

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 17, 2019.

12.19.01 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, December 17, 2019, at 7:30 p.m. by President Greg Zyck.

12.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jolie Duncan, Info Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Patricia Aichele, Communications and Marketing Specialist; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lisa Slankard, Resident.

12.19.03 There was no **PUBLIC COMMENT**.

12.19.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends generously approved an \$8,200 wish list request.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell provided a report on the Foundation’s fund-raising plans for early 2020.

12.19.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 19, 2019 (Action Item 1)**. Trustee Supplitt seconded. With Trustee Smart abstaining, all were in favor and the minutes were approved as corrected.

12.19.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 2, 2019 (Action Item 2)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

12.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2019 (Item 3)** – Mr. Driskell reported the library received \$44,716 in tax revenue in November, 97.6% of the annual tax revenue budget of \$14.2 million has been received year-to-date. The Friends of the Library submitted a check to the library in the amount of \$3,500 and the Foundation submitted a check in the amount of \$890 in November; Mr. Driskell thanked them for their continued support. 92% of the fiscal year has lapsed; 85% of the annual operating budget and 41% of the annual capital

project budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 12.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2019 (Action Item 4)** – 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 NOVEMBER 30, 2019, IN THE AMOUNT OF \$1,205,098.84.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- 12.19.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the introduction of the new Veteran and Armed Forces library cards at the 9th annual Veterans Celebration and Breakfast at the Lutheran Home. One hundred and fifty-one residents registered for the new card, twelve veterans registered for their very first Arlington Heights Memorial Library card. Genealogy and Local History staff coordinated the digitization of the full run (1966-1970) of the *Arlington Day* newspaper. Staff hosted “El Cafecito” where the Northwest Hispanic Chamber of Commerce facilitated bringing 36 community members and business owners together to network and share their experiences. Over 500 customers visited the library to celebrate diversity in our community at Celebrate Our Cultures Fair. Eighty-five attendees, including veterans and their families, enjoyed an Arlingtines performance and Veterans Day Reception. The library partnered with the Illinois Department of Employment Security (IDES) to host an all-industry job fair. The event saw 46 job offers and employers reported they expected 113 hires resulting from the fair within the next year. Staff delivered outreach to approximately sixty John Hersey High School students in entrepreneurship classes about library resources and their real-world business applications.

- 12.19.10 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – Andy Dogan from Williams Architects provided an update on the progress of the makerspace building project at 112 North Belmont Avenue.

- **APPROVAL OF FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 6)** - The board reviewed a draft of the Illinois State Library FY2020 Public Library Per Capita Grant application.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO HUMAN RESOURCES POLICY – HIRING OF RELATIVES (Action Item 7)** - The board reviewed proposed revisions to Human Resources Policy – Hiring of Relatives to include removing the restriction of prohibiting family members from working in the same department

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO HUMAN RESOURCES POLICY – HIRING OF RELATIVES.**

Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO HUMAN RESOURCES POLICY – ALCOHOL AND DRUG USE (Action Item 8)** - The board reviewed proposed revisions to Human Resources Policy – Alcohol and Drug Use to include prohibiting the possession, use, or being under the influence of cannabis or THC-infused products while at work.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO HUMAN RESOURCES POLICY – ALCOHOL AND DRUG USE.**

Trustee Smart seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO POLICY 1.105 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE (Action Item 9)** - The board reviewed proposed revisions to Policy 1.105 Membership in Professional Associations and Conference Attendance to clarify the policy and reflect equity for staff participation in professional associations

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 1.105 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE.** Trustee Tangney seconded.

All were in favor and the motion carried.

12.19.11 NEW BUSINESS

- **ONE BOOK, ONE VILLAGE WRAP UP (Item 10)**

Staff presented statistics and highlights from the library's 2019 One Book, One Village program.

12.19.12 OTHER

- **NEWSLETTER REDESIGN PREVIEW** – Ms. Hastings highlighted new features of the library newsletter effective January 2020.

- **DISCUSSION ITEMS FOR ARLINGTON HEIGHTS VILLAGE BOARD JOINT BREAKFAST MEETING – SATURDAY, JANUARY 11, 8:30 A.M.** –

Trustees shared possible discussion topics for the annual joint breakfast meeting with the Arlington Heights Village Board.

- Mr. Driskell recognized Kids' World assistant manager Maria Papanastassiou's achievement of being one of only ten librarians nationwide to receive the American Library Association's I Love My Librarian Award. Mr. Driskell also recognized communications and marketing specialist Pat Aichele for her work on putting the award entry together.

- Mr. Driskell shared that C.I.T.Y. of Support, an Illinois Not-For-Profit that supports children with special needs and their families, is donating \$10,000 to start an accessibility collection for children.

12.19.13 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 ISSUE.** Trustee Ruhl seconded. All were in favor and the motion carried. The board went into closed session at 9:16 p.m.

The board returned to open session at 10:16 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 17, 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.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A MERIT INCREASE OF 3.75% FOR MIKE DRISKELL, EXECUTIVE DIRECTOR OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Smart seconded. All were in favor and the meeting was adjourned at 10:18 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder