

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 19, 2017.**

12.17.01 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, December 19, 2017, at 7:33 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell, Acting Executive Director; Shannon Distel, Acting 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.

12.17.03 There was no **PUBLIC COMMENT**.

12.17.04 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 21, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as corrected.

12.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2017 (Item 2)** – Mr. Driskell reported total operating expenditures are \$848,243 under the year to date budget. \$23,880 in real estate revenue was received in November; bringing the total real estate tax revenues received to date to 98.7% 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. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

12.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2017 (Action Item 3)** – 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, 2017, IN THE AMOUNT OF \$1,127,962.74**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

12.17.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted that for the tenth consecutive year, the library has received a five-star rating in *Library Journal's* national rating of public libraries; the second floor water fountain has been replaced with a bottle

fill station; furniture replacement in Kids' World; and the Celebrate our Community event on November 5 when 286 community members came together to celebrate the diversity of Arlington Heights.

#### 12.17.08 UNFINISHED BUSINESS

- **APPROVAL OF FY2018 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 4)** – The board reviewed a draft of the Illinois State Library FY2018 Public Library Per Capita Grant application.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY PER CAPITA GRANT AND EQUALIZATION AID GRANT APPLICATION UPON COMPLETION OF ALL BOARD MEMBERS READING THE CHAPTERS REQUIRED.** Trustee Medal seconded. All were in favor and the motion carried.

- **DISCUSSION OF OPERATIONAL METRICS (Item 5)** – Mr. Driskell presented an updated dashboard highlighting circulation and program statistics as well as other operational metrics. Along with the monthly dashboards, the board will periodically review in more depth data that will give a full picture of the library's usage and performance.

#### 12.17.09 NEW BUSINESS

- **SEXUAL HARASSMENT POLICY (Action Item 6)** – Mr. Driskell explained the state of Illinois is requiring that by January 15, 2018, all governmental organizations adopt a policy to prohibit sexual harassment. The library has had two policies in place for many years and they meet all the Illinois requirements. However, the library's attorney recommended updated language to reference specific regulations.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE WHISTLEBLOWER COMPLIANCE AND PROTECTION HUMAN RESOURCES POLICY AS AMENDED.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES PASSES THE RESOLUTION ADOPTING THE POLICIES PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION.** Trustee Supplitt seconded. All were in favor and the motion carried.

- **DATA BACKUP SYSTEM REPLACEMENT (Action Item 7)** – The board authorized to enter into an agreement for replacement of a data backup system, pending attorney review of the agreement.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO A THREE-YEAR AGREEMENT WITH UNITRENDS**

**FOR DATA BACKUP IN AN AMOUNT NOT TO EXCEED \$20,000.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

12.17.10 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Dennehey reported on the Friends of the Library’s most recent lobby sales. President Smart thanked the Friends for their tremendous support as 2018 marks the 50<sup>th</sup> anniversary of the Friends of the Library.

12.17.11 **OTHER**

- The December 2017 Committee of the Whole meeting has been canceled.
- Mr. Driskell gave an update on the status of net neutrality.
- Mr. Driskell reported that after further consideration, the library will remain open its regularly scheduled hours on Saturday, December 23.

12.17.12 Trustee Zyck 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 Medal seconded. All were in favor and the motion carried. The board went into closed session at 8:13 p.m.

The board returned to open session at 9:20 p.m.

Trustee Medal moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF DECEMBER 19, 2017.** Trustee Zyck 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 Zyck moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:22 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder