

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

- 04.16.01 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, April 19, 2016, at 7:30 p.m. by President Debbie Smart.
- 04.16.02 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; Michael Kelly, Director of Finance; Mike Driskell, Information Technology Manager; Jan Sissors, Customer Services Manager; Tom Spicer, Customer Services Assistant Manager; Trixie Dantis, Teen Services Supervisor; Maria Papanastassiou, Early Specialist Services Supervisor; Candy Rossin, Collection Management Supervisor; Pat Aichele, Communications and Marketing Specialist; Janet Moravec, Business Office Administrator; Karen Ann Cullotta, Chicago Tribune/Arlington Heights Post; Jim Platt, Arlington Heights Chamber of Commerce; Melissa Cayer, Resident; .

- 04.16.03 **PUBLIC COMMENT** – Jim Platt, Arlington Heights Chamber of Commerce Director of Business Development, read a statement in support of the Chamber’s desire for a small business incubator program in Arlington Heights and its support of a continuing partnership between the library and Chamber in bringing resources and services to Village businesses and residents.
- 04.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 15, 2016 (Action Item 1)**. Trustee Nelson seconded. With Trustees Medal and Pearson abstaining, all were in favor and the minutes were approved as submitted.
- 04.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2016 (Item 2)** – Mr. Kuhl reported 25% of the year has lapsed and cash equivalents for March were \$19,088,375; last year cash equivalents were \$20,059,453. Just over \$5.1 million in real estate revenue was received in March. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.
- 04.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2016 (Action Item 3)** – There were no questions about individual expenditures.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER IN THE AMOUNT OF \$1,029,523.95**. 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.

04.16.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted preliminary results of the extended hours pilot; a new record was set in Digital Services for both one-on-one appointments and reservations for the Studio; and the second year of the 3DRD Thomas Middle School final project presentation was a great example of how a partnership can work with the library being an extension of the classroom.

04.16.08 **UNFINISHED BUSINESS**

- **POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 4)** – Trustee Nelson explained that based on prior discussions and most recently discussion at the last board meeting, she suggested the board withdraw consideration of changes to Policy 1.101 Rules of the Board of Library Trustees with regard to possible transition away from the existing standing committee structure in favor of a committee of the whole model. With all trustees in attendance, a vote was taken to remove further discussion of the proposed policy changes.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES REMOVES FROM THE TABLE THE DISCUSSION OF POLICY 1.101 – RULES OF THE BOARD OF LIBRARY TRUSTEES.** Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Pearson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES REMOVES DISCUSSION OF CONSIDERATION OF CHANGES TO POLICY 1.101 – RULES OF THE BOARD OF LIBRARY TRUSTEES.** Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Nelson, Pearson, and Unumb. Nay: Trustees Medal, Zyck, and Smart. The motion carried.

- **PARAMETERS FOR POTENTIAL BRANCH AND AUTHORIZATION TO ISSUE LETTERS OF INTENT (Action Item 5)** – Mr. Kuhl presented parameters to guide the search for potential properties for a branch location in northern Arlington Heights, based upon a proposed plan of service. The recommended model offers what staff believe is the best value to taxpayers in terms of services relative to costs and positions the library to provide the best service to Arlington Heights residents for years to come. Trixie Dantis, Teen Services Supervisor, gave a presentation of the business model in terms of service to the public and what would be needed in a property for a potential branch library. The board considered next steps including issuing non-binding letters of intent. After discussion the board was in support of moving forward with the recommended plan of service and authorized staff to continue the process of investigating potential commercial real estate sites based on it. Next steps would include staff and trustees, particularly Building Committee members, visiting properties that meet the criteria outlined.

04.16.09 **NEW BUSINESS**

- **CAMERA SYSTEM MAINTENANCE AGREEMENT (Actin Item 6)** – Mr. Kuhl explained MidCo has been maintaining the security camera system since 2011. The most recent maintenance agreement with MidCo, Inc. expired on July 31, 2015, and the library agreed to a partial-year agreement for the balance of 2015. The total cost of the 5-year full service maintenance agreement is \$51,980, with an annual invoice for \$10,396. The agreement covers the years 2016 through 2020. Comparable pricing for a single year full service maintenance contract from MidCo is \$12,228.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 5-YEAR FULL SERVICE MAINTENANCE CONTRACT WITH MIDCO, INC. FOR OUR SECURITY CAMERA SYSTEM. TOTAL COST OF THE AGREEMENT IS \$51,980, TO BE INVOICED ANNUALLY AT \$10,396.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. Abstain: Trustee Pearson. The motion carried.

- **POLICY 2.002 PURCHASING (Item 7)** – Mr. Kuhl explained as part of the service maintenance agreement with MidCo, Inc, staff reviewed Policy 2.002 Purchasing and observed that there is no specific language covering multiple-year commitments. Staff recommends the policy be reviewed by the Finance Committee and the Policy Committee to provide guidance on these types of commitments to ensure that staff is providing the board with the level of oversight it desires. This would include the definition of “routine operating supplies, services and capital goods”. The board was in agreement and the policy will be reviewed by the Finance Committee at an upcoming meeting.

- **AUTHORIZATION TO PURCHASE COMPUTERS AND SOFTWARE LICENSES (Action Item 8)** – Mr. Kuhl explained as part of the 2016 Budget, the board approved the purchase of new computers and associated software to allow the upgrade of both staff and public computers to Windows 10 and Office 2016. Computers will be purchased through the Midwestern Higher Education Compact (MHEC).

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO PURCHASE REPLACEMENT COMPUTERS WITH WINDOWS 10 OPERATING SOFTWARE, FOR STAFF AND PUBLIC USE, AND OFFICE 2016 LICENSES, WITH THE TOTAL AMOUNT NOT TO EXCEED \$258,316.** 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.

04.16.10 COMMITTEE REPORTS

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

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

- **NEXT MEETING: TUESDAY, MAY 10, 6:00 P.M.**

(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.

04.16.11 **REPRESENTATIVE/LIAISON REPORTS**

(A) REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS) BOARD (Trustee Pearson) – Trustee Pearson reported he was unable to attend the last RAILS meeting. He will send a summary of the March and April meetings.

(B) FRIENDS OF THE LIBRARY (Trustee Unumb) – Trustee Unumb reported on the election of new board members and the approval of a \$10,000 wish list request to support 2016 One Book One Village.

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

04.16.13 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 Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Pearson, Unumb, Zyck, and Smart. Nay: none. The motion carried. The board went into closed session at 9:00 p.m.

The board returned to open session at 9:38 p.m.

Trustee Unumb moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF APRIL 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 Zyck seconded. All were in favor and the meeting was adjourned at 9:40 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder