

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 3, 2017.

- 10.17.1 A special 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, October 3, 2017, at 6:00 p.m. by President Debbie Smart.
- 10.17.2 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart.

Absent: Trustee Tangney.

Also present: Mike Driskell, Acting Executive Director; Jeremy Andrykowski, Deputy Director; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Sarah Shaw, Digital Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Elizabeth Ludemann, Specialty Info Services Librarian; Pat Aichele, Communications and Marketing Assistant; Alice Son, Teen Librarian; Andrea Burger, Info Services Assistant; Janet Moravec, Business Office Administrator; Debbie Halpin, Business Office Assistant; Rosemary Walter, Resident; Scott Delaney, Resident; T. Aaron DeGeorge, Resident; Diane Adam, Resident; Jim O'Donnell, Resident; Anisha Patel, Resident; Katie Kemper, Resident; Ann Gilespe, Resident.

- 10.17.3 **PUBLIC COMMENT** – Three residents commented on the library's recently canceled Know Your Rights Workshop.

Trustee Tangney joined the meeting at 6:05 p.m.

- 10.17.4 Trustee Zyck moved **APPROVAL OF THE BUDGET COMMITTEE MINUTES OF SEPTEMBER 26, 2017 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

- 10.17.5 **REVIEW OF THE PROPOSED BUDGET FOR 2018 (Action Item 2)** – President Smart invited Ms. Spokas to join the table. Ms. Spokas presented a proposed budget for 2018 for consideration by the board.

Tax Levy

Ms. Spokas reported staff is proposing a 0% tax levy increase over the 2016 extended levy by Cook County, in the amount of \$13,968,392.

The Budget Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 TAX LEVY IN THE AMOUNT OF \$13,968,392**. No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

Budget Summary

Combined funds revenue projection = \$14,357,892

Proposed general fund operating expenditures budget = \$14,599,856

Proposed transfer from general fund to capital projects fund = \$1,750,000

Proposed capital projects fund expenditures budget = \$1,037,300

Proposed total expenditure budget = \$15,637,156

Difference between total revenue and proposed total expenditure budget = (\$1,279,264)

Per the budget targets, the maximum increase in the operating budget, excluding property is 3%. The proposed 2018 budget for operating expenditures, net property is \$14,444,098, or \$102,227 below the target.

Revenue Projections

For real estate taxes, the budget assumes a 2017 levy equal to a 0% increase on the 2016 extended levy. Minor adjustments have been made in the budgets of some of the other revenue items, such as fees, fines and interest, to match recent actual experience.

Overall, the budget reflects a 1% increase in revenue for the 2018 budget versus the 2017 budget.

Personal Services and the Full-Time Equivalency (FTE)

Mr. Spokas explained the bulk of the increase in the personal services budget is related to health insurance cost increases and proposed increases related to the Illinois Municipal Retirement Fund rates for 2018. In addition to those two drivers staff has proposed add-ons for FTEs in the 2018 budget. The net add-ons for FTEs for 2018 are 1.85. The composition of those add-ons are additions of a part-time bookmobile driver; part-time bookmobile assistant; full-time Kids' World librarian; and a part-time customer service assistant in Kids' World.

Overtime

The 2018 overtime expense budget is based on 2017 experience through June.

Medical Insurance

In August, Blue Cross Blue Shield provided the Village of Arlington Heights with preliminary rates which incorporated an 8.1% increase for 2018. The 2018 budget assumption for medical insurance rates increase was adjusted down to 8.5% from 10%, the initial recommendation from the Village.

IMRF

The Illinois Municipal Retirement Fund (IMRF) estimate by the Village for 2018 is 13.07%, up from 12.34% in 2017. IMRF costs rise with the rates and increases in salary. Additionally, there are six more positions in the 2018 budget which are IMRF qualified versus 2017 budgeted positions.

Budget Additions

The Library Administrative Team reviewed approximately 150 add-on requests submitted by managers.

Capital Projects

Ms. Spokas highlighted one-time projects recommended in the library's engineering assessment. Staff has also done a thorough assessment of potential needs and areas of concern that fall outside of the scope of the engineering assessment. Ms. Spokas highlighted these proposed one-time projects as well.

Services and Collections

Expenditures in services and collections for 2018 include registration and attendance for training in order to make the library a certified Family Place Library; expansion of the library's English as a second language program and citizen preparation classes; and translation and printing of signage and brochures in additional languages.

Travel and Training

The budget for staff travel and training for conferences has been budgeted at a similar level as in previous years.

Budget Narrative

The board reviewed the budget narrative that will be included in the Village budget book.

The Budget Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2018 BUDGET DATED SEPTEMBER 26, 2017 REVISED.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 10.17.6 **APPROVAL OF MUTUALLY AGREED EMPLOYMENT SEPARATION AGREEMENT (Action Item 3)** – President Smart stated the proposed Employment Separation Agreement is an agreement whereby the board accepts the resignation of Jason Kuhl, Executive Director, effective September 25, 2017. The Agreement includes a discretionary payment to Mr. Kuhl of \$73,226.50 which is approximately six months' salary. The Agreement also provides that the library will pay Mr. Kuhl's health insurance for a period not to exceed six months. This agreement reflects payment that is compensatory with time served in our library and for the service he has provided to us in his positions.

In sum and substance, if the board approves the Agreement, the Agreement will reflect the mutual agreement of the board and Mr. Kuhl as to the terms of his resignation and separation of employment.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE LETTER OF RESIGNATION FROM JASON KUHL AND APPROVES THE EMPLOYMENT SEPARATION AGREEMENT FOR THE AMOUNT OF \$73,589**

AND SIX MONTHS OF RELATED FAMILY HEALTH BENEFITS. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 10.17.7 **CONFIRMATION OF ACTING LIBRARY DIRECTOR (Action Item 4)** – The board confirmed its appointment of Michael Driskell as acting executive director of the Arlington Heights Memorial Library.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPOINT MICHAEL DRISKELL ACTING EXECUTIVE DIRECTOR WITH FULL AUTHORITY AS ASSIGNED EFFECTIVE IMMEDIATELY AND UNTIL SUCH TIME THE BOARD OF LIBRARY TRUSTEES APPOINTS EITHER AN INTERIM OR PERMANENT REPLACEMENT.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- 10.17.8 There were no **OTHER** items to be discussed.

- 10.17.9 Trustee Brody Garkisch 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 Zyck seconded. All were in favor and the motion carried. The board went into closed session at 6:23 p.m.

The board returned to open session at 7:42 p.m.

Trustee Thanopoulos moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 3, 2017.** Trustee Zyck 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 be discussed, Trustee Medal moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 7:43 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder