

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

07.16.01 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, July 19, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Nelson.

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; Margaret Jasinski, Collection Services Manager; Janet Moravec, Business Office Administrator; Karen Ann Cullotta, Tribune Media/Arlington Heights Post; Stefan Tucker, Resident; Mary Vicars, Resident; Robert Denne, Resident; Colette House Harris, Resident

07.16.03 There was no **PUBLIC COMMENT**.

07.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 21, 2016 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

07.16.05 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF JULY 7, 2016 (Action Item 2)**. Trustee Unumb seconded. All were in favor and the minutes were approved as submitted.

07.16.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2016 (Item 3)** – Mr. Kuhl reported 50% of the year has lapsed and cash equivalents for June were \$16,745,256; last year cash equivalents were \$14,608,944. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

07.16.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2016 (Action Item 4)** – There were no trustee questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JUNE 30, 2016, IN THE AMOUNT OF \$1,035,298.56**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Unumb, Zyck, and Smart. Nay: none. The motion carried.

07.16.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the library was recognized as “Best Public Library” at the July 14 Daily Herald “Readers’ Choice Best

of the Best Contest” event; a new exterior sign for the corner of Euclid and Dunton Avenues has been approved through the Village of Arlington Heights and is now being fabricated. He also acknowledged a thank you note from the Cherry Valley Public Library District for the donation of used surplus furniture for their library’s use.

07.16.09 There was no **UNFINISHED BUSINESS** to be discussed.

07.16.10 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF KERRY W. PEARSON (Action Item 5)** – President Smart read *Resolution 16-02 Honoring the Service of Kerry W. Pearson*.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 16-02 HONORING THE SERVICE OF KERRY W. PEARSON.** Trustee Unumb seconded. All were in favor and the motion carried.

- **RESOLUTION DECLARING A TRUSTEE VACANCY (Action Item 6)** – Trustee Zyck read a resolution declaring a trustee vacancy.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 16-03 DECLARING A TRUSTEE VACANCY.** Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- **PROPOSAL FOR INITIAL ARCHITECT DESIGN SERVICES FOR POTENTIAL BRANCH (Action Item 7)** – As directed by the board at the special meeting on July 7, staff has obtained a proposal from Product Architecture + Design for initial design services for the potential branch. The proposal covers the development of a feasibility plan in order to make sure the identified space is suitable and to get an initial cost estimate for the build out for the board to use in considering the costs associate with the project. The cost for the initial design services would be \$5,000 plus any reimbursable expenses.

07.16.11 **COMMITTEE REPORTS**

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

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

**(C) HUMAN RESOURCES (Trustee Zyck)** – Trustee Zyck reported the committee did not meet.

**(D) POLICY – (Trustee Nelson)** – In Trustee Nelson’s absence, President Smart reported the committee did not meet.

**(E) STRATEGIC PLANNING (Trustee Brody Garkisch)** –Trustee Brody Garkisch reported the committee did not meet.

07.16.12 **REPRESENTATIVE/LIAISON REPORTS**

**(A) REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS) BOARD** – President Smart reported with Kerry Pearson’s term ending on June 30, 2016, the library will no longer have a RAILS representative.

**(B) FRIENDS OF THE LIBRARY (Trustee Unumb)** –Trustee Unumb reported the Friends of the Library are on summer recess. The Friends Summerfest Used Book Sale will take place on August 6-7.

07.16.13 **OTHER**

- Mr. Kuhl shared possible options for public phone contacts for trustees.

07.16.14 Trustee Brody Garkisch 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; (3) THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE; (5) TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY; AND (21) REVIEWING CLOSED SESSION MINUTES AND MR. KUHL AND MS. SCHULTZ BE INVITED TO ATTEND.** Trustee Unumb. All were in favor and the motion carried. The board went into closed session at 7:52 p.m.

The board returned to open session at 8:43 p.m.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES PLAN TO HAVE A MEETING TO INTERVIEW TRUSTEE CANDIDATES ON AUGUST 13 OR 14, 2016.** Trustee Zyck seconded. All were in favor and the motion carried.

Trustee Unumb moved **TO DESTROY THE AUDIOTAPE OF CLOSED SESSIONS HELD AUGUST 19, 2014; SEPTEMBER 16, 2014; OCTOBER 21, 2014; AND NOVEMBER 18, 2014.** Trustee Medal seconded. All were in favor and the motion carried.

Trustee Brody Garkisch moved **APPROVAL OF THE CLOSED SESSION MINUTES OF JULY 19, 2016.** Trustee Unumb seconded. All were in favor and the motion carried. The written minutes and audiotape were sealed until further action by the board.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Zyck seconded. All were in favor and the meeting was adjourned at 8:46 p.m.

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Deborah A. Nelson, Vice President/Secretary

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Janet Moravec, Recorder