

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 08.17.01 A meeting of the Committee of the Whole 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 Monday, August 28, 2017, at 7:30 p.m. by President Smart.

Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Tangney, Thanopoulos, Zyck, and Smart. Trustee Supplitt participated in the meeting by telephone due to being out of town for business reasons.

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator.

- 08.17.02 There was no **PUBLIC COMMENT**.
- 08.17.03 Trustee Medal moved **APPROVAL OF THE BUILDING COMMITTEE MINUTES OF MAY 15, 2017 MEETING (Action Item 1)** Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.
- 08.17.04 Trustee Tangney moved **APPROVAL OF THE FINANCE COMMITTEE MINUTES OF JUNE 20, 2017 MEETING (Action Item 2)** Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.
- 08.17.05 Trustee Tangney moved **APPROVAL OF THE HUMAN RESOURCES COMMITTEE MINUTES OF OCTOBER 25, 2016 MEETING (Action Item 3)** Trustee Medal seconded. All were in favor and the minutes were approved as submitted.
- 08.17.06 Trustee Brody Garkisch moved **APPROVAL OF THE POLICY COMMITTEE MINUTES OF FEBRUARY 28, 2017 MEETING (Action Item 4)** Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.
- 08.17.07 Trustee Thanopoulos moved **APPROVAL OF THE STRATEGIC PLANNING COMMITTEE MINUTES OF APRIL 19, 2017 MEETING (Action Item 5)** Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

- 08.17.08 **JOB EVALUATION AND MARKET MATCHING SURVEY (Action Item 6)** – Staff presented the results of a recently completed job evaluation and market matching survey and their impact on the library’s salary structure.
- 08.17.09 **STAFF PRESENTATION – THE EVOLUTION OF AHML, PART 1 – 2010-2014 (Item 7)** – Mr. Kuhl presented the first part of a three-part overview of how AHML has evolved since 2010 and the close relationship between the library’s service model, organizational structure, and building renovation.
- 08.17.10 **DISCUSSION OF STAFF SURVEY (Item 8)** – A staff survey was last conducted in 2015. Discussion continued about the ideal frequency of such surveys. The item was tabled until the next board meeting.
- 08.17.11 **COMPOSITION OF PLANNING COMMITTEE FOR STRATEGIC PLAN (Item 9)** – Staff have been working with Library Strategies to begin the strategic planning process. The first step is to identify a planning committee. This committee focuses mostly on shaping the planning process and identifying/recruiting stakeholders to participate in the planning retreat. Trustees were asked to submit suggestions for community participates for the committee to Mr. Kuhl.
- 08.17.12 There were no **OTHER** items to be discussed.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:13 p.m.

Janet Moravec, Recorder