

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,
OCTOBER 15, 2019.**

10.19.01 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, October 15, 2019, at 7:30 p.m. by President Greg Zyck.

10.19.02 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; Commissioner Scott Britton, Cook County District 14; Karen Paszkiewicz, Cook County District 14; Greg Padovani, Veterans Memorial Committee of Arlington Heights; Lisa Slankard, Resident; Melissa Cayer, Resident.

10.19.03 **PUBLIC COMMENT** – Representing the Cook County Commissioners from the State of Illinois, Commissioner Scott Britton for Cook County District 14 honored Trustee Smart with a resolution recognizing her as recipient of the Illinois Library Association Library Trustee of the Year Award for community service to the residents of Arlington Heights. Ms. Cayer suggested programming topics around understanding property tax assessment and property tax bills.

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

Trustee Ruhl joined the meeting at 7:33 p.m.

Trustee Smart moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEM 12 GENERATIONAL TIME CAPSULE PROJECT.** Trustee Medal seconded. All were in favor and the motion carried.

10.19.04 **NEW BUSINESS**

- **GENERATIONAL TIME CAPSULE PROJECT (Item 12)** – Mr. Greg Padovani, Chairman of the Veterans Memorial Committee of Arlington Heights, gave a presentation on a generational time capsule project.

10.19.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends Fantastic Fall Used Book and Media Sale runs November

1-3. The Friends generously approved two wish list items: makerspace equipment in the amount of \$62,750 and \$8,000 for the 2020 annual volunteer recognition luncheon.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation launched a capital campaign to raise funds for a professional-grade commercial kitchen in the Belmont makerspace. They are finalizing their website that will include a page for online donations.

- 10.19.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 17, 2019 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.
- 10.19.07 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF SEPTEMBER 21, 2019 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.19.08 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 23, 2019 (Action Item 3)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 10.19.09 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 7, 2019 (Action Item 4)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.19.10 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2019 (Item 5)** – Mr. Driskell reported the library received \$13,204 in tax revenue in September, 96.8% of the annual tax revenue budget of \$14.2 million has been received year-to-date. The Friends of the Library provided a reimbursement of \$17,899 in September; Mr. Driskell thanked the Friends for their continued support. 75% of the fiscal year has lapsed; 72% of the annual operating budget and 38% of the annual capital project budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 10.19.11 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2019 (Action Item 6)** – 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 SEPTEMBER 30, 2019, IN THE AMOUNT OF \$1,077,725.82**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

10.19.12 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted a new Hi8 format converter, the switch to ePrintit wireless printing, and an additional fax station in digital services; a new monthly bookmobile stop at Mision San Juan Diego; library staff providing Excel training for Northwest Special Recreation Association staff; a staff and public blood drive with Heartland Blood Center; 94 customers celebrated *1,000 Books Before Kindergarten*; and 35 people enjoyed drinking tea and dinosaur-themed stories and crafts at a *Tea Rex Party*. Library card signup month saw the library working with over 30 business partners; staff attended 21 events and interacted with over 1,400 people promoting library resources; and 419 new customers and 3 new businesses signed up for library cards this month. One Book, One Village *The Feather Thief* programming included *Put a Bird on It*, painting and decorating birdhouses; *Birds of Prey* with River Trail Nature Center; *Intro to Bird Drawing*; and *Birding 101* with the Chicago Ornithological Society.

10.19.13 **OLD BUSINESS**

- **ADOPTION OF 2020 BUDGET (Action Item 7)** – Staff presented a proposed budget for 2020 for adoption by the board.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2020 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos, and Zycck. Nay: none. The motion carried.

- **ADOPTION OF 2019 TAX LEVY (Action Item 8)** – Staff presented a proposed tax levy for 2019 for adoption by the board. The 2019 tax levy would be a 0% increase over the extended 2018 levy.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2019 TAX LEVY IN THE AMOUNT OF \$14,391,649.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos, and Zycck. Nay: none. The motion carried.

- **REVISION TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Action Item 9)** – Mr. Driskell presented proposed revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use including the creation of a veteran and armed forces special use card.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE.** Trustee Smart seconded. All were in favor and the motion carried.

- **REVISION TO POLICY 5.004 FEES AND CHARGES (Action Item 10)** – Mr. Driskell presented proposed revisions to Policy 5.004 Fees and Charges that include adjusting copy machine and printer charges.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 5.004 FEES AND CHARGES.** Trustee Tangney seconded. All were in favor and the motion carried.

- **NAMED RECOGNITION POLICY (Action Item 11)** – Mr. Driskell explained in an effort to recognize outstanding service or significant financial or in-kind contributions to the library, staff are proposing a new policy for naming recognition for contributions to the library directly, or through the Arlington Heights Memorial Library Foundation or Friends of the Library organizations.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 2.011 NAMED RECOGNITION.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

10.19.14 **OTHER**

- Trustee Smart shared an Arlington Heights Godey Questers event on November 10 with proceeds to benefit historical preservation and restoration in Arlington Heights.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:30 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder