously scheduled for Monday, August 5.

- Mr. Driskell shared information on upcoming trustee training opportunities available through the Reaching Across Illinois Library System.

07.19.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 8:38 p.m.

The board returned to open session at 9:02 p.m.

Trustee Tangney moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 16, 2019.** Trustee Smart 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 Tangney moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:03 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder