

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JULY 18, 2017.

- 07.17.01 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, July 18, 2017, at 7:30 p.m. by President Debbie Smart.
- 07.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Thanopoulos, Zyck, and Smart. Trustee Supplitt participated in the meeting by telephone due to being out of town for business reasons.

Absent: Trustees Brody Garkisch and Tangney.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Gaby Rojek, Human Resources Assistant; Debbie Halpin, Business Office Assistant; Mike Dennehey, Resident; Melissa Cayer, Resident.

- 07.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how the library keeps track of its volunteer hours. Mr. Kuhl responded that the library has an electronic time keeping system for the volunteers. Mr. Dennehey, President of the Friends of the Library (FOL), distributed a schedule of the proposed new process for consolidated book sales and discussed new procedures for handling book sales inventory.
- 07.17.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 20, 2017 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 07.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2017 (Item 2)** – Mr. Kuhl reported 50% of the year has lapsed and cash equivalents for June were \$15,202,344; last year cash equivalents were \$14,746,723. 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.
- 07.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2017 (Action Item 3)** – 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 JUNE 30, 2017 IN THE AMOUNT OF \$946,473.65.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

07.17.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the addition of the library's first dedicated coordinator and curator of exhibits who began working in May; the parking lot safety improvement project is on target to begin at the end of July; progress on the Dryden Place project; and 360 degree reviews for the library administrative team.

07.17.08 **UNFINISHED BUSINESS**

POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 4) – Mr. Kuhl presented the changes to Policy 1.101 Rules of the Board of Library Trustees that were discussed at the June board meeting, which would transition the board committee structure from several small standing committees throughout the month to a regularly scheduled committee of the whole. The board will implement the change beginning this fall and plans for the Committee of the Whole to meet on the last Monday of the month.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES CHANGES TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES AS PROPOSED.** Trustee Medal seconded. All were in favor and the motion carried.

07.17.09 **NEW BUSINESS**

- AUTHORIZATION TO ACCEPT HUMAN CAPITAL MANAGEMENT SYSTEM PROPOSAL (Action Item 5) – Mr. Driskell reported in May the library issued a request for proposals to replace the current system that has been in place since 2010 and has been problematic with issues related to technical support, accrual accuracy and overall reliability. A selection committee viewed live demos of products from seven proposals, each was evaluated and ADP's Workforce Now Essentials scored highest in terms of cost and value, technical support, and overall functionality including a new scheduling feature. The system would be installed this fall with activation targeted for January 2018.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ACCEPT THE PROPOSAL FROM ADP FOR ITS WORKFORCE NOW ESSENTIALS PRODUCT TO REPLACE THE EXISTING TIME KEEPING SYSTEM PENDING ATTORNEY REVIEW OF THE AGREEMENT.** Trustee Medal seconded. All were in favor and the motion carried.

- 2017 BUDGET AMENDMENT (Action Item 6) – Ms. Spokas reported the library received the County's Tax Levy audit report from the Village at the end of June. Through discovery, it was learned that a preliminary version of the tax revenue budget was inadvertently submitted to the County. This budget amendment will align the individual tax revenue lines with what was provided to the County. The net budget change of this amendment is \$0.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE JULY 18, 2017 BUDGET AMENDMENT.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- STAFF PRESENTATION – CHIEF PEOPLE OFFICE: HUMAN RESOURCES SERVICES AND TOOLS FOR LEADING AND SUPPORTING ALL STAFF (Item 7) – Mr. Kuhl presented on the library’s workforce. Ms. Schultz, Human Resources Director, gave an overview of the work of the Human Resources department to support the goals and interests of the library and every individual employee.

- JOB EVALUATION AND MARKET MATCHING SURVEY (Action Item 8) – President Smart recommended, in the interest of time, this item be tabled to the next meeting.

- EXEMPT BENEFIT ACCRUALS (Action Item 9) – Mr. Kuhl reported that some changes to the administration of leave time for exempt staff will be implemented beginning in 2018.

07.17.10 **COMMITTEE REPORTS**

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

(B) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

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

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

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – In Trustee Brody Garkisch absence, President Smart reported the committee did not meet.

07.17.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart reported the next book sale is August 5 and 6.

07.17.12 **OTHER**

- DATE FOR SPECIAL MEETING – There was discussion on a date for the special meeting for the budget. The Special Board Meeting will be held on Tuesday, October 3, 2017 at 6:00 p.m.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:54 p.m.

Joan Brody Garkisch, Vice President/Secretary

Debbie Halpin, Recorder