

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,
JANUARY 19, 2016.**

01.16.01 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, January 19, 2016, at 7:30 p.m. by President Debbie Smart.

01.16.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Nelson, Pearson, Unumb, Zyck, and Smart.

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Mike Driskell, Information Technology Manager; Jennifer Czajka, Programs and Exhibits Manager; Janet Moravec, Business Office Administrator.

01.16.03 There was no **PUBLIC COMMENT**.

01.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 15, 2015 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

01.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2015 (Item 2)** – Mr. Kuhl reported 100% of the year has lapsed. Cash equivalents for December were \$16,418,343; last year cash equivalents were \$15,036,003. Under Real Estate Taxes, 98.75% of the total budgeted real estate taxes have been collected. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

01.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2015 (Action Item 3)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER IN THE AMOUNT OF \$964,407.67**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Pearson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

01.16.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 19, 2016 (Action Item 4)** – There were no questions about individual expenditures.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER IN THE AMOUNT OF \$415,900.51.**

Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Pearson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

01.16.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the Teen Finals Study Lounge with overflow attendance of 738 St. Viator High School students last week and District 214 High School students' finals this week. The Fairy Tale Exhibit Launch and Gala had more than 500 people attending with press and social media coverage. Staff feedback on hosting the largest after-hours event to date is being solicited. Mr. Kuhl congratulated Teen Librarian Trixie Dantis, who received a tremendous honor when she was chosen as 2016-2017 Young Adult Library Services Association (YALSA) Board Fellow. YALSA selects one individual from a very deep, nationwide pool of candidates each year for this appointment.

01.16.09 **UNFINISHED BUSINESS**

- **POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 5)** – Trustees were asked to collect their ideas and be prepared for a detailed conversation at the February board meeting.

01.16.10 **NEW BUSINESS**

- **STAFF PRESENTATION: EMAIL SERVER TRANSITION (Item 6)** – Information Technology Manager Mike Driskell gave a demonstration of the new email web client trustees will use to access their library email account.

- **2016 SUMMER READING AND COMIC CON (Action Item 7)** – Programs and Exhibits Manager Jennifer Czajka previewed plans for the 2016 Summer Reading and Comic Con.

01.16.11 **COMMITTEE REPORTS**

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee did not meet.

- **NEXT MEETING: MONDAY, JANUARY 25, 6:30 P.M.**

(B) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

(C) HUMAN RESOURCES (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

(D) POLICY – (Trustee Nelson) – Trustee Nelson reported the committee did not meet.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee did not meet.

01.16.12 **REPRESENTATIVE/LIAISON REPORTS**

(A) REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS) BOARD (Trustee Pearson) – Trustee Pearson reported RAILS did not have a regular monthly meeting in December.

(B) FRIENDS OF THE LIBRARY (Trustee Unumb) – Trustee Unumb reported the final bylaws review is being completed; the December Lobby Sale netted more than \$3,000; and an annual wish list was approved.

01.16.13 There were no **OTHER** items to be discussed.

01.16.14 Trustee Unumb 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; AND (2) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Nelson 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 Zyck moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO TAPES FROM HUMAN RESOURCES COMMITTEE MEETING OF DECEMBER 13, 2012; AND BOARD MEETINGS OF FEBRUARY 18, 2014; MARCH 18, 2014; APRIL 22, 2014; MAY 20, 2014; JUNE 17, 2014; AND JULY 15, 2014.** Trustee Medal seconded. All were in favor and the motion carried.

President Smart instructed Mr. Kuhl to formulate his goals for 2016.

Trustee Brody Garkisch moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 19, 2016.** Trustee Zyck seconded. All were in favor and the motion carried. The written minutes and audio tape were sealed until further action by the board.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Nelson seconded. All were in favor and the meeting was adjourned at 8:49 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder