

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JULY 17, 2018.

07.18.01 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, July 17, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Zyck.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Shannon Meyer, Assistant Manager – Access Services; Donna Ekl, Senior Account; Janet Moravec, Business Office Administrator.

07.18.03 There was no **PUBLIC COMMENT**.

07.18.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 19, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

07.18.05 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)** – The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community event, etc., be approved by roll call vote of the board. Travel expenses for President Smart at the American Library Association Conference and Exhibition 2018 were presented.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT FOR TRAVEL EXPENSES FOR THE AMERICAN LIBRARY ASSOCIATION CONFERENCE & EXHIBITION 2018 TO PRESIDENT SMART IN THE AMOUNT OF \$182.49**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Thanopoulos. Nay: none. Abstain: Trustee Smart. The motion carried.

07.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2018 (Item 3)** – Mr. Driskell reported the library has received 53% of its annual budgeted revenue to date. The library received a \$10,000 cash award from the American Library Association, H.W. Wilson Foundation, and EBSCO for the 2018 John Cotton Dana Award. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 07.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2018 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER IN THE AMOUNT OF \$1,072,940.65.**

Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, and Smart. Nay: none. The motion carried.

- 07.18.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the lending of Wi-Fi hot spots; a new offering of a bilingual Polish storytime; Al Carneval Con Papa to celebrate Father’s Day; and the library’s continuing partnership with Arlington Heights District 25 where 256 library cards were created by offering parents the option to opt into library cards for their children during school registration. Artist-in-Residence highlights with Chris Raschka engaged 375 visitors in total with the largest number, 196 people, being introduced to the artist during two drop in sessions when Raschka demonstrated his trademark watercolor illustration. Mr. Driskell also commended Marketing and Communications staff on receiving the ALA John Cotton Dana Library Public Relations Award recognizing marketing and public relations excellence as well as the receipt of four PR Xchange Awards for outstanding graphic design.

- 07.18.09 There was no **OLD BUSINESS** to be discussed.

- 07.18.10 **NEW BUSINESS**

- **FINE FORGIVENESS WEEK (Action Item 5)** – Staff is proposing offering customers a fine forgiveness week where customers would be encouraged to revisit their library and access the resources the library has invested in for the community. The board supports the fine forgiveness week scheduled to take place in the fall and thanked staff for moving forward on the initiative.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE IMPLEMENTATION OF THE FINE FORGIVENESS WEEK STAFF PROPOSAL FOR OCTOBER 24-31, 2018.** Trustee Tangney seconded. All were in favor and the motion carried.

- 07.18.11 **LIAISON REPORTS**

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

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Distel reported the exploratory committee will be meeting with staff and discussing next steps.

07.18.12 **OTHER**

- President Smart recognized the library's support of the Urban Libraries Council's statement on race and social equity.
- President Smart expressed pride in the library's participation of National Disability Voter Awareness Week.

07.18.13 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; (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY; AND (21) REVIEWING CLOSED SESSION MINUTES.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 8:07 p.m.

The board returned to open session at 8:29 p.m.

Trustee Supplitt moved **TO DESTROY THE CLOSED SESSION AUDIO TAPES FROM JULY 19, 2016; AUGUST 13, 2016; SPECIAL BOARD MEETING OF AUGUST 16, 2016; AUGUST 16, 2016; SEPTEMBER 20, 2016; DECEMBER 20, 2016; AND JANUARY 17, 2017.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 19, 2017 AND MAY 15, 2018.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes were sealed until further action by the board.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 17, 2018.** 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 Tangney moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:32 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder