

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 25, 2016.

10.16.01 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, October 25, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Sarah Shaw, Digital Services Manager; Diane Accurso, Public Information Editor; Janet Moravec, Business Office Administrator; Karen Cullotta, Chicago Tribune; Jeanne M. Filipp, Resident.

10.16.03 There was no **PUBLIC COMMENT**.

10.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 20, 2016 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

10.16.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF OCTOBER 17, 2016 (Action Item 2)**. Trustee Nelson seconded. With Trustee Brody Garkisch abstaining, all were in favor and the minutes were approved as amended.

10.16.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2016 (Item 3)** – Mr. Kuhl reported 75% of the year has lapsed and cash equivalents for September were \$20,519,384; last year cash equivalents were \$18,689,611. Real Estate Taxes received in September were just over \$78,000 bringing the total tax revenues received to date to 98.9% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

10.16.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2016 (Action Item 4)** – 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 SEPTEMBER 30, 2016, IN THE AMOUNT OF \$1,389,612.74**. 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.

10.16.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted a newly approved Cook County Board ordinance requiring that all employees earn sick time; installation of the new library sign; tween programming; District 214 Newcomer Center partnership; and staff involvement at the recent Illinois Library Association annual conference.

10.16.09 **UNFINISHED BUSINESS**

- **AMENDED APPROVAL OF CHECK REGISTER DATED APRIL 30, 2016**

(**Action Item 5**) – Mr. Kuhl explained at the May meeting, the board approved the check register dated April 30, 2016 in the amount of \$1,116,836.70. The third payroll disbursements that occurred on April 29, 2016 were included on the summary sheet but were not included in the total the board approved. An amended motion was passed with the corrected total.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED APRIL 30, 2016 IN THE AMOUNT OF \$1,382,550.64 AMENDING THE ACTION TAKEN AT THE MAY 17, 2016 MEETING AND REFLECTIVE OF THE CORRECTED TOTAL.**

Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

10.16.10 **NEW BUSINESS**

- **AUTHORIZATION TO EXTEND HOURS OF SERVICE – POLICY 5.001**

(**Action Item 6**) – Mr. Andrykowski explained with initial studies beginning in 2013, staff completed a study of customer use during the extended hours pilot. After a six-month pilot period staff observed strong use of the library during the six additional hours of weekend service. Considering the observed and potential impact of the additional hours of direct service to the community, and considering that cost could be managed within the current planned budget, staff recommended the six hours be permanently added to Policy 5.001 Hours of Service.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE EXTENDED WEEKEND SERVICES HOURS AND AMENDS POLICY 5.001 HOURS OF SERVICE ACCORDINGLY.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

10.16.11 **COMMITTEE REPORTS**

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

(**B**) **FINANCE (Trustee Zyck)** – Trustee Zyck reported the committee met most recently on Thursday, September 29.

- **PROPOSED 2016 TAX LEVY (Action Item 7)** – Trustee Zyck reported the committee is proposing a 0% increase over the extended 2015 levy, in the amount of \$13,830,091. The board reviewed the truth in taxation calculation which identifies how the library levy will be presented in the Village of Arlington Heights documentation.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2016 TAX LEVY IN THE AMOUNT OF \$13,830,091.** 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.

- **ADOPTION OF 2017 BUDGET (Action Item 8)** – Trustee Zyck reported the committee met on September 22 and 29 to review the budget. The 2017 budget, dated September 29, 2016, was reviewed by the full board at its special meeting on Monday, October 17.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 BUDGET AS PRESENTED.** Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

- **REPORT ON STATUS OF NON-DESIGNATED DONATIONS (Action Item 9)** – Mr. Kuhl identified a desire to better track and utilize cash donations to the library by individuals and organizations. He discussed a mechanism which would allow for donated funds to be used and recognized more meaningfully and provide a small source of funding for items not typically purchased with tax dollars.

After discussion, the item was referred to the Policy Committee for further review.

(C) HUMAN RESOURCES (Trustee Zyck) – Trustee Zyck reported the committee met immediately prior to the regular October board meeting.

- **BEREAVEMENT AND PERSONAL LEAVE AND OVERTIME AND COMPENSATORY TIME POLICIES (Action Item 10)** – Ms. Schultz shared information regarding a new law in Illinois which requires granting leave time when an employee's child dies. The library was already in compliance because of how staff are allowed to use leave allowances; however, staff recommended the addition of language to Human Resources *Bereavement and Personal Leave* policy. The proposed new language was reviewed by legal counsel for Management Association.

Ms. Schultz reported on changes in the Fair Labor Standards Act and the impact on timekeeping and pay cycles for employees. Staff recommended one change of substance to the *Overtime and Compensatory Time* policy, to limit the window in which comp time may be taken from the current 90 days to 30 days. A number of recommended changes to the policy were purely to simplify language.

The Human Resources Committee recommends **THE BOARD OF LIBRARY TRUSTEES APPROVES POLICIES BEREAVEMENT AND PERSONAL LEAVE AND OVERTIME AND COMPENSATORY TIME AS REVISED.** No second was required as the motion came from committee. All were in favor and the motion carried.

(D) POLICY – (Trustee Nelson) – Trustee Nelson reported the committee met twice in September.

- AVAILABILITY OF BOARD MATERIALS TO THE PUBLIC (Action Item 11)

– Trustee Nelson reported the committee discussed ways to increase the availability of board materials to members of the public. As part of those discussions many options were weighed and the practices of the other public bodies in the Village were considered. After much discussion, the committee brought forward the following recommendations:

- That an enhanced agenda containing a brief synopsis of each item replace the current agenda format for all board and committee meetings
- That hard copies of board packets be available for the public at meetings
- That electronic copies of board packets be posted on the library’s website the day after meetings or as soon as practical
- That board highlights summarizing the actions taken at the board meeting be posted on the library’s website the day after meetings or as soon as practical

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZE STAFF TO TAKE THE FOLLOWING STEPS TO INCREASE THE PUBLIC AVAILABILITY OF BOARD MATERIALS: 1) REPLACE THE CURRENT AGENDA TEMPLATE WITH AN ENHANCED AGENDA THAT INCLUDES A SHORT SYNOPSIS OF EACH ITEM FOR BOARD AND COMMITTEE MEETINGS; 2) MAKE HARD COPIES OF BOARD PACKETS AVAILABLE TO MEMBERS OF THE PUBLIC WHO ATTEND BOARD MEETINGS; 3) POST BOARD PACKETS ONLINE FOLLOWING EACH BOARD MEETING; AND 4) POST ONLINE AND IN THE BUILDING BOARD HIGHLIGHTS THAT SUMMARIZE ACTIONS TAKEN BY THE BOARD FOLLOWING EACH BOARD MEETING. ITEMS MAY BE EXCLUDED FROM THESE PUBLIC POSTINGS AT THE DISCRETION OF THE EXECUTIVE DIRECTOR IN CONSULTATION WITH THE PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES AND THE LIBRARY’S LEGAL COUNSEL AS NECESSARY.** No second was required as the motion came from committee.

After discussion, it was recommended to amend the motion to remove the availability of hard copies of board packets at meetings.

Trustee Unumb moved **TO AMEND THE RECOMMENDED MOTION TO EXCLUDE “2) MAKE HARD COPIES OF BOARD PACKETS AVAILABLE TO MEMBERS OF THE PUBLIC WHO ATTEND BOARD MEETINGS;”.** Trustee Zyck seconded. The following answered Aye: Trustees Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: Trustees Brody Garkisch and Medal. The motion carried.

The amended motion recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZE STAFF TO TAKE THE FOLLOWING STEPS TO INCREASE THE PUBLIC AVAILABILITY OF BOARD MATERIALS: 1) REPLACE THE CURRENT AGENDA TEMPLATE WITH AN ENHANCED AGENDA THAT INCLUDES A SHORT SYNOPSIS OF EACH ITEM FOR BOARD AND COMMITTEE MEETINGS; 2) POST BOARD PACKETS ONLINE FOLLOWING EACH BOARD MEETING; AND 3) POST ONLINE AND IN THE BUILDING BOARD HIGHLIGHTS THAT SUMMARIZE ACTIONS TAKEN BY THE BOARD FOLLOWING EACH BOARD MEETING. ITEMS MAY BE**

EXCLUDED FROM THESE PUBLIC POSTINGS AT THE DISCRETION OF THE EXECUTIVE DIRECTOR IN CONSULTATION WITH THE PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES AND THE LIBRARY'S LEGAL COUNSEL AS NECESSARY. All were in favor and the motion carried.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee met on Friday, October 14.

- **STRATEGIC VISIONING (Action Item 12)** – Trustee Brody Garkisch reported the committee and select staff met to participate in “strategic visioning” by brainstorming ideas for initiatives surrounding the library’s Vision and Priorities. Ideas were to focus on very big, longer term ideas that could be worked toward over a number of years. Of particular interest were ideas that would help equalize library services geographically and across all demographics of Arlington Heights. Next steps will be to review and study the ideas discussed and work with the committee to determine which should become an area of focus.

10.16.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends of the Library (FOL) Fantastic Fall Used Book Sale is scheduled for October 29 and 30; the Friends discussed the purchase of books bags for sales; and the Friends have \$114,067 in available funds.

10.16.13 **OTHER**

- President Smart stated that she would like to remember with thanks past library board member and long-time Friends of the Library volunteer Phyllis Deming Parlee for her many years of service to the library and the Arlington Heights community.

- A report was given on the 2016 Illinois Library Association annual conference, held October 18-20 in Rosemont.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Nelson seconded. All were in favor and the meeting was adjourned at 9:14 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder