

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 20, 2016.

09.16.01 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, September 20, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: None

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; Janet Moravec, Business Office Administrator; Karen Ann Cullotta, Chicago Tribune/Arlington Heights Post; Marianthi Thanopoulos, Resident; Christo Thanopoulos, Resident; William Thanopoulos, Resident; Katerina Thanopoulos, Resident.

09.16.03 Trustee Unumb moved **TO CHANGE THE AGENDA AND MOVE FORWARD ITEM 6 RESOLUTION FILLING A TRUSTEE VACANCY AND ITEM 7 OATH OF OFFICE FOR MARIANTHI THANOPOULOS DIRECTLY AFTER THE ROLL CALL**. Trustee Zyck seconded. All were in favor and the motion carried.

RESOLUTION FILLING A TRUSTEE VACANCY (Action Item 6) – President Smart read *Resolution 16-04 Resolution Filling a Trustee Vacancy*.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 16-04 FILLING A TRUSTEE VACANCY**. Trustee Unumb seconded. All were in favor and the motion carried.

OATH OF OFFICE FOR MARIANTHI THANOPOULOS (Item 7) – President Smart administered the oath of office to Marianthi Thanopoulos.

09.16.04 There was no **PUBLIC COMMENT**.

09.16.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF AUGUST 13, 2016 (Action Item 1)**. Trustee Brody Garkisch seconded. With Trustee Thanopoulos abstaining, all were in favor and the minutes were approved as submitted.

09.16.06 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF AUGUST 16, 2016 (Action Item 2)**. Trustee Nelson seconded. With Trustee Thanopoulos abstaining, all were in favor and the minutes were approved as submitted.

09.16.07 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 16, 2016 (Action Item 3)**. Trustee Medal seconded. With Trustees Brody Garkisch and Thanopoulos abstaining, all were in favor and the minutes were approved as submitted.

09.16.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2016 (Item 4)** – Mr. Kuhl reported 67% of the year has lapsed and cash equivalents for August were \$21,439,635; last year cash equivalents were \$19,176,875. Tax revenues received to date are at 98.4% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

09.16.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2016 (Action Item 5)** – There were no trustee questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED AUGUST 31, 2016, IN THE AMOUNT OF \$1,048,238.41**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

09.16.10 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl updated the board on furniture replacement in the nonfiction area; and a joint meeting planned with the parking lot consultant and staff from the Village of Arlington Heights to discuss design options for increased safety in the parking lot renovation project.

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

09.16.12 **NEW BUSINESS**

- **2017 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 8)** – Mr. Kuhl presented the schedule of proposed library holiday dates and closings for 2017. There are no issues needing to be resolved in this year's schedule.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2017 LIBRARY HOLIDAY DATES AND CLOSINGS**. Trustee Zyck seconded. All were in favor and the motion carried.

- **2017 BOARD MEETING SCHEDULE (Action Item 9)** – Mr. Kuhl presented the schedule of proposed dates for the 2017 board meetings. There are no issues needing to be resolved in this year's schedule.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2017 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS**. Trustee Unumb seconded. All were in favor and the motion carried.

- **RESOLUTION HONORING THE WORK OF THE BILL AND MELINDA GATES FOUNDATION (Action Item 10)** – The Urban Libraries Council (ULC) has decided to present the Bill and Melinda Gates Foundation its ULC Executive Board

Leadership Award on behalf of all UCL libraries. The ULC Board suggested every ULC member library pass a resolution recognizing the Foundation's contributions.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 16-05 HONORING THE BILL AND MELINDA GATES FOUNDATION AND ITS CONTRIBUTION TO BUILDING THE CAPACITY OF PUBLIC LIBRARIES.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

09.16.13 COMMITTEE REPORTS

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee met on Monday, September 19.

- **AUTHORIZATION TO ACCEPT BOILER REPLACEMENT BID (Action Item 11)** – Trustee Unumb reported that after analysis of the library's HVAC system, converting to a ground source system would not work well for the library. Bid documents were created to replace the 1978 building boilers, 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. Since the boilers in the 1978 building and the 1968 building are cross-connected, the use of a three boiler replacement would allow newer, more efficient boilers to handle the heating of the combined buildings. The base bid for the project is for a two boiler replacement with an alternate bid for an additional third boiler. Oak Brook Mechanical was found to be the low bidder when the alternate bid for the additional boiler is included. Oak Brook performed work for the addition to the library in 1993 and comes highly recommended.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE REPLACEMENT OF THE LIBRARY'S 1978 BUILDING BOILERS BE AWARDED TO OAK BROOK MECHANICAL, INC. IN THE AMOUNT OF \$332,765, PENDING ATTORNEY REVIEW OF THE CONTRACT.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

- **AUTHORIZATION TO PURCHASE ADDITIONAL SECURITY CAMERAS AND NEW RECORDER (Action Item 12)** – Trustee Unumb reported as cameras have been added to the system over the last several years, there continues to be a reduction in the remaining storage capacity of the recorders. Additionally, staff believes it is necessary to install two additional exterior cameras for coverage of activity at the underground and Dunton book drops. Staff is also recommending the replacement of two other exterior cameras with IP cameras, due to the frequency of incidents and accidents in the underground and outside parking lots. The total cost for the purchase and installation of an IP recorder and four cameras is \$30,935. While originally intended as part of the 2017 budget, due to the importance of the project, staff recommends the work be completed in 2016.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO PURCHASE AND HAVE INSTALLED A NEW**

INTERNET PROTOCOL (IP) RECORDER AND NEW IP CAMERAS, WITH A TOTAL PRICE OF \$30,935. No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

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

- **NEXT MEETING: THURSDAY, SEPTEMBER 22, 6:00 P.M.**

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

- **NEXT MEETING: TUESDAY, OCTOBER 25, 6:30 P.M.**

(D) POLICY (Trustee Nelson) – Trustee Nelson reported the committee met on Thursday, September 8 and again immediately prior to the regular September board meeting.

- **POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE AND POLICY 5.003 CIRCULATION (Action Item 13)** – Trustee Nelson reported current policy allows reciprocal borrowers to possess ten items total, of which two can be non-print. The restriction of two non-print items is rooted in a time when non-print materials were thought of as “premium” items in a library collection; this is no longer the case. The proposed change eliminates the two item limit on non-print materials. Reciprocal borrowers would still be limited to ten items total but they could be of any format.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISED POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE AND REVISED POLICY 5.003 CIRCULATION.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **POLICY 7.001 CODE OF CONDUCT (Action Item 14)** – Trustee Nelson reported while the policy already prohibits smoking on library property, except in the designated area, the proposed change specifically prohibits other types or uses of tobacco-related products and e-cigarettes. The proposed language was recommended by the library’s attorney.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS CHANGES TO POLICY 7.001 CODE OF CONDUCT TO REFLECT THE PROHIBITION OF “SMOKING, INCLUDING SMOKELESS TOBACCO, HERBAL PRODUCTS AND E-CIGARETTES, EXCEPT IN DESIGNATED AREA.”** No second was required as the motion came from committee. All were in favor and the motion carried.

- **PUBLIC ACT 097-0609 COMPLIANCE (Action Item 15)** – Trustee Nelson reported the item is being brought to the committee to consider changing the way the

library handles compliance with Public Act 097-0609 by making more information available to the public and making it easier to obtain.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES APPROVES THE POSTING OF THE REPORT OF EMPLOYEES EARNING AT LEAST \$75,000 IN TOTAL COMPENSATION REQUIRED BY PUBLIC ACT 097-0609 ON THE LIBRARY'S WEBSITE IN ADDITION TO BEING AVAILABLE IN THE BUSINESS OFFICE BEGINNING WITH THE 2017 BUDGET.** No second was required as the motion came from committee. All were in favor and the motion carried.

Trustee Nelson updated the board on the committee's discussion on the sharing of board material on the library's website.

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

09.16.14 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends of the Library held a lobby sale on September 17.

09.16.15 **OTHER**

- **UPCOMING STAFF PRESENTATIONS** – Mr. Kuhl provided a schedule of presentations that will be given by staff through the end of the year.

- **DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST – SATURDAY, OCTOBER 15, 8 A.M. AT ARLINGTON LAKES GOLF CLUB** – The board discussed topics for the annual joint breakfast meeting with the Arlington Heights Park District Board of Commissioners.

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; (5) TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND THAT MR. KUHL, MR. ANDRYKOWSKI, MS. WHISLER AND MR. KELLY BE INVITED TO ATTEND.** Trustee Unumb. All were in favor and the motion carried. The board went into closed session at 8:45 p.m.

The board returned to open session at 9:33 p.m.

Trustee Unumb moved **APPROVAL OF THE CLOSED SESSION MINUTES OF SEPTEMBER 20, 2016.** Trustee Zyck 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 Unumb moved **ADJOURNMENT**. Trustee Nelson seconded. All were in favor and the meeting was adjourned at 9:35 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder