

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 17, 2019.

09.19.01 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, September 17, 2019, at 7:30 p.m. by President Greg Zyck.

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

Absent: Trustees Ruhl and Tangney.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Lisa Slankard, Resident; JoAnne Gunderson, Resident.

09.19.03 There was no **PUBLIC COMMENT**.

09.19.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends met on September 3 and are making changes to their boutique, moving from a donation model to a sales model and increasing marketing of their book sales and accepting credit cards. Their next meeting is Tuesday, October 1.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation met on August 14 and are considering an annual appeal for donations. They will be creating a Facebook page and finalizing their website. There are two new members: Cindy Harris and Frank Lee. Their next meeting is Thursday, September 19.

Trustee Ruhl joined the meeting at 7:32 p.m.

09.19.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 20, 2019 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

09.19.06 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 10, 2019 (Action Item 2)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

09.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$3,695,612 in tax revenue in August, 96.8% of the annual tax revenue budget of \$14.2 million has been received year-to-date. The library received \$2,110 through the Village of Arlington Heights' land use ordinance. 67% of the fiscal year has lapsed; 64% 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.

09.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER DATED AUGUST 31, 2019, IN THE AMOUNT OF \$1,362,343.89.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

09.19.09 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted computer lab quiet area signage; Go Green, Save Green. Tech Bar Theme; addition of noise-canceling headphones for users with sensory sensitivities and auditory processing disorders; 5,405 customers participated in the summer reading challenge; 92 attendees viewed twelve teen-created films screened at the 13th Annual Teen Film Fest; and bookmobile staff connected with 700 customers at National Night Out, 300 customers at the Mane Event, and for the first time visited the Arlington Heights Farmers Market.

09.19.10 **OLD BUSINESS**

- **ARCHITECTURAL DESIGN SERVICES SELECTION (Action Item 5)** – Mr. Driskell summarized the process used for the selection of a firm to provide architectural design services to begin the design, renovation and repair of the property located at 112 North Belmont Avenue. Library staff recommended Williams Architects for the board's consideration and approval. Andy Dogan from Williams Architects presented an overview of the firm and some of its current and past projects as well as its proposal for the Belmont makerspace project.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH WILLIAMS ARCHITECTS, UPON REVIEW BY THE LIBRARY ATTORNEY, IN AN AMOUNT NOT TO EXCEED \$56,900.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

- **ADOPTION OF 2019 BUDGET AMENDMENT (Action Item 6)** – Staff requested a budget amendment to the 2019 budget to include expenses for the Belmont makerspace project.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE SEPTEMBER 17, 2019 BUDGET AMENDMENT.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

09.19.11 **NEW BUSINESS**

- **APPROVAL OF VETERAN AND ARMED FORCES LIBRARY CARD (Action Item 7)** – The board was supportive of the creation of a card recognizing the service of past or current members of the United States Armed Forces residing in Arlington Heights.

- **FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 8)** – Staff provided an update on the Illinois State Library FY2020 Public Library Per Capita Grant application. The application will be completed in early December and included in the December board packet for review and approval by the board.

09.19.12 **OTHER**

- Mr. Driskell will be out of the office September 24-27.
- Trustee Medal has been named the 2019 Information and Library Science Distinguished Alumni winner from Indiana University.
- Trustee Smart has been named an American Library Association awards jury member.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 9:05 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder