

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, SEPTEMBER 17, 2018.**

09.18.01 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, September 17, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Thanopoulos.

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; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Melissa Cayer, Resident.

09.18.03 **PUBLIC COMMENT** – Ms. Cayer questioned if the library’s web address could be included on the itemized property tax bill.

Trustee Thanopoulos joined the meeting at 7:31 p.m.

09.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 20, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

09.18.05 **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. Anticipated expenses for President Smart to attend the 2018 Illinois Library Association Annual Conference and the 2019 American Library Association Midwinter Meeting Exhibit were presented.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ATTENDANCE OF PRESIDENT SMART AT THE 2018 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE FOR AN AMOUNT NOT TO EXCEED \$683 AND THE 2019 AMERICAN LIBRARY ASSOCIATION MIDWINTER MEETING AND EXHIBIT FOR AN AMOUNT NOT TO EXCEED \$2,325**. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

09.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2018 (Item 3)** – Mr. Driskell reported the library has received 98% of its annual budgeted revenue to date. The library received \$8,000 in total from Piano Project

sponsors, including Waverly Inn, Northwest Community Healthcare, Lutheran Home, and Jennifer Burnidge State Farm. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 09.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 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 AUGUST 31, 2018, IN THE AMOUNT OF \$1,369,782.94.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 09.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted customers can now swipe, insert or tap their phones to use credit and debit cards to pay for printing and copying; 250 visitors came aboard the bookmobile at National Night Out; and new default three-hour computer session saw the highest total computer usage in 2018. Thirty-one teens submitted films for the 12<sup>th</sup> Annual Teen Film Fest and After Party. Judges included local film critic Dann Gire, YouTube personality Tamara Chambers, and former Teen Film Fest winner and film student Daniel Carpenter. The Bravo! Summer Reading program attracted 3,913 kids (birth-6 grade), 986 teens (grades 7-12) and 252 adults.

- 09.18.09 **OLD BUSINESS**

**- AUTHORIZATION OF CHANGE ORDER FOR 1993 BOILER REPLACEMENT PROJECT (Action Item 5)** – Staff is seeking authorization of a change order for the 1993 boiler replacement project.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE CHANGE ORDER FOR THE 1993 BOILER REPLACEMENT PROJECT FOR THE ADDITION OF A FLUE IN AN AMOUNT NOT TO EXCEED \$8,850.** Trustee Medal seconded. All were in favor and the motion carried.

- 09.18.10 **NEW BUSINESS**

**- INCLUSION AWARENESS MONTH PROCLAMATION (Action Item 6)** – Staff presented a proclamation for October 2018 as Inclusion Awareness Month.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES PROCLAMATION FOR OCTOBER AS INCLUSION AWARENESS MONTH AND WELCOMES EVERYONE TO VISIT OUR LIBRARY.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **2019 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 7)** – Staff presented a proposed library holiday dates and closings for 2019. President Smart recommended the board table this item. Staff will gather additional information and the discussion will continue at the October board meeting.

- **2019 BOARD MEETING DATES (Action Item 8)** – Staff presented a schedule of proposed dates for the 2019 board and Committee of the Whole meetings.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2019 BOARD OF LIBRARY TRUSTEE SCHEDULE OF MEETINGS AS DISCUSSED.** Trustee Tangney seconded. All were in favor and the motion carried.

- **DEDICATION OF BOARD ROOM (Action Item 9)** – The committee discussed dedicating the Board Room in honor of Richard Frisbie who served as a library trustee for 44 years.

Trustee Tangney moved **IN HONOR OF RICHARD FRISBIE’S 44 YEARS OF DEDICATED SERVICE TO THE LIBRARY, THE BOARD OF LIBRARY TRUSTEES OFFICIALLY PROCLAIMS THE LIBRARY BOARD ROOM HENCEFORTH BE KNOWN AS THE RICHARD FRISBIE BOARD ROOM.** Trustee Medal seconded. All were in favor and the motion carried.

#### 09.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends’ Fantastic Fall Used Book and Media Sale, usually held in October, is scheduled for November 2-4. A Friends of the Library Volunteer Appreciation Event is being planned for some time in October. The Friends approved a wish list request for a book bike that will allow staff to reach more people in a unique and delightful way, and increase community engagement with the library.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the seven member group met at a social gathering and are excited to do some good work.

#### 09.18.12 **OTHER**

- **DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, OCTOBER 27, 8:30 A.M.** – The board discussed the annual joint breakfast meeting with the Arlington Heights Park District Board of Commissioners to be held at Heritage Tennis Club.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:13 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder