

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 20, 2018.**

11.18.01 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, November 20, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jack Bower, Digital Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Trixie Dantis, Youth Services Manager; Rich Dworiansyn, Information Technology Manager; Lisa Haack, Human Resources Manager; Mary Jo Lepo, Senior and Accessible Services Manager; Shannon Meyer, Circulation Services Manager; Bill Pardue, Digital Services Librarian; Ingrid Lebolt, Information Technology Trainer; Sonya Hill, Teen Advisor; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Christopher Placek, Daily Herald; Therese Caruso Weiss, Resident; Jeffrey Westhoff, Attendee.

11.18.03 There was no **PUBLIC COMMENT**.

11.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 16, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

11.18.05 Trustee Tangney 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 OCTOBER 27, 2018 (Action Item 2)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

11.18.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 8, 2018 (Action Item 3)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

11.18.07 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 9, 2018 (Action Item 4)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

11.18.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2018 (Item 5)** – Mr. Driskell reported the library has received 98.3% of its annual budgeted revenue to date. \$95,135.52 in interest income was received in October; 297% of the annual budgeted interest income has been received. The library received a sponsorship of \$2,000 from The Moorings for the Piano Project. The library received \$302.41 in donations. 83% of the fiscal year has lapsed. 80.4% of the annual operating budget to date has been expensed; 69.4% of the annual Capital budget has been expensed. Combined fund expenditures are at 79.6%. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

11.18.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 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 OCTOBER 31, 2018, IN THE AMOUNT OF \$1,661,701.13.** 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.

11.18.10 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the civics and voting website page and programming, including League of Woman Voters candidate forum; Inclusion Awareness Month programs, displays and outreach; One Book, One Village programs and statistics; nonprofit business programming; Halloween Fun welcomed 436 youth to Kids' World including a visit by Gerald and Piggie; and the Illinois Library Association Conference, Libraries: All Inclusive held in Peoria, IL, October 9-11.

11.18.11 There was no **OLD BUSINESS** to be discussed.

11.18.12 **NEW BUSINESS**

- **APPROVE APPOINTMENT OF EXECUTIVE DIRECTOR (Action Item 7)** – The board approved the appointment of an executive director.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES HIRES MIKE DRISKELL AS OUR EXECUTIVE DIRECTOR EFFECTIVE NOVEMBER 21, 2018 AT AN ANNUAL SALARY OF \$132,500 AND AUTHORIZE OUR BOARD PRESIDENT TO SIGN A LETTER CONFIRMING THESE TERMS.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 8)** – President Smart recused herself from participating in the discussion and voting on the matter. Vice President Brody Garkisch led the discussion of the item. The Local Government

Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursement to President Smart for expenses incurred during the executive director search were presented.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO PRESIDENT SMART FOR EXPENSES INCURRED DURING THE EXECUTIVE DIRECTOR SEARCH IN THE AMOUNT OF \$90.26.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, and Zyck. Nay: none. The motion carried.

- **INTERIOR LANDSCAPING (Action Item 9)** – Staff recommended the acceptance of a proposal for the purchase of interior landscaping.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE PROPOSAL FROM AMBIUS FOR THE PURCHASE OF INTERIOR LANDSCAPING IN THE AMOUNT OF \$14,183.30.** 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.

- **FY2019 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 10)** – Staff provided an update on the Illinois State Library FY2019 Public Library Per Capita Grant application. The application will be completed in early December and included in the December board packet for review and approval by the board.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION LOAN ASSIGNMENT (Action Item 11)** – Staff recommended funds be unassigned from the Arlington Heights Memorial Library Foundation Loan Fund and their loan payment be made in December.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES UN-ASSIGNS \$10,000 OF THE GENERAL FUND FROM THE ARLINGTON HEIGHTS MEMORIAL FOUNDATION LOAN FUND.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A \$10,000 LOAN PAYMENT TO THE ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION BE INCLUDED IN THE NOVEMBER CHECK REGISTER, AWAITING BOARD APPROVAL AT THE DECEMBER 18, 2018 BOARD MEETING.** 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.

11.18.13 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Arlington Heights Memorial Library had a successful Fantastic Fall Used Book and Media Sale; held their first annual volunteer appreciation event with over 100 attending; and upcoming sales include a Holiday Sale in the lobby the first weekend in December and the Fab Feb Sale the first weekend in February.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the foundation met on November 15 and is working on their budget and strategy going forward.

11.18.14 **OTHER**

- **HOLIDAY BOOK DRIVE** – The board donated books to the Wheeling Township’s Adopt-a-Family program.

- Mr. Driskell gave an update on Fine Forgiveness Week, October 24-31.

- President Smart acknowledged a correspondence from the Richard Frisbie family.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:25 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder