

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 17, 2017.

- 10.17.01 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, October 17, 2017, at 7:30 p.m. by President Debbie Smart.
- 10.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart.
- Absent: None.
- 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; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Melissa Cayer, Resident.
- 10.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how much money was spent on books on the check register being reviewed. President Smart responded the library spent \$63,417.92 on books in September 2017.
- 10.17.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 19, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.17.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF SEPTEMBER 25, 2017 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.17.06 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF OCTOBER 3, 2017 (Action Item 3)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 10.17.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2017 (Item 4)** – Mr. Driskell reported 75% of the year has lapsed and cash equivalents for September were \$17,193,363; last year cash equivalents were \$17,686,969. Real estate taxes received in September were just over \$25,000 bringing the total tax revenues received to date to 98% of the budgeted tax revenues for the year. Total operating expenditures are \$627,816 under the year to date budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 10.17.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2017 (Action Item 5)** – 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, 2017 IN THE AMOUNT OF \$1,585,071.48.** 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.

10.17.09 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell shared letters from a few community members who had written in conjunction with the Institute of Museum and Library Services National Medal nomination. Mr. Driskell highlighted the increase in chat sessions and phone interactions; and 84 people joined the library's first online book discussion with the One Book One Village selection *The Circle*.

10.17.10 **UNFINISHED BUSINESS**

- **AUTHORIZATION TO ACCEPT BID FOR COMPUTER AREA HVAC IMPROVEMENT (Action Item 6)** – Included in the approved 2017 budget is \$149,500 to add a roof top air conditioning unit to make corrections that would improve airflow and ventilation in the public computer area. Based on the engineer's recommendations, the scope of the project changed in that a roof top air conditioning unit is no longer deemed necessary and modifications of the design focus more on improving airflow and ventilation. The system, as designed, would cost substantially less than the budgeted amount.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO A CONTRACT WITH STANTON MECHANICAL FOR THE COMPUTER AREA HVAC IMPROVEMENT FOR AN AMOUNT NOT TO EXCEED \$24,860, PENDING REFERENCE CHECKS AND ATTORNEY REVIEW OF THE CONTRACT.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

- **2018 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS (Action Item 7)** – The board reviewed a schedule of proposed dates for the 2018 board and Committee of the Whole meetings

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2018 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS.** Trustee Zyck seconded. All were in favor and the motion carried.

10.17.11 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Action Item 8)** – President Smart read *Resolution 17-05 Honoring the Service of the Friends of the Arlington Heights Memorial Library* to support Friends of Libraries Week, October 15-21, 2017.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS RESOLUTION 17-05 HONORING THE SERVICE OF THE FRIENDS OF THE**

ARLINGTON HEIGHTS MEMORIAL LIBRARY. Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO ACCEPT HUMAN CAPITAL MANAGEMENT SYSTEM REPLACEMENT PROPOSAL (Action Item 9)** – In July 2017, the board approved entering into a contract with ADP to replace the library’s current time and attendance system. After entering into a contract with ADP, staff have since learned ADP will no longer be supporting the product that was sold. Staff would like to move forward with the second choice from the request for proposals results, TimeClock Plus.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ACCEPT THE PROPOSAL FROM TIMECLOCK PLUS TO REPLACE OUR EXISTING TIMEKEEPING SYSTEM, PENDING CANCELATION OF THE CONTRACT WITH ADP AND ATTORNEY REVIEW OF THE NEW CONTRACT.** Trustee Tangney seconded. All were in favor and the motion carried.

10.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Trustee Supplitt and Mr. Dennehey reported on recent conversations with the Friends of the Library (FOL) with regard to making modifications to run more efficient book sales. Mr. Driskell attended the recent FOL meeting to help answer questions.

10.17.13 **OTHER**

- Trustee Zyck gave a report on the 2017 Illinois Library Association annual conference, held October 10-12 in Tinley Park.

10.17.14 Trustee Supplitt 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 Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 8:28 p.m.

The board returned to open session at 9:17 p.m.

Trustee Zyck moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF OCTOBER 17, 2017.** Trustee Medal seconded. All were in favor and the minutes were approved as submitted. The written minutes and audio recording were sealed until further action by the board.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES COMPENSATE MICHAEL DRISKELL AT \$120,000 ANNUALLY PRORATED FOR THE PERIOD SERVED IN THE ROLE OF ACTING EXECUTIVE DIRECTOR RETROACTIVE TO SEPTEMBER 26, 2017.** 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.

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 9:18 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder