

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 21, 2016.**

- 06.16.01 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, June 21, 2016, at 7:30 p.m. by President Debbie Smart.

President Smart stated that the board received word today that Mr. Kerry Pearson resigned his position as trustee on the Board of Library Trustees effective immediately. On behalf of the board and staff, we would like to thank Kerry for his 13+ years of service to the library and the Arlington Heights community since he was elected to the board in 2003. Per state law, our board will appoint a successor to fill the remaining 10 months on this now open position until the next local election in spring of 2017.

- 06.16.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Nelson, Unumb, Zyck, and Smart.

Absent: Trustee Joan Brody Garkisch.

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; Cindy Bell, Accounting Supervisor; Debbie Halpin, Business Office Assistant; Karen Ann Cullotta, Tribune Media/Arlington Heights Post.

- 06.16.03 There was no **PUBLIC COMMENT**.

- 06.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 17, 2016 (Action Item 1)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted at the table.

- 06.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2016 (Item 2)** – Mr. Kuhl reported 42% of the year has lapsed and cash equivalents for May were \$17,308,194; last year cash equivalents were \$15,305,724. Tax revenues received to date are at 54% of the budgeted revenue for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

- 06.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2016 (Action Item 3)** – There were no trustee questions about individual expenditures.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MAY 31, 2016 IN THE AMOUNT OF \$1,208,060.75**. Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

06.16.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted Teen Services Supervisor, Trixie Dantis, has been named 2016 recipient of the Illinois Library Association's Crosman Memorial Award, given annually to a library worker who has "accomplished a great deal in a short time;" Stonebridge Village (northern part of the village) and Falcon Park (southern part of the village) bookmobile stops will soon be weekly instead of every-other-week, due to increased activity; customers' extended weekend hours use is being observed and evaluated from June through December, by library managers to make future recommendations on this pilot program; and the library received a generous donation of free shelving from Barnes & Noble bookstore.

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

06.16.09 **NEW BUSINESS**

- **ANDRIOPOULOS APPEAL OF SUSPENSION (Action Item 4)** – President Smart explained a letter of appeal from Ms. Maria Andriopoulos was received regarding her suspension from library services.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES UPHOLDS THE TWO YEAR SUSPENSION.** Trustee Zyck seconded. All were in favor and the motion carried.

- **PREVAILING WAGE RESOLUTION (Action Item 5)** – Mr. Kuhl reported each June a public library is required to pass a prevailing wage resolution and publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act. The current rate for Cook County Prevailing Wage is from July 2015 and should be used for passing ordinances.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 16-01 "RESOLUTION FOR PREVAILING WAGE."** Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND NONRESIDENT CARD FEE (Action Item 6)** – Mr. Kuhl reported each June the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066. Using the General Mathematical Formula method to determine the fee, the new nonresident library card fee would be \$430.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$430 EFFECTIVE JULY 1, 2016 THROUGH JUNE 30, 2017.** Trustee Nelson seconded. All were in favor and the motion carried.

06.16.10 **COMMITTEE REPORTS****(A) BUILDING (Trustee Unumb)**

- **AUTHORIZATION TO ENTER INTO CONTRACT WITH CONSTRUCTION MANAGER FOR PARKING AREA RENOVATION (Action Item 7)** – Trustee Unumb explained that at the May board meeting, the board authorized staff to request a proposal from Shales McNutt Construction (SMC) regarding construction manager services for the parking lot renovation project. The library has had a long and successful relationship with Shales McNutt Construction. The committee reviewed the formal proposal and recommends staff enter into contract with Shales McNutt Construction.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE ENGAGEMENT OF SHALES MCNUTT CONSTRUCTION AS THE CONSTRUCTION MANAGER FOR THE PARKING LOT RENOVATION PROJECT, WITH THE FOLLOWING FEE STRUCTURE: \$9,400 FOR PRE CONSTRUCTION SERVICES AND \$38,000 + 5.5% OF CONSTRUCTION COSTS FOR CONSTRUCTION MANAGEMENT SERVICES, PENDING A REVIEW OF THE CONTRACT BY OUR ATTORNEY.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Nelson, Unumb, Zyck, and Smart. Nay: none. The motion carried.

**(B) FINANCE (Trustee Zyck)** – Trustee Zyck reported the committee met on Monday, June 13 and that he was unable to attend.

- **REVIEW OF THE ANNUAL FINANCIAL REPORT (Action Item 8)** – Mr. Kelly reported Matt Beran from Lauterbach & Amen reviewed with the committee the auditor's statement on Auditing Standards letter, the auditor's letter of management and the annual financial report for the year ended December 31, 2015. The library was given an unqualified opinion, which is the highest level of assurance issued by an auditor. Mr. Kelly explained the two major differences for this year's report: the Change in Fiscal Year and the GASB68 and Net Position Restatement.

President Smart reported the committee asked Mr. Beran if the salary percentage and the benefit percentage to the total expenditures were in line with what he sees at other libraries. Mr. Beran stated the percentages are very much in line with what he sees at other libraries.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE EIGHT-MONTH FISCAL YEAR ENDED DECEMBER 31, 2015 AS PRESENTED.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **FY 2015 STUB REVIEW (Item 9)** – Mr. Kelly reported the committee reviewed the final FY 2015 Stub actual results, noting variances from the FY 2015 Stub budget, the

FY 2015 Stub Year-end comparison of actual versus budget for all library accounts, the FY 2015 Stub Summary of expenditures for capital projects, and the FY 2015 Stub Final Revenue Reports and Detail Budget Reports with 100% of the year lapsed.

**(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)** – In Trustee Brody Garkisch's absence, Mr. Kuhl reported the committee did not meet. Mr. Kuhl and Mr. Andrykowski met with Trustee Brody Garkisch and discussed a timeline for possible committee and board meetings to move forward with the discussion of a potential library branch.

#### 06.16.11 **REPRESENTATIVE/LIAISON REPORTS**

**(A) REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS) BOARD (Trustee Pearson)** – President Smart reported Trustee Pearson's term has ended. He was acknowledged by RAILS and the board thanked him for his service.

**(B) FRIENDS OF THE LIBRARY (Trustee Unumb)** – Trustee Unumb was unable to attend the Friends of the Library June board meeting. Mr. Kuhl reported the Friends have recessed for the summer; no wish list was presented. The Friends are working on position descriptions for each of their officers.

#### 06.16.12 **OTHER**

President Smart thanked Trustee Nelson and her family for attending the Village of Arlington Heights Memorial Day celebration and representing the library.

- **2016 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 18-20, 2016** – Mr. Kuhl explained the Illinois Library Association Annual Conference is being held in Rosemont and trustees are encouraged to attend at least Trustee Day on October 20.

Trustee Nelson stated that she would like to remember with thanks her neighbor and library volunteer Joan Huff for her many years of service.

- 06.16.13 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 (3) TO DISCUSS THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE.** Trustee Zyck seconded. All were in favor and the motion carried. The board went into closed session at 8:26 p.m.

The board returned to open session at 9:30 p.m.

Trustee Nelson moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 21, 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.

President Smart stated the Board of Library Trustees acknowledged Executive Director Jason Kuhl for his hard work and leadership by approving a merit increase of 4.5% effective June 16, 2016.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:32 p.m.

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Deborah A. Nelson, Vice President/Secretary

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Debbie Halpin, Recorder