

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MARCH 15, 2016.

03.16.01 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, March 15, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustees Medal and Pearson.

Also present: Jason Kuhl, Executive Director; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Jan Sissors, Customer Services Manager; Janet Moravec, Business Office Administrator.

03.16.03 There was no **PUBLIC COMMENT**.

03.16.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE SPECIAL JOINT BOARD MEETING OF FEBRUARY 13, 2016 WITH THE ARLINGTON HEIGHTS VILLAGE BOARD (Action Item 1)**. Trustee Unumb seconded. With Trustee Nelson abstaining, all were in favor and the minutes were approved as submitted.

03.16.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 16, 2016 (Action Item 2)**. Trustee Brody Garkisch seconded. With President Smart abstaining, all were in favor and the minutes were approved as submitted.

03.16.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 29, 2016 (Item 3)** – Mr. Kuhl reported 17% of the year has lapsed and cash equivalents for February were \$12,580,102; last year cash equivalents were \$13,221,897. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

03.16.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 29, 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 \$976,103.28**. Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

03.16.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the very successful event with Gregory Maguire, *Wicked* author, speaking at Metropolis and Rolling Meadows High School; the many positive comments from staff regarding Staff Institute Day, especially receiving timely active shooter training; and the selected nonfiction title for the 3rd annual One Book One Village program for the fall of 2016.

03.16.09 **UNFINISHED BUSINESS**

- **POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 5)** – 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. There was discussion of polling the interest level of the board members present in pursuing a committee of the whole model and whether it should be sent to the Policy Committee for further discussion. With the absence of two board members, the board was not in favor of sending the discussion back to the Policy Committee. Discussion of Policy 1.101 Rules of the Board of Library Trustees will continue to be on the table until the next regular meeting when all board members are in attendance.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES SENDS POLICY 1.101 – RULES OF THE BOARD OF LIBRARY TRUSTEES BACK TO THE POLICY COMMITTEE FOR FURTHER DISCUSSION.** Trustee Zyck seconded. All were opposed and the motion failed.

03.16.10 **NEW BUSINESS**

- **APPROVAL OF PARADE REVIEWING STAND (Action Item 6)** – Mr. Kuhl presented the Festival Committee's annual request for the reviewing stand set-up and use of the library's electrical outlets for the 2016 July 4th parade.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FESTIVAL COMMITTEE'S REQUESTS FOR THE REVIEWING STAND SET-UP AND ELECTRICITY FOR THE 2016 4TH OF JULY PARADE.** Trustee Zyck seconded. All were in favor and the motion carried.

- **SUMMER READING PROGRAM SOLICITATION REQUEST (Action Item 7)** – Mr. Kuhl presented a request for the board's approval to solicit area businesses that may wish to contribute suitable donations to be used for prizes during the Summer Reading Program.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE SOLICITATION OF AREA BUSINESSES FOR SUITABLE DONATIONS TO BE USED AS PRIZES FOR THE SUMMER READING PROGRAM.** Trustee Nelson seconded. All were in favor and the motion carried.

03.16.11 **COMMITTEE REPORTS**

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

(B) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee met immediately prior to the regular March board meeting.

- **PROPOSED FY 2015 STUB BUDGET AMENDMENT (Action Item 8)** – Mr. Kuhl explained with the approval of Fund Balances Policy (Policy 2.009), the policy states there is a maximum ending fund balance amount of 75% of the expected annual operating expenditures for the coming year in the General Fund. Currently, the December 31, 2015 fund balance for the General Fund is over the threshold. The proposed budget amendment would transfer \$700,000 from the General Fund to the Capital Projects Fund. Transferring the funds would provide additional resources for the capital projects identified in the budget and Long Range Fiscal Plan.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE FY 2015 STUB BUDGET AMENDMENT, DATED MARCH 15, 2016.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

- **PROPOSED 2016 BUDGET AMENDMENT (Action Item 9)** – Trustee Zyck explained there are two proposed budget amendments to the 2016 budget. The first proposed amendment is for the allocation of the budget for the extend hours pilot from the Innovation account into individual Personal Services account lines. The amendment would result in a \$0 net change in the General Fund operating expenditure budget. The second proposed amendment is the addition of the exterior sign to the budgeted expenditure in the Capital Projects Fund. The board approved this project during the 2015 Stub, but it was delayed into 2016. The amendment would result in an increase of \$75,000 in the Capital Projects Fund.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2016 BUDGET AMENDMENT DATED MARCH 15, 2016.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

- **IMET UPDATE (Item 10)** – Mr. Kelly gave an update on the IMET Liquidating Trust.

(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 met on Monday, March 7.

- **AUTHORIZATION TO ENGAGE A COMMERCIAL REAL ESTATE BROKER (Action Item 11)** – Trustee Brody Garkisch explained at the March 7 Strategic Planning Committee meeting the committee recommended the board authorize staff to engage a commercial real estate broker to further explore the possibility of opening an additional library location. After approval of the motion from committee, staff is also requesting additional action from the board authorizing staff to enter into agreement with a specific broker, Brian Properties.

The Strategic Planning Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE ENGAGEMENT OF A COMMERCIAL REAL ESTATE BROKER TO FURTHER EXPLORE THE OPTIONS AND OPPORTUNITIES FOR AN ADDITIONAL BRANCH IN ARLINGTON HEIGHTS.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENGAGE BRIAN PROPERTIES AS ITS REAL ESTATE BROKER ACCORDING TO THE TERMS OUTLINED IN ITS REPRESENTATION AGREEMENT.** Trustee Zyck seconded. All were in favor and the motion carried.

Trustee Brody Garkisch acknowledged receipt of a letter Trustee Pearson sent to trustees with his thoughts on a north branch; the letter was forwarded to Mr. Kuhl. After the committee explores more specific details of opening an additional location, the memo may be revisited to discuss concerns raised.

03.16.12 **REPRESENTATIVE/LIAISON REPORTS**

(A) REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS) BOARD (Trustee Pearson) – In Trustee Pearson’s absence, no report was given.

(B) FRIENDS OF THE LIBRARY (Trustee Unumb) – Trustee Unumb reported a slate of officers will be voted on at the April Friends Board meeting.

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

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Nelson seconded. All were in favor and the meeting was adjourned at 8:34 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder