

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 18, 2020.

02.20.01 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, February 18, 2020, at 7:30 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Trixie Dantis; Youth Services Manager; Maria Papanastassiou, Children's Services Assistant Manager; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Lisa Slankard, Resident; Melissa Cayer, Resident.

02.20.03 There was no **PUBLIC COMMENT**.

Trustee Smart moved **TO ADJUST THE AGENDA TO MOVE ACTION ITEM 9 PERSONAL PROPERTY REPLACEMENT TAX AFTER ACTION ITEM 12 APPROVAL OF THE 2020 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2019 IN CONSIDERATION OF STAFF PRESENTATIONS ON THE AGENDA.** Trustee Supplitt seconded. All were in favor and the motion carried.

02.20.04 **LIAISON REPORTS**

FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY – Mr. Driskell reported the Friends generously approved funds for additional makerspace equipment and sponsorship of a butterfly garden totally \$5,836.

ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION – Mr. Driskell reported the Foundation hosted two “Friends-raisers” in residents’ homes. There is a meeting schedule with staff, foundation, architect and a potential kitchen equipment donor.

Trustee Ruhl joined the meeting at 7:35 p.m.

02.20.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES OF JANUARY 11, 2020 (Action Item 1).** Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

- 02.20.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 21, 2020 (Action Item 2)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.
- 02.20.07 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 3, 2020 (Action Item 3)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 02.20.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2020 (Item 4)** – Mr. Driskell reported the library received an in lieu of land contribution ordinance payment of \$3,410 from the Village of Arlington Heights. \$3,105 in simple interest was received in the operating fund. The Friends of the Library submitted a check to the library in the amount of \$2,392; Mr. Driskell thanked them for their continued support. With 8% of the fiscal year lapsed, 12% of the annual operating budget has been expended. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 02.20.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2020 (Action Item 5)** – 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 JANUARY 31, 2020, IN THE AMOUNT OF \$1,013,122.95.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.
- 02.20.10 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the change in the Marketplace to New & Popular; the introduction of an online learning product Udemy; a service project with a group of 17 teens from District 214 Newcomer Center; 87 community members gathered to celebrate Martin Luther King Jr with a day of service; a partnership with Riley Elementary School at their Makerspace Night; 1,969 teens from District 214 and St Viator High Schools used the library to prepare for first semester final exams; digital services staff conducted 63 one-on-one appointments in January; 39 schools met with approximately 200 customers at the popular *Preschool and Childcare Information Night*; second and third graders celebrated the Year of the Rat at the *Chinese New Year Escape Room*; 116 attendees were treated to Chef Dave Esau's soups and stews cooking demonstration; 170 attendees enjoyed *The Envelope Please ... Dann & Raymond's Oscars Night*; and a partnership with the Village of Arlington Heights offered *Cannabis: What You Need to Know*.
- 02.20.11 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 6)** – Andy Dogan from Williams Architects and Mr. Driskell provided an update on the progress of the makerspace building project at 112 North Belmont Avenue. They specifically presented budget projections including estimated costs and provided detailed descriptions of different options for the buildout of the makerspace project.

- **APPROVE PROPOSED REVISIONS TO HUMAN RESOURCES POLICY – UNLAWFUL HARASSMENT (Action Item 7)** – In response to recently released workplace transparency act and other legislation, the board reviewed and discussed proposed revisions to the human resources unlawful harassment policy. With one minor modification, the board approved the proposed revisions.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO HUMAN RESOURCES POLICY – UNLAWFUL HARASSMENT.** Trustee Smart seconded. All were in favor and the motion carried.

-**APPROVE PROPOSED REVISIONS TO POLICY 1.107 LEGAL CONSULTATION (Action Item 8)** - In response to recently released workplace transparency act and other legislation, the board reviewed and discussed proposed revisions to Policy 1.107 Legal Consultation including the authorization of individual library trustees to contact the library’s attorney to request an independent third-party investigation in the event of sexual harassment between library trustees.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 1.107 LEGAL CONSULTATION.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

02.20.12 NEW BUSINESS

- **RECOGNIZING NATIONAL AWARD RECIPIENT MARIA PAPANASTASSIOU (Item 10)** – The board recognized Kids’ World Assistant Manager Maria Papanastassiou as having been selected as a winner of this year’s I Love My Librarian Award presented by the American Library Association.

- **FAMILY PLACE LIBRARY INITIATIVE (Item 11)** – Youth Services staff presented an overview of the Family Place Library initiative that offers community families valuable resources for early literacy and learning, healthy child development and family support.

- **APPROVAL OF THE 2020 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2019 (Action Item 12)** – Mr. Driskell presented the library’s 2020 Illinois Public Library Annual Report for 2019 to be filed with the Secretary of State’s office.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE 2020 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Tangney seconded. All were in favor and the motion carried.

- **PERSONAL PROPERTY REPLACEMENT TAX (Action Item 9)** – The board discussed potential changes in the collection of Personal Property Replacement Tax.

02.20.13 **OTHER**

- Trustee Smart recognized the League of Woman Voters as they celebrate 100 years and acknowledged their partnership with the community.

- Mr. Driskell shared the recently completed employee engagement survey had 87% participation.

02.20.14 Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Supplitt seconded. All were in favor and the motion carried. The board went into closed session at 9:36 p.m.

The board returned to open session at 9:46 p.m.

Trustee Smart moved **TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM AUGUST 15, 2017; SEPTEMBER 19, 2017; SEPTEMBER 25, 2017; OCTOBER 3, 2017; OCTOBER 17, 2017; OCTOBER 30, 2017; NOVEMBER 21, 2017; DECEMBER 19, 2017; JANUARY 16, 2018; JANUARY 29, 2018; MARCH 19, 2018; APRIL 17, 2018; MAY 7, 2018; MAY 15, 2018; JUNE 4, 2018; JUNE 19, 2018; AND JULY 17, 2018.** Trustee Medal seconded. All were in favor and the motion carried.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF FEBRUARY 18, 2020.** 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.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:49 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder