

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, AUGUST 16, 2016.

08.16.01 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, August 16, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee 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; Tom Spicer, Customer Services Assistant Manager; Janet Moravec, Business Office Administrator; Bob Ruffatto, Resident.

08.16.03 There was no **PUBLIC COMMENT**.

08.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 19, 2016 (Action Item 1)**. Trustee Zyck seconded. With Trustee Nelson abstaining, all were in favor and the minutes were approved as submitted.

08.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2016 (Item 2)** – Mr. Kuhl reported 58% of the year has lapsed and cash equivalents for July were \$17,951,545; last year cash equivalents were \$15,883,019. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

08.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2016 (Action Item 3)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JULY 31, 2016, IN THE AMOUNT OF \$987,193.98.** Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Nelson, Unumb, Zyck and Smart. Nay: none. The motion carried.

08.16.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted building project updates on the exterior sign installation at Euclid and Dunton Avenues, parking lot consultant recommendations, and status of furniture and electrical work in the nonfiction area. He also commented on the increase in new library cards, tech class registrations, and Studio appointments.

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

08.16.09 **NEW BUSINESS**

- **FIREFIGHTER RICHARD HELLER MEMORIAL LIBRARY DISTRICT (Item 4)** – Mr. Kuhl reported on efforts to establish a library district to serve areas within the Elk Grove Rural Fire Protection District that do not currently have service from any library. Should the district be established, there would be no meaningful impact on the Arlington Heights Memorial Library.

08.16.10 **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.

(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, President Smart reported the committee did not meet.

08.16.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends are currently on summer hiatus. Mr. Kuhl added the Friends had a successful Summerfest Used Book Sale making over \$12,500.

08.16.12 **OTHER**

– **ONE BOOK ONE VILLAGE UPDATE** – Ms. Whisler presented an update on the third annual One Book, One Village community-wide reading program and *The Geography of Genius* events for the fall of 2016.

08.16.13 Trustee Nelson 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; AND (5) TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Zyck seconded. All were in favor and the motion carried. The board went into closed session at 7:58 p.m.

The board returned to open session at 8:12 p.m.

Trustee Zyck moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF AUGUST 16, 2016.** Trustee Nelson seconded. All were in favor and the minutes were approved as submitted. The written minutes and audio tape were sealed until further action by the board.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES JASON KUHL AND STAFF TO PURSUE THE PROPERTY AS DISCUSSED IN CLOSED SESSION.** Trustee Medal seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT.** Trustee Nelson seconded. All were in favor and the meeting was adjourned at 8:14 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder