

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 15, 2016.**

11.16.01 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, November 15, 2016, at 7:30 p.m. by President Debbie Smart.

11.16.02 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; Michael Driskell, Director of Administration; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Jennifer Czajka, Programs and Exhibits Manager; Shannon Distel, Specialty Info Services Manager; Susan Beckman, Materials Handling Supervisor; Teri Scallon, Bookmobile and Interlibrary Loan Supervisor; Eve Lashley, Cataloging Specialist Librarian; Janet Moravec, Business Office Administrator; Rich Henquinet, Resident

11.16.03 **PUBLIC COMMENT** –Rich Henquinet addressed the board about an opportunity for adults with disabilities in conjunction with JVS Chicago and a grant from the State of Illinois.

11.16.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 15, 2016 (Action Item 1)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.

11.16.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 25, 2016 (Action Item 2)**. Trustee Unumb seconded. All were in favor and the minutes were approved as submitted.

11.16.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2016 (Item 3)** – Mr. Kuhl reported 83% of the year has lapsed. Cash equivalents for October were \$19,796,438; last year cash equivalents were \$17,759,195. Real estate tax revenues received to date are at 98.9% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

11.16.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2016 (Action Item 4)** – There were no questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER OF OCTOBER 31, 2016, IN THE AMOUNT OF \$1,052,889.30.** Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

11.16.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the success of One Book One Village with the last event being the Culture Faire; a library survey being conducted to establish baseline measurements of customer satisfaction; improved transparency with the use of enhanced board and committee agendas and board material being available on the library's website; and statements recently released from ALA on libraries, the association, diversity and inclusion and PLA on public libraries and inclusiveness.

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

11.16.10 **NEW BUSINESS**

- **STAFF PRESENTATION—INCREASING LIBRARY USE AMONG RESIDENTS LIVING IN THE SOUTHERN PART OF ARLINGTON HEIGHTS (Item 5)** – Staff gave a presentation of an action plan for increasing use of the library by those living in the southern part of the Village. Staff identified three goals they believe will have the greatest impact and offer the most sustainable growth:

- Increasing the number of library cardholders in southern Arlington Heights
- Building connections with southern Arlington Heights' Hispanic community
- Expanding the library's connection with Community Consolidated School District 59

The goals will be followed up in future board discussions.

- **APPROVAL OF FY2017 PER CAPITA GRANT APPLICATION (Action Item 6)** – The board reviewed the draft of the Illinois State Library FY2017 Public Library Per Capita Grant application.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY FY2017 PUBLIC LIBRARY PER CAPITA GRANT APPLICATION AS PRESENTED.** Trustee Unumb seconded. All were in favor and the motion carried.

11.16.11 **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)** - Trustee Nelson reported the committee met immediately prior to the regular November board meeting.

- **LOCAL GOVERNMENT EXPENSE CONTROL ACT POLICY (Action Item 7)** – Mr. Kuhl explained a resolution was drafted in accordance with the Local Government Expense Control Act and proposed changes to Policy 1.105-Membership in Professional Associations and Conference Attendance to indicate compliance with the act. The act is a new statute regulating reimbursement to trustees and employees for expenses incurred on library business. It applies to libraries and other units of local government. Mr. Kuhl explained the library already has tight controls on reimbursements for travel in place; there will be a few additional changes to day-to-day processes.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 16-06 RESOLUTION REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES AS PRESENTED AND APPROVE THE RESULTING CHANGES TO POLICY 1.105-MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE AS INDICATED.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **STRATEGIC PLANNING COMMITTEE MEMBERS (Action Item 8)** – Trustee Nelson reported the committee discussed the effectiveness of the current composition of the Strategic Planning Committee with respect to administrative staff being included as voting members. The committee recommended for consistency and issues due to the Open Meetings Act that administrative staff act in an advisory capacity to the Strategic Planning Committee but not as voting members. The board was in agreement and President Smart thanked the board for their discussion of the matter.

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

11.16.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** –Trustee Unumb reported profits from the fall used book sale totaled \$25,308 and the Friends have \$138,880 in available funds; 100 book bags were purchased for distribution at sales; the Friends of the Library contributed \$500 to the Holiday Book Drive along with 100 books from their stock; and approved a wish list including a classroom set of Google Expeditions and \$3,000 to purchase books to be given to participants in the library’s community outreach programs.

11.16.13 **OTHER**

- President Smart congratulated Mike Driskell on his promotion to Director of Administration.
- President Smart congratulated staff on the library once again receiving *Library Journal's* 5-star recognition.
- President Smart acknowledged the library's participation in the 2016 Urban Libraries Council Innovations Initiative.
- Trustee Nelson shared information about Bernie's Book Bank which collects and distributes new and gently used children's books to at-risk children throughout Chicagoland.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT**. Trustee Zyck seconded. All were in favor and the meeting was adjourned at 8:49 p.m.

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Deborah A. Nelson, Vice President/Secretary

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Janet Moravec, Recorder