

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 19, 2017.**

- 09.17.01 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, September 19, 2017, at 7:30 p.m. by President Debbie Smart.
- 09.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart.

Absent: None

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Mike Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Tom Spicer, Specialty Info Services Manager; Jan Sissors, Customer Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Melissa Cayer, Resident.

- 09.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how much money was spent on books on the check register being reviewed. Ms. Spokas responded that the library spent \$57,004.52 on books in August 2017.
- 09.17.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 15, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 09.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2017 (Item 2)** – Mr. Kuhl reported 67% of the year has lapsed and cash equivalents for August were \$19,288,095; last year cash equivalents were \$18,900,809. Real estate tax revenue received during the month of August was just over \$3.7 million; bringing the year to date total to \$13,540,631.66, which is 98% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.
- 09.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2017 (Action Item 3)** – There were no trustee questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED AUGUST 31, 2017, IN THE AMOUNT OF \$1,798,052.10**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

09.17.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted training opportunities that are afforded to staff; District 59 Open House collaboration with Mount Prospect Public Library; and grants and development that have been applied or are being applied for. He also gave an update on the Strategic Planning Planning Committee and discussed libraries' role in social justice and inclusion.

09.17.08 **UNFINISHED BUSINESS**

- **DISCUSSION OF STAFF SURVEY (Item 4)** – A staff survey was last conducted in 2015. The board continued its discussion about the ideal frequency of such surveys.

09.17.09 **NEW BUSINESS**

- **STAFF PRESENTATION – THE EVOLUTION OF AHML, PART 2 - 2014-2016 (Item 5)** – Staff presented the second part of a three-part overview of how AHML has evolved since 2010 and the close relationship between the service model, organizational structure, and building renovations.

- **DISCUSSION OF OPERATIONAL METRICS (Item 6)** – Due to time constraints, the board tabled this item until a later meeting.

- **2018 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 7)** – Mr. Kuhl presented the schedule of proposed library holiday dates and closings for 2018.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2018 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Tangney seconded. All were in favor and the motion carried.

- **2018 BOARD MEETING SCHEDULE (Action Item 8)** – Due to time constraints, the board tabled this item until a later meeting.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES TABLE DISCUSSION OF THE 2018 BOARD MEETING SCHEDULE.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **APPROVAL FOR LATE OPENING FOR STAFF INSTITUTE DAY 2018 (Action Item 9)** – Mr. Kuhl requested the board's approval to open the library at 1:00 p.m. on Wednesday, February 28, in order to provide the library's once-a-year training opportunity for the entire staff.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE DELAYED OPENING OF THE LIBRARY ON WEDNESDAY, FEBRUARY 28, 2018 IN ORDER FOR THE LIBRARY STAFF TO ATTEND THE ANNUAL STAFF INSTITUTE DAY.** Trustee Tangney seconded. All were in favor and the motion carried.

09.17.10 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Dennehey reported the Friends' Fantastic Fall Used Book Sale is October 28-29. Friends

are receiving training on book sale procedures. A Friends Lobby Sale is scheduled for September 23-24.

09.17.11 **OTHER**

- **DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, OCTOBER 21, 8:30 A.M.** – Trustees will email Mr. Kuhl suggested discussion topics for the annual joint breakfast meeting with the Arlington Heights Park District Board of Commissioners.

Trustee Zyck 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.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 9:47 p.m.

The board returned to open session at 11:24 p.m.

Trustee Brody Garkisch moved **TO COMPLETE THE EMPLOYEE SURVEY AS SOON AS POSSIBLE USING AN OUTSIDE FIRM TO HAVE COMPLETED BY THANKSGIVING.** Trustee Zyck seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 11:26 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder