

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 16, 2016.

02.16.01 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, February 16, 2016, at 7:30 p.m. by Vice President/Secretary Deborah Nelson.

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

Absent: Trustees Medal and Smart.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Mike Driskell, Information Technology Manager; Margaret Jasinski, Collection Services Manager; Cindy Bell, Finance Accounting Supervisor; Matthew Williams, Materials Assistant; Janet Moravec, Business Office Administrator; Richard Frisbie, Resident; Alison McLaughlin, Resident.

02.16.03 **PUBLIC COMMENT** – Two residents addressed the board on separate topics: the board’s consideration to form a committee of the whole structure, and the extended hours pilot for 2016.

02.16.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 19, 2016 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

02.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2016 (Item 2)** – Mr. Kuhl reported 8% of the year has lapsed and cash equivalents for January were \$15,717,245; last year cash equivalents were \$15,305,723. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

02.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2016 (Action Item 3)** – Mr. Kuhl provided information in response to trustees’ questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JANUARY 31, 2016, IN THE AMOUNT OF \$855,385.88.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Nelson, Pearson, Unumb, and Zyck. Nay: none. The motion carried.

02.16.07 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Kuhl highlighted circulation trends with traditional and nontraditional collections; a review of the Fairy Tale exhibit visits

including 14 school field trips scheduled and plans for a before-hours visit for children receiving therapy services in March; the 2016 Legislative Breakfast and state budget discussion; and that a 2016 One Book One Village title has been selected for fall of 2016 programming.

02.16.08 UNFINISHED BUSINESS

- **POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 4)** – The board continued its discussion of Policy 1.101 Rules of the Board of Library Trustees with regard to a possible transition to a committee of the whole model. After discussion, the board was in favor of polling the interest level of each board member in pursuing a committee of the whole model and whether it should be sent to the Policy Committee for further discussion to draw up a transition plan. With the absence of two board members, the board will discuss and vote on the issue at its next regular meeting when all board members are in attendance.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES TABLES DISCUSSION OF POLICY 1.101 – RULES OF THE BOARD OF LIBRARY TRUSTEES UNTIL THERE IS FULL BOARD ATTENDANCE.** Trustee Pearson seconded. All were in favor and the motion carried.

02.16.09 NEW BUSINESS

- **APPROVAL OF THE FY 2016 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (Action Item 5)** – Mr. Kuhl presented the library's annual report and highlighted the most recently completed fiscal year encompasses only the eight months of the 2015 Stub.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE FY 2016 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Nelson, Pearson, Unumb, and Zyck. Nay: none. The motion carried.

- **APPROVAL OF EXPENDITURE TO UPGRADE INNOVATIVE ILS TO SIERRA (Action Item 6)** – Mr. Kuhl explained staff is seeking authorization to upgrade the Integrated Library System (ILS) from Innovative Interfaces, Inc.'s Millennium system, which the library has been using since 2004 and is being phased out, to the current generation Sierra software. \$155,000 was budgeted in 2016 for this purpose.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE UPGRADE OF THE INTEGRATED LIBRARY SYSTEM FROM INNOVATIVE INTERFACES INC.'S MILLENNIUM SOFTWARE TO THEIR SIERRA SOFTWARE FOR AN AMOUNT NOT TO EXCEED \$155,000.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Nelson, Pearson, Unumb, and Zyck. Nay: none. The motion carried.

02.16.10 COMMITTEE REPORTS

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee met on Monday, February 8.

- **PARKING AND PEDESTRIAN SAFETY STUDY (Action Item 7)** – Trustee Unumb reported the committee reviewed the recommended scope of work, including the resurfacing of the underground parking lot, and recommended staff enter into negotiations with Wight & Company on the preparation of a contract based upon a defined scope of work. After review of specific elements of the work, the board agreed to move forward with the project. When a contract has been prepared it will be presented to the board for detailed discussion and possible approval.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO NEGOTIATIONS WITH WIGHT & COMPANY ON THE PREPARATION OF A CONTRACT TO DESIGN AND MANAGE THE RECOMMENDED SCOPE OF WORK AS DISCUSSED, INCLUDING THE RESURFACING OF THE UNDERGROUND PARKING LOT.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

(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.

- **NEXT MEETING: MONDAY, MARCH 7, 6:30 P.M.**

02.16.11 REPRESENTATIVE/LIAISON REPORTS

(A) REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS) BOARD (Trustee Pearson) – Trustee Pearson reported the State Library suggested RAILS make adjustments to staff and to its Plan of Service due to budget uncertainty in Springfield. The consensus from the RAILS board was to make revisions to the budget and Plan of Service to reflect the anticipated funding and to also take into account the fact that RAILS has ample reserve funds. The RAILS board suggested finding out what the State Library will be doing in relation to Talking Books, and what the effect will be to libraries and customers before it makes any decisions or changes.

(B) FRIENDS OF THE LIBRARY (Trustee Unumb) – Trustee Unumb reported the Feb Feb Used Book Sale netted more than \$15,000; the bylaws review has been

completed; and the Friends are in the process of forming a Nominating Committee for the 2016 election of officers.

02.16.12 **OTHER**

- The board discussed topics relating to the extended hours pilot that were raised during public comment.

02.16.13 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 Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 9:32 p.m.

The board returned to open session at 10:06 p.m.

Trustee Pearson moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF FEBRUARY 16, 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.

Trustee Nelson reported the board reviewed Mr. Kuhl's 2016 goals but would wait on any further discussion or action until there was full board attendance.

There being no further business to discuss, Trustee Pearson moved **ADJOURNMENT.** Trustee Unumb seconded. All were in favor and the meeting was adjourned at 10:08 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder