

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, AUGUST 20, 2018.

08.18.01 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 Monday, August 20, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Tangney.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Jennifer Czajka, Programs and Exhibits Manager; Carol Ng-He, Exhibit Coordinator; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Lauree Harp, Arlington Heights Memorial Library Foundation Exploratory Committee.

08.18.03 There was no **PUBLIC COMMENT**.

08.18.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 17, 2018 (Action Item 1)**. Trustee Medal seconded. With Trustee Zyck abstaining, all were in favor and the minutes were approved as corrected.

08.18.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 6, 2018 (Action Item 2)**. Trustee Medal seconded. With Trustee Zyck abstaining, all were in favor and the minutes were approved as submitted.

08.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2018 (Item 3)** – Mr. Driskell reported the library has received 78% of its annual budgeted revenue to date. The library received an \$8,561 for cash in lieu of a land dedication contribution collected by the Village of Arlington Heights on behalf of the library for the six month period ending April 30, 2018. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

08.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2018 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JULY 31, 2018, IN THE AMOUNT OF \$1,170,930.15**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following

answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

08.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted RBdigital Great Courses which is a series of college-level audio and video courses crafted for lifelong learners, with engaging, immersive learning experiences in history, health, science and language arts; the library's partnership with Newcomer Center featured in VOYA (Voice of Youth Advocates) for "Build a Better Future for All: Connecting Immigrant Teens to the Library"; 162 community members connected through stories in Personal Best: An Evening of Storytelling for Adults; 905 delighted individuals of all ages celebrated fandom and pop culture in the 3rd Annual FanCon: Comics & Pop Culture; computer lab sessions are being extended from one hour to three hour standard session lengths; a partnership with the Arlington Heights Park Distract for Soccer Fun at Patriot Park; and two staff completed an Alzheimer's Disease & Dementia Care training course and received Certified Dementia Practitioner certification to better serve customers.

08.18.09 **OLD BUSINESS**

- **AUTHORIZATION TO PURCHASE CARPET CLEANER (Action Item 5)** – Staff is seeking authorization to purchase a professional grade carpet-cleaning machine.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF A RIDING CARPET CLEANER FROM PIKE SYSTEMS IN THE AMOUNT OF \$13,663.44.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **NATURAL GAS RATES (Action Item 6)** – Staff is seeking authorization to convert to fixed-rate pricing for natural gas rates.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO CONVERT TO FIXED-RATE PRICING FOR NATURAL GAS RATES FOR 36 MONTHS.** Trustee Zyck seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO ACCEPT SECOND FLOOR CARPET REPLACEMENT BID (Action Item 7)** – A public bid was held and staff is seeking authorization to move forward with the project by accepting the lowest qualified bid to replace the second floor carpet.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE CARPET REPLACEMENT PROJECT TO ABEL CARPETS, LTD/COMFLOORX, FOR AN AMOUNT NOT TO EXCEED \$61,397 WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **BUILDING SEALANT REPLACEMENT (Action Item 8)** – After receiving bid results, staff is seeking direction in next steps for the building sealant replacement project. After discussion, even though the cost of the project would exceed the budgeted amount, the board was in favor of proceeding with the project at this time.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE BUILDING SEALANT REPLACEMENT PROJECT TO EUGENE MATTHEWS, INC. FOR AN AMOUNT NOT TO EXCEED \$113,850 WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **RECAP OF CHRIS RASCHKA EXHIBIT (Item 9)** – Staff provided a recap of the Chris Raschka exhibit and artist-in-residence programs.

08.18.10 NEW BUSINESS

- **AUTHORIZATION TO ENTER INTO CONTRACT FOR CHAGALL EXHIBIT (Action Item 10)** – Staff is seeking authorization to enter into contract with Kohl Children’s Museum for their Chagall exhibit, the first of the library’s planned exhibits for 2019.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO CONTRACT WITH KOHL CHILDREN’S MUSEUM FOR THE EXHIBIT CHAGALL FOR CHILDREN FOR AN AMOUNT NOT TO EXCEED \$21,000 FOR RENTAL, TRANSPORTATION, INSTALLATION, AND DISASSEMBLY.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO APPROVE FOUNDATION FUNDING (Action Item 11)** – Ms. Harp, a representative from the exploratory committee, gave an update on the progress of the formation of the Arlington Heights Memorial Library Foundation and addressed the board seeking authorization to approve the foundation’s request for funding to assist in the early growth stages of the foundation, including filing, legal fees, branding, and marketing development.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A LOAN OF \$10,000 TO THE ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION ON THE TERMS STATED IN A MEMORANDUM OF AGREEMENT AND TO AUTHORIZE THE BOARD PRESIDENT TO SIGN THE MEMORANDUM OF AGREEMENT.** Trustee Zyck seconded. All were in favor and the motion carried.

08.18.11 LIAISON REPORTS

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends had a successful Summer Back-to-School Sale with profits totaling approximately \$18,000. A Book Sale Committee has been formed and is reviewing current practices and is excited about moving forward with some new ideas.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – President Smart reported there was no additional information other than what was previously discussed.

08.18.12 **OTHER**

- **PRESENTATION OF *EVERY NOTE PLAYED BY LISA GENOVA* - PROMOTIONAL PLAN AND RELATED PROGRAMMING** – Staff gave an update on the library’s annual One Book, One Village community read *Every Note Played* by Lisa Genova and shared highlights of some of the exciting events happening throughout the community this fall.

08.18.13 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; AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Zyck seconded. All were in favor and the motion carried. The board went into closed session at 9:13 p.m.

The board returned to open session at 9:50 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF AUGUST 20, 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 Thanopoulos moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 9:51 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder