

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,
NOVEMBER 19, 2019.**

- 11.19.01 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, November 19, 2019, at 7:30 p.m. by President Greg Zyck.
- 11.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck.

Absent: Trustees Ruhl and Smart.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Trixie Dantis, Youth Services Manager; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Robin LaBedz, Resident; Ted Balcom, Resident; Kathy Balcom, Resident; David Unumb, Resident; Lisa Slankard, Resident; Melissa Cayer, Resident; G. Victor Johnson, Attendee.

Trustee Supplitt moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEM 6 RECOGNIZING ILLINOIS LIBRARY ASSOCIATION LUMINARY HONOREE G. VIC JOHNSON.** Trustee Tangney seconded. All were in favor and the motion carried.

- **RECOGNIZING ILLINOIS LIBRARY LUMINARY HONOREE G. VICTOR JOHNSON (Item 6)** – The board recognized Illinois Library Luminary Honoree G. Victor Johnson as he served as a dedicated library trustee of the Arlington Heights Memorial Library from 1982 through 2013, more than thirty years! He was known for his tact, approachability and commitment to service, giving an incredible amount of time and effort to benefit libraries on the local, state and national levels. Mr. Johnson was acknowledged at an awards luncheon in October during the 2019 Illinois Library Association Annual Conference. The board thanked Mr. Johnson for his years of dedicated service.

- 11.19.03 There was no **PUBLIC COMMENT**.

11.19.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends made approximately \$22,500 from their Fantastic Fall Book Sale. The Friends generously approved a \$22,950 wish list request.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Harp provided a state of the Foundation report for their first year.

- 11.19.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 15, 2019 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.
- 11.19.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2019 (Item 2)** – Mr. Driskell reported the library received \$57,796 in tax revenue in October, 97.2% 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 \$11,559 in October; Mr. Driskell thanked the Friends for their continued support. Library donations in October total \$2,333. 83% of the fiscal year has lapsed; 78% of the annual operating budget and 31% of the annual capital project budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 11.19.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2019 (Action Item 3)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.
- Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED OCTOBER 31, 2019, IN THE AMOUNT OF \$1,137,663.91**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.
- 11.19.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted five new databases added *Alldata Pro, TumbleMath, Scholastic Teachables, World Book Discover, Fountas and Pinnell Text Levels*; a visit from Mane in Heaven’s mini therapy horses which attracted over 300 people; a pumpkin carving activity with students from Newcomer Center and Vanguard School; Halloween-themed games, crafts and activities which brought 400 customers to Kids’ World; and a registered nurse from Northwest Community Hospital joined a group of caregivers and their infants at Baby Play Time on October 14. Culinary Curiosity, a collaborative exhibition that celebrates the preparing and sharing of food across time and cultures, opened October 4. Arlington Heights Memorial Library is one of four partner libraries including Schaumburg Township District, Gail Borden Public Library District and Aurora Public Library to feature a uniquely themed part of the extraordinary collection. One Book, One Village celebration of Kirk Wallace Johnson’s *The Feather Thief* continued with book discussions, programs, such as Hands-On Fly-Tying and a visit from beautiful birds of Parrot Stars. The signature event for the fall reading initiative was the author event *An Evening with Author Kirk Wallace Johnson* held at Forest View Auditorium where more than 330 fans and readers took a deep-dive into the stranger than fiction story.
- 11.19.09 **OLD BUSINESS**
- **MAKERSPACE PROJECT UPDATE (Item 4)** – Andy Dogan from Williams Architects provided an update on the progress of the makerspace building project at 112 North Belmont Avenue.

- **FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 5)** – Staff provided an update on the Illinois State Library FY2020. To comply with the change in the Standards Chapter Review requirement, the library director and the Board of Library Trustees will review Chapter 3, “Personnel,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

11.19.10 NEW BUSINESS

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 7)**

Staff presented proposed dues, travel and training expenditures for trustees in 2020.

Trustee Supplitt moved that **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PROPOSED EXPENDITURES FOR TRUSTEES ZYCK, MEDAL, SUPPLITT, SMART, TANGNEY, THANOPOULOS AND RUHL FOR DUES, TRAVEL AND TRAINING NOT TO EXCEED THE AMOUNT OF \$8,204.40.**

Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

11.19.11 OTHER

- **HOLIDAY BOOK DRIVE**

The board was invited to participate in the holiday book drive to donate books to the Wheeling Township’s Adopt-a-Family program.

- Mr. Driskell reported the launch of the new library website is scheduled for December 3.

11.19.12 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 ISSUE.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 9:10 p.m.

The board returned to open session at 9:28 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 19, 2019.** 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 Tangney moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:29 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder