

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 17, 2016.

05.16.01 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, May 17, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Pearson.

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; Janet Moravec, Business Office Administrator; Eric Mueller, Resident.

05.16.03 **PUBLIC COMMENT** – Mr. Eric Mueller addressed the board about recent newspaper articles reporting on the potential of a branch library.

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

05.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2016 (Item 2)** – Mr. Kuhl reported 33% of the year has lapsed and cash equivalents for April were \$18,024,670; last year cash equivalents were \$16,302,300. Tax revenues received to date are at 53% of the budgeted revenue for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

05.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2016 (Action Item 3)** – There were no trustee questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED APRIL 30, 2016 IN THE AMOUNT OF \$1,116,836.70**. Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

05.16.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted a reciprocal borrower pilot program taking place this summer to remove the non-print two item check out limit. Reciprocal borrowers will still be limited to ten items total; more than 400 guests attended the May 5 community reception to open the 24th annual District 25 Student Art Show at the library exhibited during May; details of a recent customer accident on Dunton Avenue; and his election to the Illinois Library Association Executive Board.

05.16.08 There was no **UNFINISHED BUSINESS** to discuss.

05.16.09 There was no **NEW BUSINESS** to discuss.

05.16.10 **COMMITTEE REPORTS**

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee met on Monday, May 9.

- 1978 BUILDING BOILER REPLACEMENT (Action Item 4) – Trustee Unumb explained the replacement of the boilers in the 1978 building is budgeted for calendar year 2016. The project has been postponed for two years as ground source and other possibilities have been considered. Since converting to a ground source system would not work well for the library, it is time to replace the boilers; further delay would push the replacement of the boilers into the colder months and would not be desirable. Staff is recommending the use of an engineering consultant, 20/10 Engineering, to provide the specifications to create the bid documents to replace the boilers. 20/10 Engineering will be taking a long range view of ways to create better efficiencies for the entire system and not strictly looking at just one for one replacements. Staff has received a proposal from 20/10 Engineering in the amount of \$15,000; this amount includes design, specification, bid support and oversight for the project.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO GO TO BID TO REPLACE THE 1978 BUILDING BOILERS.** No second was required as the motion came from committee. All were in favor and the motion carried.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE ENGAGEMENT OF 20/10 ENGINEERING AS AN ENGINEERING CONSULTANT FOR THE 1978 BUILDING BOILER REPLACEMENT PROJECT AT A COST NOT TO EXCEED \$15,750, PENDING LEGAL REVIEW OF 20/10 ENGINEERING'S PROPOSAL.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- AUTHORIZATION TO PURCHASE NON-FICTION AREA FURNITURE (Action Item 5) – Trustee Unumb explained work in the non-fiction section has necessitated innovative solutions in order to find suitable pieces and an arrangement that reinforces the idea that the area is for solitary study. Among the most significant ways people use the library differently today, is the library's role as a work space. The non-fiction area serves as the quiet study area where customers spend longer periods of time, making comfort and access to power even more important. Providing convenient and safe access to power for electrical devices is paramount to providing a good user experience. Staff worked diligently with Product Architecture + Design to arrive at a

design that addresses the needs of this area while fitting within the approved budget for the project. There was discussion among the trustees with Trustee Nelson underscoring the importance of enhanced safety to library customers with the new configuration bringing outlets off the floor and onto the tables.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE REPLACEMENT OF NON-FICTION AREA FURNITURE AS OUTLINED FOR A TOTAL AMOUNT NOT TO EXCEED \$52,430.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- AUTHORIZATION OF APPROVAL OF PARKING LOT FEE PROPOSAL AND ENGAGEMENT OF CONSTRUCTION MANAGER (Action Item 6) –

Trustee Unumb explained Wight & Co. has submitted a proposal to provide design and construction administration services for the improvement to the parking areas at the library. Wight has recommended that a survey be done prior to their design work. Staff has received quotes and has estimated \$8,500 to complete the survey. When discussing the project with Wight, they suggested the use of a construction manager. The library has had a long and successful relationship with Shales McNutt Construction. As a result of this established relationship and with the approval of the library's attorney, staff recommends engagement of Shales McNutt Construction to be the construction manager on the project. After discussion of working with Shales McNutt Construction as construction manager for the project, the board was in favor of modifying the wording of the motion from "authorize the engagement of Shale McNutt Construction" to "authorize negotiation with Shales McNutt Construction".

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES APPROVAL OF THE AHML IMPROVEMENTS FEE PROPOSAL DATED APRIL 13, 2016 FROM WIGHT & CO., BASED ON THE SCOPE AS SHOWN IN SCHEDULE 1, WITH \$70,000 IN COMPENSATION TO WIGHT & CO. PLUS REIMBURSABLE EXPENSES NOT TO EXCEED \$2,000, PENDING REVIEW OF THE PROPOSAL BY OUR ATTORNEY.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES NEGOTIATION WITH SHALES MCNUTT CONSTRUCTION TO BE THE CONSTRUCTION MANAGER FOR THE PARKING LOT PROJECT TO BE DESIGNED BY WIGHT & CO., PENDING A REVIEW OF ANY PROPOSAL AND FEE AGREEMENT BY THE BUILDING COMMITTEE AND OUR ATTORNEY.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

(B) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee met on Tuesday, May 10.

- **CY 2017 BUDGET TIMETABLE (Item 7)** – Trustee Zyck reviewed the timetable for budget preparation for the CY 2017.

- **- CY 2017 BUDGET TARGETS (Action Item 8)** – Mr. Kelly reviewed the targets to be used in the development of the CY 2017 budget. Targets are based on who has the responsibility for setting the target: the board, Finance Committee, staff, village, federal government and the market. Information received from the Village is preliminary and could change. The estimated increase for liability insurance from LIRA is also preliminary. Changed or missing information will be communicated to the committee at its next meeting on Monday, June 13.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE CY 2017 BUDGET TARGETS, DATED MAY 10, 2016, WITH MISSING OR UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

(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.

05.16.11 **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 the Friends of the Library are working on position descriptions for Friends board members; and they have \$82,502 in available funds.

05.16.12 **OTHER**

- **SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the Fall)** - Trustees will consider a Saturday morning in September or October 2016 for the joint meeting.

- Trustee Nelson thanked staff for hosting the John Hersey High School Shark Tank Event on May 11.

05.16.13 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 8:24 p.m.

The board returned to open session at 9:12 p.m.

President Smart reported the board has completed Mr. Kuhl's 2016 goals. Human Resources Committee chairperson Trustee Zyck will meet with Mr. Kuhl to present his goals.

Trustee Unumb moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MAY 17, 2016.** Trustee Brody Garkisch 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 9:14 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder