

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 16, 2018.

10.18.01 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 16, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Tangney.

Also present: Michael Driskell, Interim Executive Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Mary Jo Lepo, Senior and Accessible Services Manager; Janet Moravec, Business Office Administrator.

10.18.03 There was no **PUBLIC COMMENT**.

10.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 6, 2018 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

10.18.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 17, 2018 (Action Item 2)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

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

10.18.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 24, 2018 (Action Item 3)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

10.18.07 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 1, 2018 (Action Item 4)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

10.18.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2018 (Item 5)** – Mr. Driskell reported the library has received 98.1% of its annual budgeted revenue to date. \$21,415 in interest income was received in September; 67% of the annual budgeted interest income has been received. The library received \$2,270 in donations. Restricted ESL (English as a Second Language) donations

will go toward the purchase of a projector for the ESL department. Unrestricted donations will be allocated toward the purchase of two new mobility scooters. 75% of the fiscal year has lapsed. 73% of the annual operating budget to date has been expensed; 21% of the annual Capital budget has been expensed. Combined fund expenditures are at 69%.

- 10.18.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2018 (Action Item 6)** – 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 SEPTEMBER 30, 2018, IN THE AMOUNT OF \$1,048,693.25.** 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.

- 10.18.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the bookmobile’s first visit to the Autism Center; 68 attendees enjoyed Dia de los Muertos program - the Mexican celebration of life and rebirth; Our Time: Friends and Family of Children in Therapy program had nearly 90 people in attendance; 30 people attended Homeschool Hangout featuring services for homeschool families; eight outreach visits were developed as part of Library Card Signup Month; and staff shared information on Inclusion Awareness month and gave a presentation of assistive technology. Mr. Driskell provided highlights of the library’s One Book, One Village community read *Every Note Played* and corresponding Piano Project.

- 10.18.11 **OLD BUSINESS**

- **ADOPTION OF 2018 TAX LEVY (Action Item 7)** – Staff presented a proposed tax levy for 2018 for adoption by the board. The 2018 tax levy would be a 1% increase over the extended 2017 levy.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2018 TAX LEVY IN THE AMOUNT OF \$14,249,157.** 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.

- **ADOPTION OF 2019 BUDGET (Action Item 8)** – President Smart invited Ms. Ekl to join the table. Staff presented a proposed budget for 2019 for adoption by the board.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2019 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET DATED OCTOBER 1, 2018.** 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.

- **ASSIGNED FUND BALANCE (Action Item 9)** – Staff recommended the board approve adjusting the IMRF assigned balance.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RELEASING \$650,000 OF THE ASSIGNED IMRF UAAL BALANCE TO THE UNASSIGNED GENERAL FUND BALANCE.** 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.

- **2019 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 10)** – Staff presented a proposed library holiday dates and closings for 2019. The schedule includes closing at 5 p.m. on Thanksgiving Eve and closing for a full day for a staff development day.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES VERSION B OF THE 2019 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Tangney seconded. All were in favor and the motion carried.

10.18.12 NEW BUSINESS

- **STAFF PRESENTATION – ACCESSIBILITY TOOLS FOR CUSTOMERS (Item 11)** – Senior and Accessible Services Manager Mary Jo Lepo shared highlights of the library’s Inclusion Awareness month and showed some of the library’s latest acquisitions in assistive technologies.

- **AUTOMATIC DOORS (Action Item 12)** – Staff requested approval of the installation of automatic door openers to improve accessibility. Trustee Thanopoulos recused herself from participating in the discussion and voting on the matter.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE INSTALLATION OF AUTOMATIC DOOR OPENERS FROM NABCO ENTRANCES IN THE AMOUNT OF \$20,528.10, PLUS A 10% CONTINGENCY ALLOWANCE FOR A TOTAL AMOUNT NOT TO EXCEED \$22,580.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION LOAN ASSIGNMENT (Action Item 13)** – Staff recommended funds be assigned for the Arlington Heights Memorial Library Foundation Loan Fund.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ASSIGNS \$10,000 OF THE GENERAL FUND BALANCE AS ARLINGTON HEIGHTS MEMORIAL FOUNDATION LOAN FUND.** Trustee Medal seconded. All were in favor and the motion carried.

- **RECOGNITION OF ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION (Action Item 14)** – To be included under the umbrella of the library’s general liability insurance pool, LIRA (Libraries of Illinois Risk Agency) Insurance representatives requested formal recognition of the Arlington Heights Memorial Library Foundation as an extension of the library. The board requested clarification from the library’s attorney and the item was tabled.

10.18.13 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – No representative of the Friends of the Arlington Heights Memorial Library was present and no report was given.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the foundation had its first meeting. They assigned officers and approved their by-laws and articles of incorporation. They are waiting approval of their 501(c)(3) nonprofit status.

10.18.14 There were no **OTHER** items to be discussed.

10.18.15 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; AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND MR. DRISKELL BE INVITED TO ATTEND.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:30 p.m.

John Keister, John Keister & Associates LLC (via phone), joined the meeting in closed session at 8:50 p.m.

The board returned to open session at 9:20 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 16, 2018.** Trustee Tangney 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 discuss, Trustee Zyck moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:21 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder