

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, AUGUST 20, 2019.

08.19.01 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, August 20, 2019, at 7:30 p.m. by President Greg Zyck.

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

Absent: Trustees Medal and Supplitt.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Jolie Duncan, Info Services Manager; Patricia Aichele, Communications and Marketing Specialist; Janet Moravec, Business Office Administrator; Lisa Slankard, Resident; Melissa Cayer, Resident.

08.19.03 **PUBLIC COMMENT** – Ms. Cayer inquired about the availability of the library’s financial statements.

08.19.04 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 16, 2019 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

08.19.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2019 (Item 2)** – Mr. Driskell reported the library received \$2.5 million in tax revenue in July, 70.8% of the annual tax revenue budget of \$14.2 million has been received year-to-date. 58% of the fiscal year has lapsed; 56% of the annual operating budget and 31% of the annual capital project budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

08.19.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2019 (Action Item 3)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JULY 31, 2019, IN THE AMOUNT OF \$1,092,915.01**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

08.19.07 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted new quiet areas identified with signage throughout the library; an accessible workstation has been added to the public computer area; 225 people enjoyed an Evening with Robert Kurson, best-selling author of *Rocket Men*; 148 active teen volunteers contributed nearly 1,500 hours

to their community through staff-facilitated Summer Volunteer Squads; 812 attendees of every age celebrated our fourth annual FanCon; Star Parties at Nickol Knoll in partnership with the Arlington Heights Park District saw 82 stargazers; and 94 people packed Eddie's Restaurant for an event honoring the life and times of local sports casting legend Chet Coppock.

08.19.08 **OLD BUSINESS**

- **POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 4)** – 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.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

08.19.09 **NEW BUSINESS**

- **STAFF PRESENTATION ON ONE BOOK, ONE VILLAGE SELECTION *THE FEATHER THIEF: BEAUTY, OBSESSION, AND THE NATURAL HISTORY HEIST OF THE CENTURY* BY KIRK WALLACE JOHNSON (Item 5)** – Staff gave a presentation on the 2019 One Book, One Village title selected by a first-time community vote.

- **UPDATE ON ARCHITECTURAL DESIGN SERVICES SELECTION (Item 6)** – Mr. Driskell gave an update on the selection of the architectural design services for the rehabilitation and renovation of the building located at 112 North Belmont Avenue.

Trustee Smart left the meeting at 8:13 p.m.

08.19.10 **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** – There was no representative present and no report was given.

08.19.11 **OTHER**

- **DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, SEPTEMBER 21, 8:30 A.M.** - Trustees shared possible discussion

topics for the annual joint breakfast meeting with the Arlington Heights Park District Board of Commissioners.

- President Zyck commented on the new stops signs that have been installed at the corner of Dunton Avenue and St. James Street.

- Ms. Ekl gave an overview of the presentation she and Trustee Smart gave at the recent American Library Association Annual Conference in Washington D.C. covering finances, budgeting and forecasting in libraries. They have been accepted to present their program at the Public Library Association Conference in Nashville in February 2020.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:26 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder