

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 21, 2017.

11.17.01 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, November 21, 2017, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Tangney

Also present: Michael Driskell, Acting Executive Director; Shannon Distel, Director of Customer Services; 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, Mike Philipp, Resident.

11.17.03 There was no **PUBLIC COMMENT**.

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

11.17.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 17, 2017 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

11.17.05 Trustee Zyck 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 21, 2017 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as amended.

11.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2017 (Item 3)** – Mr. Driskell reported \$66,500 in real estate revenue was received in October; bringing the total real estate tax revenues received to date to 98.5% of the anticipated real estate taxes for the year. Year to date, fees, interest income and other income are all above budget. Fines are trending slightly less than budgeted due to the parking lot project and the extended grace period that was enacted. Total operating expenditures are \$671,734 under the year to date budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

11.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2017 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER OF OCTOBER 31, 2017, IN THE AMOUNT OF \$1,369,567.83.** 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.

11.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted a new type of audio-enabled books in Kids' World; more secure bike racks near the Dunton Avenue entrance; updated software on book scan stations that can translate into 25 different languages as well as convert scanned documents to audio files; 350 people attended the first Diwali, Hindi Festival of Lights, celebration; Lauren Banovz has accepted the role as Specialty Info Services Librarian, serving as the lead for genealogy and local history programs and services; and a total of 555 people (205 more than 2016) attended the 5th annual Halloween Fun event. Mr. Driskell also gave a One Book, One Village 2017 wrap up. New this year was the library's first online book discussion with 72 readers participating and 360 people attended the author event with best-selling author Dave Eggers held at District 214's Forest View auditorium.

11.17.09 **UNFINISHED BUSINESS**

- **AUTHORIZATION TO PURCHASE REPLACEMENT SOUND BOOTH (Action Item 5)** – Staff is seeking authorization to purchase a replacement sound booth for the digital services production studio. The current booth is showing wear and tear due to vandalism and normal usage and is not ADA accessible.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF A REPLACEMENT SOUND BOOTH FOR THE PRODUCTION STUDIO FOR AN AMOUNT NOT TO EXCEED \$10,700.** Trustee Tangney seconded. All were in favor and the motion carried.

- **FY2018 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 6)** – Mr. Driskell provided an update on the completion of the Illinois State Library FY2018 Public Library Per Capita Grant application. The board reviewed the requirements and the application will be brought to the December board meeting for approval with the application being due January 15, 2018.

- **DISCUSSION OF OPERATIONAL METRICS (Item 7)** – Mr. Driskell discussed the metrics provided to the board each month in the director's report and dashboard. The goal is to provide a concise data set that gives a full picture of the library's usage and performance in relation to the library's priorities.

11.17.10 **NEW BUSINESS**

- **2017-2018 LIRA INSURANCE RENEWAL UPDATE (Item 8)** – Mr. Driskell provided renewal information and rates from LIRA (Libraries of Illinois Risk Agency) for 2017-2018 Property, Casualty and Worker’s Compensation policies.
- **VILLAGE HEALTH INSURANCE FUND (Action Item 9)** – Staff provided an update on the Village of Arlington Heights Health Insurance fund. The fund is projected to be in a negative position some time in 2018. Due to the projected negative balance, the Village approved a transfer of \$2.3 million into the fund. The library’s share of the transfer amount would be \$300,000.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES A TRANSFER OF \$300,000 FROM THE LIBRARY’S GENERAL FUND TO THE VILLAGE OF ARLINGTON HEIGHTS HEALTH INSURANCE FUND IN 2017 TO MAINTAIN A WORKING CASH BALANCE IN 2018.** 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.

- 11.17.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart thanked the Friends of the Library (FOL) for the approval of a generous wish list including \$10,000 for the 2018 One Book One Village, \$10,000 for Saturday evening family events; \$9,000 for a new Artist in Residence Program, \$7,000 for the 2018 Sunday Musicale Series, \$6,300 for the 2018 Dann and Raymond’s Movie Club, and \$4,000 for the 2018 Summer Volunteer Squads. The FOL holiday book sale will take place December 1-3.

11.17.12 **OTHER**

- The November 2017 Committee of the Whole meeting has been canceled.
- **STRATEGIC PLANNING UPDATE** – An update was given on the initial strategic planning meeting with Library Strategies.
- **HOLIDAY BOOK DRIVE** – Books will be purchased for the Wheeling Township’s Adopt-a-Family program.
- An early closing of the library on Saturday, December 23 was discussed.

- 11.17.13 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 Zyck seconded. All were in favor and the motion carried. The board went into closed session at 8:54 p.m.

The board returned to open session at 9:24 p.m.

Trustee Zyck moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF NOVEMBER 21, 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.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:25 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder