

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 18, 2018.**

12.18.01 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, December 18, 2018, at 7:00 p.m. by President Debbie Smart.

12.18.02 **BOARD OF LIBRARY TRUSTEES AND FRIENDS OF THE LIBRARY BOARD OF DIRECTORS MEET AND GREET**

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

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Allison Anderson, Friends of the Library; Baiba McMinn, Friends of the Library; Carol Rech, Friends of the Library; Lisa Bender, Friends of the Library; Mike Connors, Friends of the Library; Melissa Cayer, Resident.

12.18.04 There was no **PUBLIC COMMENT**.

12.18.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 20, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

12.18.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 3, 2018 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

12.18.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2018 (Item 3)** – Mr. Driskell reported the library has received 98.6% of its annual budgeted revenue to date. 100% of the Per Capita Grant was received at \$93,876. Interest income is at \$122,009 year-to-date for combined funds; 260% of the annual budgeted interest income has been received. The library received \$309 in donations. LIRA (Libraries of Illinois Risk Agency) announced its first surplus return of \$83,340 in November to the founding members. The library's portion of the return was \$3,261. This is a result of outperforming the market and will be distributed to each founding member at the percentage of their contribution into the pooled insurance program. An outreach grant from District 214 in the amount of \$750 was received. A check from Cook County in the amount of \$150 was received as compensation for using

the library as a polling place. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 12.18.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2018 (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 DATED NOVEMBER 30, 2018, IN THE AMOUNT OF \$1,306,912.97.** 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.

- 12.18.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted an estimated 1,010 people voted at the two precincts held at the library on election day as the library was a polling place for the first time; the development of a new Library of Things collection; two ESL (English as a Second Language) students gave a concert at the Senior Center for a standing-room-only crowd that attracted multiple generations; a partnership with area schools brought award-winning author Jason Reynolds to 2,220 attendees; a partnership with IDES (Illinois Department Employment Security) office brought 127 attendees to an Adult Job Fair; and 350 attendees of all ages engaged with the Tech Fair which included Nintendo Labo and STEM Kit Extravaganza. Mr. Driskell also announced that Shannon Distel, previously Director of Customer Services, has been named Deputy Director.

- 12.18.10 **OLD BUSINESS**

- **TUITION REIMBURSEMENT POLICY REVISIONS (Action Item 5)** – At the board’s direction, staff provided suggested revisions to the Tuition Reimbursement Policy to make it available to a greater number of staff members, and to increase the individual reimbursement amount. After discussion and an additional revision, the revised policy was adopted.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS, WITH THE AMENDED CHANGE, THE REVISED TUITION REIMBURSEMENT POLICY.** Trustee Tangney seconded. All were in favor and the motion carried.

- **REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Action Item 6)** – The board reviewed suggested changes to the Issuance of Library Cards and Conditions of Use Policy for special use cards.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISED POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVAL OF FY2019 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 7)** – The board reviewed a draft of the Illinois State Library FY2019 Public Library Per Capita Grant application.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION AS PRESENTED.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

#### 12.18.11 NEW BUSINESS

- **STAFF DAY 2019 (Action Item 8)** – Staff requested the board’s approval to close the library on Friday, March 1, in order to provide the library’s once-a-year training opportunity for the entire staff.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE CLOSING OF THE LIBRARY ON FRIDAY, MARCH 1 IN ORDER FOR THE LIBRARY STAFF TO ATTEND THE ANNUAL STAFF DAY.** Trustee Tangney seconded. All were in favor and the motion carried.

#### 12.18.12 LIAISON REPORTS

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Arlington Heights Memorial Library made \$3,500 at their recent lobby sale. Their next sale will be their Fab Feb Sale, February 2-3. The Friends also generously approved a large wish list.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Distel reported she attended the Foundation’s December meeting and presented on library databases that can be used for reaching out to residents and businesses. Ms. Hastings reported the Foundation will have a photo and short story in the library’s February newsletter; they continue to await their 501(c)(3) status; they are developing their levels of giving; planning their annual appeals; and looking forward to staff presentations at their monthly meetings to learn more about the library and funding opportunities.

#### 12.18.13 OTHER

- Mr. Driskell shared the annual joint breakfast meeting with the Board of Library Trustees and Village Board has been scheduled for Saturday, January 19.
- President Smart shared a holiday card from Representative Jan Schakowsky’s office.
- President Smart shared that her presentation with Ms. Ekl, *Fiscal Planning: The Financial Forest through the Trees* has been accepted by the American Library Association to be presented at their annual conference in Washington DC in June.

12.18.14 Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) FOR THE PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 8:10 p.m.

The board returned to open session at 8:47 p.m.

Trustee Tangney moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 18, 2018.** Trustee Supplitt 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 Brody Garkisch moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:48 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder